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
Gresford & Vacy Van: 0408 684 942
Wollombi & East Cessnock Van: 0407 359 105
Lochinvar, Gillieston Heights & Telarah Van: 0455 116 393
huntermobilepreschool.com.au

INFORMATION BOOKLET

Venue Information

Monday	**Vacy** School of Arts Hall Gresford Road Vacy 2421 **9.00am – 3.00pm** **0408 684 942**	**Gillieston Heights** Community Centre 209 Cessnock Rd Gillieston Heights 2321 **9.00am – 3.00pm** **0455 116 393**	**Cessnock East** Cessnock East School Cnr Old Mait Rd & Mait Rd Cessnock 2325 **9.15am – 2.45pm** **0407 359 105**
Tuesday	**Gresford** School of Arts Hall Gresford Rd East Gresford 2311 **9.00am – 2.45pm** **0408 684 942**	**Gillieston Heights** Community Centre 209 Cessnock Rd Gillieston Heights 2321 **9.00am – 3.00pm** **0455 116 393**	**Cessnock East** Cessnock East School Cnr Old Mait Rd & Maitl Rd Cessnock 2325 **9.15am – 2.45pm** **0407 359 105**
Wednesday		**Lochinvar** School of Arts Hall 134 New England Hwy Lochinvar 2321 **9.00am – 2.45pm** **0455 116 393**	**Wollombi** Wollombi School 2285 Wollombi Rd Wollombi 2325 **9.45am – 3.15pm** **0407 359 105**
Thursday	**Vacy** School of Arts Hall Gresford Rd Vacy 2421 **9.00am – 3.00pm** **0408 684 942**	**Lochinvar** School of Arts Hall 134 New England Hwy Lochinvar 2321 **9.00am – 2.45pm** **0455 116 393**	**Wollombi** Wollombi School 2285 Wollombi Rd Wollombi 2325 **9.45am – 3.15pm** **0407 359 105**
Friday	**Gresford** School of Arts Hall Gresford Rd East Gresford 2311 **9.00am – 2.45pm** **0408 684 942**	**Telarah** Anglican Parish Hall Corner South & Capp St Telarah 2320 **9.00am – 3.00pm** **0455 116 393**	

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 venue, per day, and currently services 7 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 – Office - Monday, Tuesday & Thursday Preschool – Telarah
Venue Supervisors:	Leanne Hayter – East Cessnock & Wollombi Jacquie Howard – Vacy & Gresford Jennifer Collado - Gillieston Heights & Lochinvar
Educators:	Natalie Towndrow - East Cessnock & Wollombi Alex Casserly - Vacy & Gresford

Clerical Assistant: Liz O'Brien – Office – Monday, Tuesday, Wednesday, Thursday (morning)

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 license.

- On arrival, each child **must** be signed into the attendance book and the actual time recorded.
- On departure, each child **must** be signed out and the actual collection time recorded.

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

- 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 **communication section of the sign in sheet,** on your arrival. 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 (unless asked to by staff for any reason), 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 the staff at your venue to see if this is applicable to you.
8) **Pillow & Sheet/Blanket.** Some venues have quiet relaxation/meditation time. Please check with the staff at your venue to see if this is applicable to you.

Immunisations:

From 1 January 2018, parents **must** provide a copy of one or more of the following documents upon enrolling their child in preschool:

- an AIR **Immunisation History Statement** which shows that the child is up to date with their scheduled vaccinations or
- an AIR **Immunisation History Form** on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) or
- an AIR **Immunisation Medical Exemption Form** which has been certified by a GP.

No other form of documentation is acceptable (i.e. the Interim Vaccination Objection Form or Blue Book).

A copy of one of these documents must be presented to staff, to be kept with the child's enrolment records, **before** your child is able to start attending.

Parents/guardians may obtain a copy of their child's **Immunisation History Statement** at any time:

- **By telephone on 1800 653 809**
- **Online at my.gov.au**
    - Medicare needs to be a linked service on mygov
    - Once logged in, Immunisation History Statement can be selected from the menu on the left hand side of the screen.
- **In person at the local Medicare Service Centre**

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, or if they get wet during water play experiences. 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, or strappy summer dresses, 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:
Gresford & Vacy Van: 0408 684 942
Wollombi & East Cessnock Van: 0407 359 105
Lochinvar, Gillieston Heights, & Telarah Van: 0455 116 393
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. Morning tea is provided, and activities for the children in attendance.

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. 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.

For Preschool your child needs:

- ✓ **Bag (big enough that they can pack all of their belongings in)**
- ✓ **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 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

HEALTHY LUNCHBOXES

Healthy lunchboxes can be fun and delicious, packed with excitement, colours, textures and tastes, an adventure in eating everyday. With a little planning your child will be unable to resist. For young children variety is important, choosing a food from each of the six groups below creates a balanced healthy lunchbox and can be easily tailored to the fussy eater.

HEALTHY LUNCHBOXES

1. GRAINS & CEREALS

Wraps
Sandwiches
Bread rolls
Pasta
Rice
Noodles
Cous Cous
Corn and rice cakes
Crackers
Sushi
Naan
Rice paper rolls
(wholegrain or wholemeal varieties are the best choices)

2. FRUIT

Fresh fruit:
Apple
Apricot
Banana
Grapes
Mandarin
Orange
Pear
Peaches
Pineapple
Plum
Rockmelon
Strawberries
(fruit can be cut into chunks for small children)

Tub of fruit
in natural juice

Dried fruit
Sultanas
Dried fruit mixes
(less often)

3. VEGETABLES

Fresh veggies:
Avocado
Carrots
Capsicum
Celery
Corn cobs
Cucumber
Green beans
Mushroom
Snow peas
Tomatoes
(veggies can be cut into sticks or shapes for small children, they can also be teamed with dips, like hommus or natural yoghurt)

Salads:
Salad flling in sandwiches and wraps.

4. DAIRY/ ALTERNATIVES

Plain milk
(freeze the night before to keep cool)
Soy or other calcium enriched plant based milk
Plain yoghurt
Custard
Cheese slices, cubes, sticks
Cream cheese
Cottage cheese
Ricotta cheese.
(*choose reduced fat for children over 2 years of age)*

5. LEAN MEAT/ ALTERNATIVES

Fish:
Tinned tuna
Tinned salmon

Meat:
Lean roast or grilled meats: beef, lamb chicken
Lean meat or chicken patties
Skinless chicken drumsticks
Rissoles or meatballs
Lean deli meat: ham, chicken, beef (*less often)*

Alternatives:
Boiled eggs
Baked beans
Tofu
Lentil patties
Hommus
Falafel

6. WATER

Water is the best thirst quencher and the best choice of drink for every lunchbox.

Tap water is safe, so buy your child a refillable drink bottle they like and get them involved.

Freezing water bottles overnight keeps them cool during the day.

SOMETIMES FOODS

Snack foods and drinks that are high in added sugar, saturated fat or salt are generally low in nutrients. They also provide a lot of kilojoules that can contribute to children becoming overweight or obese. We call these 'sometimes' foods and drinks because they should only be consumed sometimes and in small amounts. Foods like lollies, chocolates, jelly cups, fruitbars and fruit straps, sweet biscuits, potato and corn chips should be given much less often.

For more information and ideas on healthy eating and physical activity go to www.healthykids.nsw.gov.au

NSW GOVERNMENT Health

Fee Information:

Enrolment Fee: (Term 1&2)	**$55.00**
Enrolment Fee: (Term 3&4)	**$27.50**
Fee Deposit: (2weeks)	
eg: 1 day/week attendance	**$70.00**
2 days/week attendance	**$140.00**
Daily Fee:	**$35.00**

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	**$55**
Fee Deposit – Two weeks daily fess paid in advance	
Daily Fee – Full Fees	**$35**
Daily Fee – Sibling (attending together)	**$30**
Daily Fee – Subsidised	**$25**
Daily Fee – Indigenous	**$25**

Subsidised fees are available to families holding a Health Care Card, or those who identify as Indigenous. If you would like to apply for subsidised fees, please fill in and return the last page of the enrolment form, and present your Health Care Card.

If these fees are unaffordable to you, or your fees have fallen in arrears, you can speak to staff at your venue, or call 49346725 and speak to Liz in the office to discuss payment options.

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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