Hunter Mobile Preschool
Learn to play. Play to learn.

3/5 Anlaby Street, Maitland NSW 2320
Office Ph/Fax: 02 49346725
Email: lhactivityvan@bigpond.com
Lochinvar, Gresford & Vacy Van: 0408 684 942
Millfield, Wollombi & Gillieston Heights Van: 0407 359 105
huntermobilepreschool.com.au

PRESCHOOL INFORMATION

Operating Hours

Lower Hunter Van

Monday	School of Arts Hall Gresford Road Vacy **9.00am – 3.00pm**
Tuesday	School of Arts Supper Room Park Street East Gresford **9.00am – 2.45pm**
Wednesday	School of Arts Hall 134 New England Highway Lochinvar **9.00am – 2.45pm**
Thursday	School of Arts Hall 134 New England Highway Lochinvar **9.00am – 2.45pm**
Friday	School of Arts Supper Room Park Street East Gresford **9.00am – 2.45pm**

Cessnock Van

Monday	Community Centre 209 Cessnock Road Gillieston Heights **9.00am – 3.00pm**
Tuesday	Community Centre 209 Cessnock Road Gillieston Heights **9.00am – 3.00pm**
Wednesday	Wollombi School 2855 Wollombi Road Wollombi **9.45am – 3.15pm**
Thursday	Wollombi School 2855 Wollombi Road Wollombi **9.45am – 3.15pm**
Friday	Millfield Community Hall Bennett Street Millfield **9.30am – 3.00pm**

Hunter Mobile Pre-school

Hunter Mobile Preschool was established to accommodate the needs of young pre-school children in outlying and rural areas in and around the Lower Hunter area including Cessnock and Maitland.

As a service, we are committed to providing staff of the highest quality and experience.

We strive, through our teamwork, toward creating a safe, caring and friendly environment, which will afford children the highest quality care with learning opportunities that allow them to develop at their own rate.

Programming is based on the needs and interests that have been observed or discussed at preschool, and information families share with us.

Teaching occurs through experiences in the areas of the arts, crafts, manipulative play, constructive play, language, music & movement, maths, science, drama, and children's interests.

Hunter Mobile preschool is licenced for twenty 3-5 year olds per day, and currently services 6 areas. We offer priority of access to 4 year olds, children who identify as Aboriginal or Torres Strait Islander and children from disadvantaged families.

As a State-funded Service we are bound by all legislation, currently in operation thus ensuring that the highest quality care and education is maintained through regular and adequate funding and accountability.

Staff

Coordinator:	Sarah Spinks
Certified Supervisors:	Leanne Hayter
	Jacquie Howard
	Jennifer Collado
Child Care Workers:	Paula Cheetham
	Alex Casserly
Clerical Assistant:	Liz O'Brien

Policies and Procedures

The policies included with the enrolment form need to be read on enrolment and signed to inform staff you have read and understood their content. A detailed policy manual is available at your venue for your perusal. If you wish to read all of our policies, please speak to the staff at your venue.

Arrival and departure

Children are ***not*** to be left ***before starting time*** and need to be collected ***before our finishing time***. Any child on the premises before or after our operating hours is in breach of our Pre-school licence.

On arrival, each child ***must*** be signed into the attendance book and the time recorded.

Please make sure a staff member is aware of you child's arrival and departure.

On departure, each child ***must*** be signed out and the correct collection time recorded.

When any other person (other than the parents or guardians) is collecting your child, their name, address, phone numbers (home and mobile) and relationship to your child ***must*** be recorded on the ***authority to collect/emergency contact*** form, which authorises them to collect your child in your absence. Without these details, your child will remain with staff until the parents can be contacted or a person nominated on the child's ***authority to collect/emergency contact*** form.

You are also able to authorise a person to collect your child by completing the ***collection of children book,*** on your arrival. This document is always on the sign in table. Please ask staff for assistance. This allows you to nominate a person without permanently adding them to your child's personal file.

Please inform us in writing if there are any changes to your child's custody or access arrangements.

Your child will need…….

1) **Lunch.** Please clearly label your child's lunch. Please see the back two pages for more information on nutritional lunch box ideas. It is a policy of this service to encourage children to eat a balanced diet, please refer to our policy booklet for more information.

2) **Morning or Afternoon tea.** Please bring a piece of fruit, cheese and biscuits, vegetable sticks, sultanas in a separate container to lunch. Cooler bags are not needed as we refrigerate all of the children's food.

3) **A back pack.** To keep their possessions in.

4) **A spare set of clothes.** These are necessary for any minor personal or play accidents which may occur!

5) **Sun protection.** Please bring a hat in their bag each day even in the winter months. It is the parents' responsibility to apply sunscreen before the children come to Preschool or sunscreen is available for your use – see the sign-in area.

6) **Drink Bottle.** Drinking water is always accessible for children's use.

7) **Fruit Break.** Some venues do a fruit break in the morning. Please check with your staff to see if this is relevant to your venue.

Toys

We ask that children leave their own toys at home. This avoids competition between the children and prevents the toys getting lost or damaged.

Clothing

Please label all your child's clothing and leave a spare set, including underwear and socks in their bag in case of accidents or incidents; water play.
We ask that they wear simple clothes (no buckles, no thongs, no overalls) so it is easy for children to manage toileting and changing. Please avoid sending them in good clothes as it can get very messy and active at preschool. Shoes should be sensible and safe for climbing, e.g. no gumboots, thongs, scuffs or slides. Clothing in the warmer months needs to be sun safe. Please ensure your child has protective clothing on, eg: t-shirts with sleeves, not singlet tops where their arms, neck and chest area are exposed to the harmful rays of the sun.

Birthdays

We invite you to celebrate your child's birthday at Preschool. Before bringing a cake/cupcakes, please check with staff for any food allergies. You're welcome to send a camera and we will be happy to take snapshots for you.

Illness

To avoid risk of infection, please keep your child at home if they have a bad cold, temperature or possible infectious illness. We are required to record your child's immunisation record. This must be with you when you come to enrol your child. If their record is not up to date, your child will be asked to stay away from Preschool while any outbreak of infectious disease occurs.

Parent Involvement

We believe that parents need to be recognised as the primary influence in their child's life and that it is vital that staff and parents work together in a close relationship for the benefit of the child. We encourage you to become involved in the service and its program in any

way that you can. Please let us know if you have any special skills or interests that you would like to share with the children.

Absent days

We ask that you please contact us on the relevant mobile numbers on the morning of Preschool (as early as possible) if your child will be absent for the day.
The mobile numbers are:
Lochinvar, Vacy and Gresford: 0408684942
Wollombi, Millfield and Gillieston Heights: 0407359105.
The office number is: 49346725 (ring this before 7.30am, so staff will get the message before they leave for preschool).
All absent days for children must be paid for.

Termination of Enrolment

Two weeks written notice is required. Payment of two weeks will be charged in lieu of notice.

Management Committee

The service is managed by a Parent/Community Members Committee. This Committee meets each month, usually at the base, 3/5 Anlaby Street, Maitland. We urge that parents become involved to ensure the service continues to grow. All families have an opportunity to become involved in the running of the service. The meetings are informal and provide a great time for you to get together and meet other parents and have input into this, your service.

First days at Preschool

Before you come to Preschool, talk to your child and let him / her know what they might expect. Please make sure your child is familiar with their lunch box, bag, drink bottle, etc, and are able to open them with ease. A labelled paper bag is a good alternative.
If there is an older child who remembers going to Preschool, encourage them to talk to the younger child about their POSITIVE experiences! The first day at Preschool can be very frightening for your child, especially if it is a new experience to them. If your child has trouble settling, we invite you to stay for a while, show them around and become involved with the activities. When the time comes for you to leave, please let staff know so we can be there for support. ***Always*** tell your child that you are leaving and emphasise that you will be coming back. Disappearing without warning is easier for parents, but it is difficult for the child to believe that you will come back for them. It can also be a scary experience for your child as they do not know where you have gone.
All children take time to adjust to a new environment, please be patient during this process and please talk to staff if you are unsure.

A healthy diet includes food from each of the key groups.
The food pie above shows the food groups and ratios you should eat each day

Examples of 'child size' serves for each food group

Food group	Includes	'Child size' serving size (per child)	1-3 years	4-7 years
Lean meat or alternatives	Premium mince Meat with no visible fat Skinless chicken Grilled/baked fish fingers	30-50g cooked meat or chicken (match box size), ¼ cup lean mince 1 slice roast meat, 40-60g fish	1-2	1-2
Vegetables	Green and orange vegetables, Starchy vegetables (eg. potato) Salad vegetables *Fresh, frozen and canned*	¼ cup of cooked vegetables (35g) ½ cup salad vegetables ¼ cup of legumes (dried beans, peas or lentils), ½ medium potato	3-4	4-8
Fruit	Citrus fruits (eg oranges) Tropical fruits Stone fruits Melons, berries, grapes, apples and pears *Includes fresh, canned (in juice) and dried fruit*	1 small piece of fruit (eg apricot, kiwi fruit, plum) 1 small piece of fruit (eg apple) ½ cup canned fruit 2 dried apricot halves ¾ tablespoon of sultanas	2	2-4
Dairy foods	Milk, Cheese, Custard, Yoghurt *Reduced fat dairy products should be provided for children 2 years and over*	½ cup of milk (125ml) ½ cup yoghurt (~100g) 1 slice processed cheese 20g block cheese ½ cup custard (~100g)	6	4-6
Breads, cereals, rice and pasta	Breads (regular, Turkish, pita, Lebanese, rye, fruit loaf) Rice, Pasta, Noodles, High fibre low fat breakfast Crumpets, Reduced fat pastry Pancakes/Pikelets, Low fat high fibre savoury biscuits *High fibre varieties are preferable*	1 slice of bread, ½ medium bread roll ½ cup cooked rice, pasta or noodles, 100g spaghetti ½ cup breakfast cereal ¼ cup muesli 10 rice crackers, 1 thick rice cake, 2 thin rice/corn cakes, Small packet popcorn, 1 small pikelet 2 medium crisp bread biscuits	At least 4	6-14

Lunch Box Recommendations:

Good for kids
good for life

www.goodforkids.nsw.gov.au
Phone 1300 657 197

Good foods for kids!

Fruits and vegetables

✓ Recommended

- Fresh, canned and dried
- Vegie sticks with dip e.g. hommus
- Vegetable slice/quiche/muffins
- Frozen fruit pieces
- Salad in a container
- Fruit muffins/scones/pikelets
- Mini fruit salad
- Coleslaw
- Melon balls
- Salad sandwich
- Fruit kebabs
- Cherry tomatoes

✗ Not recommended

- All varieties of potato or other vegetables cooked in oil (e.g. potato chips, gems, wedges, hash browns)
- Fruit juice
- Fruit straps/bars

Bread, cereals, rice, pasta, noodles

✓ Recommended

- Breads: loaf, pita, Lebanese, fruit loaf, wholegrain, Turkish, wholemeal
- Breakfast cereals
- Rice
- Pasta
- Pikelets/pancakes
- Air-popped popcorn
- Pasta or rice salad
- Low fat savoury biscuits
- Corn thins
- Scrolls
- Cous Cous
- Noodles
- Rice cakes
- Crumpets

✗ Not recommended

- Low fibre, high sugar or salt breakfast cereals (e.g. Nutrigrain, Cornflakes, Special K, Coco Pops, Fruit Loops, Frosties)
- Pastries e.g. croissants
- 2 minute noodles
- Muesli or cereal bars
- Processed or high fat/sugar cakes or biscuits
- Coloured, buttered or salted popcorn
- Mini packets of sweet biscuits (not just those with chocolate!)

Lean meat, fish, chicken, eggs, nuts, legumes

✓ Recommended

- Lean cuts of beef or lamb
- Lean cuts of chicken, fish, pork, veal
- Sandwich filling (ham, roast beef, tuna, chopped chicken, salmon)
- Hard boiled egg
- Baked beans
- Leftover stir fry
- Mini quiche

✗ Not recommended

- Processed meats such as: sausage, devon, cabanossi, chicken roll, pastrami, salami, bacon, frankfurters
- Crumbed or battered beef or lamb
- Sausage rolls or pies
- Hamburger patties
- Fish fingers, fish cakes or fish burgers
- Crumbed or battered chicken, fish, pork or veal
- Chicken nuggets, chicken patty, chicken fillet

Milk, yoghurt, cheese

✓ Recommended

- Plain milk
- Yoghurt
- Cheese sticks
- Grated cheese in sandwiches
- Custard
- Cheese cubes in salad

✗ Not recommended

- Flavoured milk
- Flavoured custard
- Dairy desserts or puddings
- Ice cream
- Sour cream or cream

Drinks

✓ Recommended

- Water
- Plain milk

✗ Not recommended

- Cordial
- Flavoured mineral waters
- Energy drinks
- Soft drinks
- Sports drinks
- Flavoured milk

NSW GOVERNMENT

Live Life Well
NSW GOVERNMENT Health

For Preschool your child needs:

Bag
Lunch
Morning or Afternoon Tea
Drink Bottle
Hat
Change of Clothes
Sensible Shoes
Fruit Break (if applicable to your venue)
Pillow & Sheet/Blanket (if applicable to your venue)

Please make sure that lunch and morning or afternoon tea are in separate containers, and that all belongings are clearly labeled with your child's name.

PRESCHOOL HATS FOR SALE

Please see staff at your venue.

Colours: Purple, Pink, Light Green, Light Blue
Sizes: 51-55cm, 55-59cm

Cost: $12

Enrolment Fee: (Term 1&2) $55.00
Enrolment Fee: (Term 3&4) $27.50

Fee Deposit: (2weeks)
eg: 1 day/week attendance $64.00
2 days/week attendance $128.00

Daily Fee: $32.00

When enrolling at preschool, the above fee's are payable.
An invoice is provided at the beginning of each term.
Each time you pay money towards this amount, it is taken off the total, and a balance is provided the following week in the form of a receipt.

Fee Structure

Enrolment Fee (Family):	**$55**
Fee Deposit (2 weeks daily fee's paid in advance)	
Daily Fee (1st Tier) > $45956	**$32**
Daily Fee (2nd Tier) > $32301-$45955	**$28**
Daily Fee (3rd Tier) > $20356-$32300	**$25**
Daily Fee (4th Tier) < $20355	**$22**
Sibling Rate	**$25**
ATSI Rate	**$22**

If you fall into either the 2nd, 3rd, or 4th tier, please complete the Fee Assistance Application Form, at the back of your enrolment form.

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Management and Staffing Structure

Our Annual General Meeting is held during March each year.
This is where the committee positions are filled for the following 12 months. If the positions are not filed at the AGM, preschool cannot resume term 2 of that year.

The Committee meets once a month at our office – 3/5 Anlaby Street Maitland.
Morning tea and children's activities are provided.

Volunteer Management Committee

Parents, Carers, Community Members

Responsible for making informed decisions about the operation of the service.

Coordinator

Responsible for managing the day to day running of the service.

Administrative Assistant

Responsible for managing the day to day administration of the service

Certified Supervisors

Responsible for managing the day to day operation of the preschool venues

Early Childhood Educators

Responsible for assisting with the day to day operation of the preschool venues

Roles of the Committee Members:

PRESIDENT

- **Be available to staff & committee**
- **To chair and oversee the smooth running of all committee meetings**
- **To liaise with the Coordinator about the operation of the service**
- **To work closely with staff, and committee members**

VICE PRESIDENT

- **To assist the president as required**
- **To chair the meetings in Presidents absence**
- **To be available to staff & committee**
- **To work closely with staff, and committee members**

TREASURER

- **To work in conjunction with the administration staff in overseeing the ongoing viability of the service**
- **To review and present a monthly statement of accounts prepared by staff at committee meetings**
- **To work closely with staff, and committee members**
- **Be available to staff & committee**

SECRETARY

- **To take minutes of all committee meetings, and forward to admin staff for distribution**
- **To give appropriate notice of all meetings**
- **To work in conjunction with the admin staff in dealing with correspondence with the respect to the operation of the service**
- **To work closely with staff, and committee members**
- **Be available to staff & committee**

VENUE REPRESENTATIVES (1-2 per venue)

- **This positon involves being the contact person at your venue, representing the parents and community at the committee meetings**
- **To oversee the operation of your venue, and liaise with staff and community members**
- **To bring all concerns, ideas or suggestions from your community, to the attention of the management committee**

ORDINARY MEMBERS

- **To attend meetings, listen to the information presented, and to help make decisions in the best interests of the service, and the communities we deliver to**
- **To carry out any tasks that you have agreed to do**
- **To provide support for staff on site, and information to committee to ensure communication remains open between all parties**

If you require further information, or have a question regarding any of these roles, please do not hesitate to talk to the staff at your venue, or call the office on 49346725