

North Ryde Community Preschool
Parent Handbook

Preschool Hours:	Monday to Friday: 8 am – 4 pm Closed Public & School Holidays
Office Hours:	Tuesday to Friday: 9.15 am – 2.45 pm
Telephone:	9808 3015
Parent Mobile:	0455 053 036
Email:	admin@nrpc.org.au
Web:	www.nrpc.org.au
Address:	13 Clermont Avenue, Ryde NSW 2112 PO Box 6024, North Ryde NSW 2112





Welcome



The Staff and Parent Management Committee welcome you to North Ryde Community Preschool.

We are a 51 place community based not for profit preschool, set up by a group of parents in 1981 to meet the needs of the local community.

The Preschool is staffed by university and TAFE qualified Early Childhood Teachers and Educators.

Our staff aim to provide a program that encourages children to be actively involved in their learning through a variety of developmentally appropriate experiences and provisions are made available in a safe, nurturing, challenging environment, through a PLAY BASED CURRICULUM that is interesting and aesthetically pleasing.

Mission Statement

For our children to be:

Connected with and contribute to their world
Confident and involved learners
Effective communicators

For our children to have:

A strong sense of identity
A strong sense of wellbeing

OUR PHILOSOPHY IS BASED ON THE PRINCIPLES OF THE EARLY YEARS LEARNING FRAMEWORK FOR AUSTRALIA & THE UNITED NATIONS CONVENTION ON THE RIGHTS OF THE CHILD.

Philosophy

A full copy of the Preschool's Philosophy can be seen on the wall outside the office. A summary of the most important points follows:

The Preschool operates on a belief in the following principles.

- Secure, respectful and reciprocal relationships
- Partnerships
- High expectations and equity
- Respect for diversity
- Ongoing learning and reflective practice



As relevant to all our key stakeholders: CHILDREN, FAMILIES, STAFF & COMMUNITY.

Aims

- To provide a positive, nurturing, engaging preschool education individually tailored to each child's strengths
- To embrace, encourage and nurture family and community involvement in our Preschool
- To be inclusive of all families and all children within our community
- To instil in our children a lifelong love of learning and themselves

Class Groups for 2022

Each class is taught by Qualified Early Childhood Teachers and TAFE qualified Educators.

Creators (Room 1):

3 day class	Monday/Tuesday/Wednesday
2 day class	Thursday/Friday

Explorers (Room 2):

2 day class	Monday/Tuesday
3 day class	Wednesday/Thursday/Friday

Outdoor Area:

5 day program	Monday - Friday
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Preschool Routine

The Preschool is open from 8.00am till 4.00pm during school terms. Our core Preschool program is run from 9am-3pm, and children are strongly encouraged to **arrive by 9:15am at the latest** in time for "morning welcome group". The gate will be locked at 9:30am and after this time arrivals are through the front office in an emergency only.

Arrival and Departure

All children must be accompanied and signed in by a parent/carer or responsible adult.

Morning procedure is as follows:

1. Enter through playground gate which is opened at 8am.
2. Sign in each child on the appropriate sign-in sheet set out near the entrance gate.

It is of utmost importance that each child is signed in and out each day. Not only is this a Department of Education requirement, but more importantly it ensures that during an evacuation or emergency all children are accounted for.

3. Remind your child of their tasks.

WE GREATLY VALUE AND ENCOURAGE INDEPENDENCE.

- Unpack lunch, morning tea, drink bottle and hat
 - Sheet bag in sheet basket.
 - Place bag or backpack in the assigned locker
4. Notify your child's teacher of your child's arrival – encourage your child to greet friends and staff.

WE GREATLY VALUE AND ENCOURAGE GOOD SOCIAL SKILLS.

5. Remind your child to wash their hands or use hand sanitiser at sign in desk.

WE GREATLY VALUE HEALTH AND HYGEINE.

6. Check your child's named message pocket in the hallway.

WE GREATLY VALUE FAMILY COMMUNICATION.

7. Exit through the front door.

Encouraging Independence

As your child settles into the Preschool routine, please encourage independence by asking him/her to do certain tasks themselves. "Simple" tasks like carrying his/her own school bag, putting their lunch box and morning tea in the appropriate place and putting belongings in their locker can all help your child prepare for looking after themselves at school later.



Departures

Children must be collected by 3.55pm in order for departure formalities to be completed prior to 4.00pm.

The procedure for departure is as follows:

1. Enter through playground gate (which is unlocked at approximately 2:30pm)
2. Sign out each child on the appropriate form.
3. Collect your child from his/her teacher
4. Collect your child's bag/belongings from their locker
5. Wash your child's hands.
6. Check your child's message pocket.
7. **EXIT through the front door of the preschool.**

Safety Precautions

As a security precaution your child must walk with you to the front door. Please ensure the front and playground gate is securely shut and be aware of other children who may be near the gate. Only allow your child to go out the gate with you. Hold your child's hand whilst going to your car.

Please note: The carpark gets very busy and can be dangerous with cars moving in and out. For these reasons we insist that parents hold their child's hand until they are safely in the car.

Alternative arrangements for the collection of your child/children

If alternative arrangements for collecting children are made please ensure that staff (Class teacher) are notified. Only **AUTHORISED NOMINEES**, appointed on your child's enrolment form, will be given access to your child at any given time. **AUTHORISED NOMINEES** are the only people who will be able to pick up your child or act on your behalf in an emergency (i.e. authorise medical treatment or hospitalisation when we cannot reach you).

Please ensure you nominate all the people you think may be picking up your child as an AUTHORISED NOMINEE. Under no circumstances will anyone else be given access to your child. Please keep your AUTHORISED NOMINEE contacts up to date at all times.

Please note: People who are unknown to staff, must bring a photo id when collecting your child, which must match the name of the AUTHORISED NOMINEE.

Late collection of children

Children must be signed out by 3:55 pm. If your child has not been signed out by 4.00pm you will be given a written warning and a fine.

Details of fines are located in the Policy folder and vary from \$10.00 to \$20.00 penalty fee plus \$1.00 for every minute after 4.00pm.

Procedures if you are late:

- a) At 4.10pm the staff will attempt to contact the parent/carer.
- b) If this is unsuccessful the staff will then attempt to contact your authorised nominees and release the child into their care.
- c) If this is not successful, staff will contact the Police.

Attendance

Regular attendance is expected. Please contact the Preschool if your child is ill or absent.

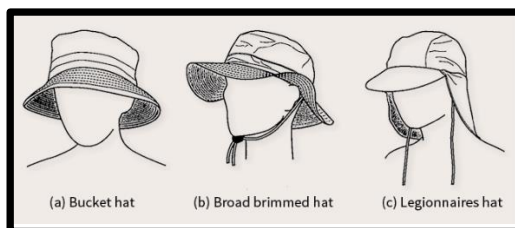
A child's name will be removed from the roll if no contact has been made after two (2) weeks absence.

What to bring each day

Please **label every article CLEARLY with your child's name** including backpack, hats, all clothing (including socks/underwear) and lunchboxes, morning tea bags and water bottles.

Each child has a locker for his/her belongings and must bring the following in a backpack or bag:

- 1) At least one complete change of labelled clothing (to be kept in their bag) at all times throughout the year. Extra underpants are important especially for the younger children. If your child is sent home in clothes labelled NRCP, these items belong to the Preschool and need to be washed and returned as soon as possible.
- 2) A shady hat i.e. a legionnaire hat, or a broad brimmed hat with a brim size of at least 6cm, or a bucket- style hat with a brim size at least 5 cm and deep crown (**baseball caps are not acceptable**). Your child's hat will stay at preschool **ALL YEAR** and will be washed when required. Please label clearly. Without an appropriate hat, children will be limited to playing under the verandah.



NO SLEEVELESS OR SHOULDERLESS TOPS OR DRESSES ARE TO BE WORN AT PRESCHOOL.

Sunscreen

Sunscreen should be applied at home or there is sunscreen available at preschool at all times throughout the year.

If your child requires a particular brand of sunscreen please advise staff. You will need to supply the preschool with that brand of sunscreen and it will have to remain on the preschool premises throughout the year. The sunscreen will be labelled with your child's name and stored in our medical cupboard.

- 3) A 'wet bag' (included in your enrolment pack). Please ensure your wet bag is clearly labelled. We use this bag to send home any 'wet' clothing. We no longer use plastic bags at Preschool. Please ensure you check your child's bag daily and remove any wet clothing if required.
- 4) Morning tea. A piece of fruit, raw vegetables, cheese & biscuits, yogurt etc. in a named container with ice pack to keep food below 5°.
- 5) A named or labelled **Décor 1 litre lunch box** (This is supplied in your welcome pack). No other lunchboxes will fit appropriately in our refrigerator. Lunchbox should contain nutritious school-type food items (e.g. sandwiches, salad, fruit etc.). No chocolates, sweets or chips please.

As an Educational facility, we are committed to providing a healthy and safe food experience for all children. Children's lunches are refrigerated and due to safe food rules, **WE ARE UNABLE TO HEAT FOOD**. If you would like to provide warm food for your child, this must be in a THERMOS which will be served to your child at Morning Tea.

Please limit warm food to pasta, rice, noodles. Hot soup is not so Preschool friendly.

WE ARE A NUDE FOOD PRESCHOOL and encourage families to consider the health and environmental impact of heavily processed and packaged foods.

NO PEANUT OR NUT BASED PRODUCTS ARE PERMITTED



This means children are unable to bring any food containing nuts or nut products e.g. peanut butter, nutella, most muesli bars.

As this is a life or death situation for some of our children who suffer from allergies, staff monitor lunchbox contents to ensure this request is adhered to. Staff will ensure children do not share food, food utensils or food containers.

We are an "Allergy Aware" Preschool and we may at times ask that parents/carers avoid packing other types of foods for their children. This will depend on the children enrolled in your child's class and their particular needs. Notifications of any prohibited foods will be given to you prior to commencement.

- 6) A drink bottle containing WATER ONLY.
- 7) Sheet Set: a flat sheet approximately 120 by 62 cm with a short loop of elastic sewn on each corner with a top sheet sewn together is ideal for covering the rest time mats. Alternatively the top sheet from a cot set of sheets (toddler bed/cot works well) can be sewn to the foot of the fitted sheet. A drawstring sheet bag or pillow case is required to carry sheets. Sheet sets can be purchased from the office for \$30.00.

What to wear

Children will get dirty and wet (through water play) as they participate freely in the program. It is recommended that comfortable, manageable, easy to wash play clothes are worn. Extra changes of clothes are essential for every child.

Please ensure your child wears shoes with non-slip soles (e.g. sneakers) to avoid slipping on climbing equipment.

No thongs or crocs are permitted as these can be a trip hazard.

Incursions and Excursions

Visitors with educational shows are organised at Preschool on a term basis based on the children's interests at the time. We usually have one visiting educational performer per term and one excursion per year for which costs are added to term fees.

Birthdays

You may wish for your child to celebrate his or her birthday at Preschool. If you would like to bring a cake along to share with classmates on the day (or nearest Preschool day) mini cup cakes with icing are most appropriate.

Please advise your child's teacher when you will be bringing in food to celebrate your child's birthday. Your child's teacher will make you aware of restrictions to the type of food that can be brought to the Preschool. Please always remember that we are a Nut Free Preschool. Many store bought cakes may contain nuts or nut products. Your child's teacher will check with the parents of any child with a known allergy, as to the suitability of foods being brought in. If restrictions are in place, the child's family will ensure a suitable substitute is provided for the child with known allergies, at all times. (Suitable treats for children with allergies are stored in our freezer in labelled containers). Please be aware that the Preschool will also restrict the use of foods likely to cause allergy, in craft and cooking experiences.

Other Important Information

- Please discourage your child from bringing toys from home (to avoid loss or damage). A soft toy for rest time is acceptable.
- We would appreciate if you could advise us if anything has happened outside Preschool that may affect your child's emotions or behaviour.
- Please check notice boards regularly for information about Preschool events etc.
- It is beneficial to check your child's message pocket daily.
- Lost property basket is situated at the end of the locker area. Unclaimed items will be disposed of at the end of each term.
- **Please notify Preschool admin (Sonja) of any changes of address and phone numbers ASAP (for both parents and authorised nominees). Contact numbers are used for emergency situations so need to be updated as a priority.**
- **Fire drills and lockdown drills** are carried out on a regular basis (at least once a term). We ask that you familiarise yourself with these procedures. They, along with our policies are displayed at Preschool. All of our policies can be found in the Policy folder.

A day in the life of us: (times are approximate)

8.00am	Preschool opens and staff set up indoor and outdoor environments
9.15am	Morning welcome group followed by indoor/outdoor play
10-11am	Progressive morning tea – children choose when to eat (family to provide food)
11am	Pack away / group meeting
11.15am	Indoor play
12.15pm	Tidy up indoors
12.30pm	Progressive Lunch begins (family to provide food)
1.00pm	Rest / quiet time **
1.30pm	Indoor play
2.30pm	Story / music & Movement / games / singing
3:30pm	Afternoon tea (fruit provided by Preschool)
3.55pm	All children must be collected by this time
4.00pm	Preschool closes



**NB: decisions regarding rest/quiet time will always be made in consultation with families, by considering the individual child's needs first and foremost. By Term 2, most 4 year olds no longer require a day time sleep yet they will continue to be provided with the opportunity to lay on a bed or partake in a restful activity. Please keep us informed as your child moves through different developmental milestones in regards to their sleep.

Preschool Library

Situated in the foyer is a library for the children and their parents. This library is free and available to all families attending the Preschool. Volunteer "Librarians" run our library and the children borrow books on a fortnightly basis during their Preschool day, from Term 2. Children must have a library bag in order to borrow books. A Preschool library bag is included in the Enrolment Pack. There is also a parent library, which parents are welcome to access at any time.

Social Events

Our social functions include family picnics, welcome morning teas and grandparent days. A minimal fee is charged to cover costs at some events.

Portfolios

The Preschool utilises the online documentation tool STORYPARK to record your child's learning and the relationships they create whilst at Preschool. Access to STORYPARK is given to every family for free.

STORYPARK allows educators to demonstrate deeper insights into your child's unique interests, abilities and individual learning style. It allows educators to link every child's learning to goals set by themselves in conjunction with families and to demonstrate our cycle of planning and programming for your child.

Each and every staff member at the Preschool can access and make contributions to any child's STORYPARK file and most importantly, parents can make timely and relevant contributions too.



Your Participation

Our policy of active parent involvement means that it is necessary to ask parents to help at the Preschool by working on a roster system.

Day Roster

The day roster involves the child's carer (for example parent, grandparent or other) working at Preschool from 9:00 am until lunch time, (approximately 1pm) or 11am- 3pm. A full day (i.e. 8am - 4pm) is equivalent to two roster days. The frequency of your rosters depends on how many days per week your child attends Preschool. If your child attends preschool two days per week, there will be a roster attendance requirement of (4) days per year. A three day Preschool attendance pattern requires attendance at (6) roster days per year. *Please note, we follow NSW Health Guidelines in regards to visitors at Preschool, and as such Roster days may not be allowed.*

Your help is important as it enables a higher quality program to be implemented by increasing the adult: child ratio.

You will find you will have a more relaxed day on roster if you can make alternative arrangements for your baby or toddler. If you must bring them, they will be your responsibility for the day. You will also find that your pre-schooler will enjoy your undivided attention if alternative arrangements have been made.

NB: Due to strict child protection regulations, **under no circumstances are parents to take photos or video of any child other than their own at any instance.**

Staff are happy to answer your concerns about roster duties. Above all we want you to enjoy your day at Preschool. If you have any special skill or interests (e.g. gardening, music, cooking, craft) that you would like to share with the children please mention it to your child's teacher.

Those unable or unwilling to help on day roster will be required to pay a levy of **\$50.00 per day missed**. This will automatically be added to your final term 4 fees. For pregnant or brand new mums, there is a 6 month “grace” period for Day Roster.

Duties of Roster

- Please sign-in to the ‘Roster Book’ on arrival. The Roster Book is located in the Preschool kitchen.
- Your child’s teacher will advise you of the daily tasks.
- Examples of tasks include: general cleaning - indoor and outdoor, gardening, washing of craft items and toys, general tidying, assisting admin and enjoying time with the children.

Please schedule your day to enable you to remain at Preschool until the end of your roster duty time i.e. either 1pm (for 9-1pm roster) or 3pm (for 11-3pm roster) or 4pm for a full day roster. Your child can accompany you home at these times or remain at Preschool until normal pick up time.

For more information about day roster please refer to our Day Roster policy which is available in the Policy folder.

Grievance Policy

The policy has been summarised below. For a complete policy, please refer to the Policy Folder:

- Staff will be committed to working to ensure our service meets every child and families’ needs.
- All comments, concerns or complaints will be treated seriously, fairly and with respect.
- Staff will also welcome and consider ideas or suggestions about how we can improve and provide a better service
- **Family Feedback Forms** will be kept in an easily accessible place (front foyer) and families are encouraged to use those or face to face meetings to voice concerns enabling us to rectify unfavourable situations.
- Families must first seek to resolve issues at staff level, so please speak to your class teacher first.
- If families feel the issue has not been resolved adequately at a staff level, the matter should be taken up with the Director.
- If families still feel the matter has not been resolved, it is suggested they approach the President or Vice President of the Management Committee (details on notice board in hallway).

Sickness Accident and Medication

The Preschool has a policy of administering medication only to children with chronic conditions who have a Medical Action Plan – asthma, allergies, epilepsy, etc. or ongoing medical conditions. The only exception to this being the administration of Ventolin or EpiPen as a first aid measure in the case of a medical emergency.

Medications will not be administered under any other circumstances.

For medical conditions, a **Medical Action Plan** must be provided by the child's doctor. If your child has a chronic condition, they will not be able to attend the Preschool if a valid Medical Action Plan and accompanied medication has not been given to staff.

Medical Actions Plans must be:

- Signed, dated and stamped (stating surgery address) by a Doctor.
- Be valid for the entire Preschool year. Medical Action Plans are required to be reissued every 12 months. We advise that it is best practice to have a new Medical Action Plan issued in January of the year your child starts Preschool to ensure it is valid for the entire year.
- A current Medical Action Plan and corresponding medication must be provided to the Preschool prior to your child's commencement.



- Medication given to the Preschool must match the exact medication stated on the Medical Action Plan. Expiry dates will be checked and recorded. All medication is to remain at preschool and must not be removed or taken home. Medication is stored in labelled boxes for easy access in an emergency situation.

By helping us to adhere to good standards of health and hygiene you will be protecting your child and others in the Preschool. All children are required to wash hands immediately upon arrival at Preschool and once again prior to departure in the afternoon. Please encourage your child to keep toys out of mouths, fingers away from noses and mouths while playing and washing hands regularly with soap. If at any time the teacher feels that your child is too sick or contagious he/she will not be allowed to enter or stay at Preschool. Please ensure you have an alternative caregiver or emergency contact to care for your child in these circumstances if you are unavailable.

Accidents

If your child has a minor accident at preschool, the teacher will complete an accident form explaining the incident and action taken. The parent will be asked to sign the form upon pick up of a child and a copy will be given to the parent if requested.

For accidents or emergencies of a more serious nature, attempts will be made to contact parents or emergency contacts whilst seeking medical assistance.

Contact will always be made with families when a child sustains a head injury regardless of severity.

When to keep your child at home

Your child **must not attend preschool** if they have experienced any of the following:

- A temperature of 37.6 degrees or above in the previous 24 hours
- A severe cold (fever, sneezing, nasal discharge for which they cannot adequately use a tissue)
- Vomited or had loose bowel motions (diarrhoea) during the previous 48 hours
- Conjunctivitis (provide a medical clearance certificate before returning to Preschool)
- Bronchitis or severe cough
- Unidentified rashes (medical certificate required explaining nature of rash)
- Impetigo (provide a medical clearance certificate before returning to Preschool).
- Any infectious illnesses - Measles, German Measles/Rubella, Mumps, Chicken Pox, Whooping Cough (require a medical clearance certificate before returning to Preschool).

The Health Department document listing symptoms and periods of exclusion is displayed at Preschool on the family notice board. Please refer to this if unsure.

Covid Response

Preschool has adopted a 3 tiered response to Covid, based on the volatility of the health situation at the time. We will always follow health advice and orders. Our primary commitment during any situation is ensuring the health and safety of our children, families, educators and community.

Immunisation

It is mandatory that all children attending Preschool follow the current immunisation schedule. Under changes to the Public Health Act, as of January 2018, no child will be enrolled in any Early Childhood Service without proof of immunisation or other supporting documents.

From 1 January 2018, it is the law that all parents must provide a copy of one or more of the following documents to enrol a child in preschool:

- An AIR Immunisation History Statement which shows the child is up to date with their vaccinations or
- An AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule or
- An AIR Immunisation Medical Exemption Form which has been certified by a GP.

Families will be able to access and print an IMMUNISATION HISTORY STATEMENT by:

- Calling the Australian Immunisation Register on 1800 653 809
- Visiting the website:

www.humanservices.gov.au/customer/services/medicare/australian-immunisation-register

- Logging onto myGov online services and selecting Medicare
- Using the Medicare App
- Visiting your local Medicare, Centrelink or Dept of Human Services Centre Offices

Under the Public Health Act 1994, if an outbreak of a vaccine preventable disease occurs at Preschool and your child has not been fully immunised against this disease, you will be given notice to exclude your child from Preschool for the incubation period or the duration of the outbreak. You will be informed of the exclusion period at the time.

Insurance

Public Liability

The Preschool has public liability insurance.

Accidents

The Preschool has insurance which would cover voluntary workers (e.g. parents on roster) in the event of an accident.

The Preschool does NOT have insurance which covers accidental injury of children who are not enrolled in the Preschool. Please supervise siblings on the premises at all times, our environment is not safe for under 3 year olds.

General Information

Office Open Hours

Tuesday – Friday: 9.15am to 2.45pm (Office is closed Mondays)

Waitlist and Enrolment enquiries will only be taken during office hours.

Please note: If Sonja (Admin) is not available when you come in, you can email her on: admin@nrpc.org.au or telephone (02) 9808 3015 during office open hours.

Please ensure that you (as a priority) notify Preschool admin (Sonja) of any changes of address and phone numbers (for both parents and authorised nominees). Contact numbers are used for emergency situations so need to be updated and current at all times.

Fees and Funding

Fees are set each year by the Management Committee in line with Department of Education funding and typically have a small increase per year in line with operational costs. Fees are reviewed periodically by the Management Committee and are subject to increase if necessary.

The current fees for 2022 are \$10 per day for the first two days (these days attract 15 hours of Government funding and \$90 for the third day (attracts no Government funding).

Whilst fees are to be paid by the term, they must be paid at least monthly in advance.

No reduction in fees will be made for non-attendance due to illness or holidays.

We are a **cash free preschool**, therefore fees may be paid for by either cheque, internet transfer, direct deposit or direct debit (please see Sonja for this option). Small amounts of cash will still be collected for incidentals such as t-shirts, sheets, library bags, social functions etc.

Any credit card payments will incur a merchant surcharge. Please consider this when paying your fees in a lump sum as costs such as these can add significant amounts to fees.

All payments may be made directly to our account –

BSB: 062-281

A/C: 00904725

Clearly outlining the surname of the child you are paying for.

Equipment and activity levy and maintenance fees will continue to be added to Term fees.

Cost of these per term in 2022 are:

Equipment Levy \$50

Maintenance Fee \$50

Incursions and excursion costs will be charged per term when applicable.

Public Holidays will be charged for if they fall on your child's attendance day.

ALL FEES MUST BE FINALISED AT THE LATEST, BY THE END OF EACH TERM. FAMILIES WHO HAVE NOT PAID THEIR FEES AND HAVE NOT ENTERED INTO A PAYMENT PLAN WILL HAVE THEIR CHILD'S ENROLMENT AND ATTENDANCE CANCELLED.

ANY OUTSTANDING FEES WILL BE REFERRED TO OUR DEBT COLLECTION AGENCY AS WE ARE A NOT FOR PROFIT PRESCHOOL WHICH RELIES ON IT'S FEES TO COVER OPERATIONAL COSTS.

Families on a low gross income may be eligible for fee relief. Families with a Health Care Card or Family Pensioner Concession Card should see the front office as they may qualify for an Economic Needs Subsidy which means a lower daily preschool fee.



A copy of your family's current Health Care Card/Pensioner Concession Card will be kept on file and must be updated when required.

Withdrawal Protocol

The Placement Bond of \$350 is payable at Enrolment and confirms your child's position at Preschool. This is non-refundable should you decline the position prior to commencement.

If an enrolment is terminated throughout the year for any reason, **FOUR WEEKS NOTICE is required in writing prior to the end of term ie by week 6 of term** in order to have your placement bond of \$350 refunded. Less than four weeks notice prior to end of term will result in the next term's fees being charged. Please note the notice period does not include school holidays when preschool is closed.

Preschool History / Management Committee

Establishment

The North Ryde Community Preschool was founded by a group of local parents in 1981. It operated from two Scout halls while this group fought long and hard to find a suitable "home".

Ryde Council built our current premises during 1987 and we moved in during 1988. Much of the equipment was purchased from money raised by parents over the first seven years.

Ryde Council continues to assist the Preschool with subsidised rent.

The high standard of staff, equipment and facilities has been maintained through the combined efforts of the parent management committee and the efforts of the Preschool employees, past and current families and local and State Government.

The Preschool also sets aside a limited amount of funds to assist families in financial difficulty who do not qualify for the Community Services Economic Needs Subsidy. Please see the Director if you have any short term or long term need.

Administration

The Preschool is a community based, non-profit organisation administered by a parent management committee for and on behalf of all the parents. A new management committee is elected during the first term of each year.

Parents become members of the Preschool on paying their \$350.00 holding deposit and there is community membership for those who want to continue their contact with the Preschool. We are an incorporated body and act within the guidelines of our constitution. We operate under The Education and Care Services National Regulations and Conditions of funding set down by the Department of Education and Community Services.

Management Committee

The Management Committee is elected at the AGM which is held before the end of March each year. A list of current members of the committee and their contact details is displayed on the Committee Noticeboard.

Management Committee Meetings

The Committee holds regular bi- monthly meetings to discuss items such as:

- Policy decisions
- Director's and Treasurer's Report
- Staffing

The meetings are held at the Preschool and all parents are invited to attend these meetings. The date and time of the next upcoming meeting is displayed on the Committee Noticeboard, as are the minutes of the previous meeting.

General Meeting

In addition, general meetings are held three times a year.

Management Committee Positions

Listed below are the Management Committee positions:

President
Vice President
Treasurer
Secretary
Assistant Secretary
Day Roster Co-ordinator
Social Co-ordinator
Assistant Social Co-ordinator
Book Club C-ordinate
Library Co-ordinator
IT Support

Parent involvement in any of these areas is encouraged as the ultimate responsibility for administering the Preschool rests with families - the users of the service. It also gives families the opportunity to be involved in discussions and decisions which will affect you and your child, and the long term future directions of our Preschool.

We look forward to welcoming your family to NRCP