Staff: Director—Sarah Chase, Early Childhood Workers—Heather Slee, Vicki Elleway, Dot Story.

Preschool Session Times
Tuesday: 9am—3pm
Thursday: 9am—3pm
Every second Friday: 9am—3pm

Occasional Care Session Times
Tuesday: 9am—11:45am
Wednesday: 9am—11:45am
Thursday: 9am—11:45am

What to pack in your child's bag...
- Recess (and lunch if attending Preschool)
- Water bottle
- A change of clothes—not only for accidents but we often get wet when playing with water! Don’t forget to label your child’s belongings.

When bringing your child into the centre encourage them to unpack their own bag. This lets them take ownership for their own belongings and gets them ready for school routines.

SunSmart
Here at the centre we are very aware of being SunSmart. When your child starts at the centre we provide them with a hat that they can use throughout their time at the centre. Before we go outside to play in Term 1 and 4 we will apply 30+ sunscreen to all children, unless advised otherwise. Keeping with being sun smart please make sure all tops cover your child’s shoulders—no singlets.

Healthy Eating
In line with our healthy eating policy we do not recommend that you pack food high in sugar or fat for your child. Foods include; chocolate, lollies, chips, highly processed foods, juices, cordials etc. Please do not pack carrot sticks or nuts either, as these foods pose a high choking hazard.

Every morning we have fruit that has been donated from the local IGA.

Clothing
For safety reasons please avoid bringing your child to the centre wearing thongs. Please dress your child in clothes that you don’t mind if paint or mud should get onto them. Also keep in mind that here at the centre we love climbing, bike riding and playing in the sand pit—try to choose clothes that aren’t constrictive.

Attendance
Continuity is important. It is beneficial for your child’s social and emotional development and also establishes a good routine in readiness for school. Please notify the centre if your child is unable to attend as early as possible.

Allergies/Medical Conditions
It is vital that staff are notified of any child’s allergies and the appropriate treatment. Equally important is informing staff if your child has or should develop any form of medical condition (including asthma) whilst enrolled at the centre. If your emergency contact details change please notify staff so we can update our records.

Dropping off and picking up your child
Please come into the centre to drop off your child. If a different person will be collecting your child that day please advise us beforehand—either in person, by phone or in your child’s communication notebook.

Fees
Occasional care fees are to be paid on the day your child is attending the centre. Please try to have the correct money.
If attending Preschool you will receive an invoice in your child’s pocket at the start of every term. This is to be paid to Nicole at the school.

Notices
Your child will have a pocket with their name on it in the centre where we put newsletters/notices. Please check them each day your child comes to the centre. Preschool children are encouraged to check them at the end of each day. We would appreciate if you could provide us with your email address so that we can email the newsletter—this saves us on printing costs.

Program
The Preschool’s weekly program is displayed in the centre. Please have a look to see what we are up to!

Last, but certainly not the least...
Please feel free to talk with staff regarding any concerns, joys, suggestions etc. you may have. We endeavour to create and maintain collaborative relationships with families.

Thank you 😊