



Family Handbook



Phone: (02) 6882 0014

Email: buninyong@ddpreschool.com.au

Address: 272 Myall Street, Dubbo NSW 2830

Mailing Address: PO Box 1461 Dubbo NSW 2830

Opening Hours: Monday, Tuesday and Wednesday: 9 to 3pm - Thursday and Friday: 8:30 to 3:50pm

You may not know... Buninyong Preschool is a sister Preschool to Dubbo and District Preschool. Dubbo and District Preschool established Buninyong Preschool in 2010 to cater for the needs of children within the local community who will attend Buninyong Public School. Staff work together across the two sites (Buninyong Preschool and Dubbo & District Preschool). Excursions between services are an added bonus.

Preschool Team

We believe that quality education is best delivered through qualified educators who are trained to understand and cater for the needs of young children and prepare them for school. At Buninyong Preschool our education team consists of a University Trained Teacher, an Educator with a Diploma Qualification and two Educators with Certificate III qualifications in Early Childhood Education.

Our high educator to child ratios allow all children to receive more individualised attention.

What to bring to Preschool: (all labelled with name)

- A family photo (on the first day)
- Backpack (big enough to fit everything in)
- A bucket hat or sun smart hat
- Lunch box with ice brick in summer (we don't have capacity for a cooler)
- Morning tea and lunch (healthy choices)
- Water bottle
- Wear sun smart clothes with sleeves
- Fitted and flat cot sheet for rest & relaxation
- Change of clothes



Nutrition Policy

Our policy aims to promote healthy food and drinks based on the Australian Dietary Guidelines and the Aboriginal and Torres Strait Islander guide to healthy eating.

What to leave at home:

- Toys
- Thongs/slip on shoes
- Lollies or Chocolates
- Sweet Biscuits
- Juice/ Fizzy Drink/ Flavoured Milk
- Chips
- Roll Ups
- Cakes with icing

Nut Free Preschool Due to allergies Buninyong Preschool is a **Nut Free Preschool** – we ask you to keep all nut products at home including peanut butter and Nutella.

*Do you have a fussy eater? Are you worried about what to send in a lunchbox? Please talk to your child's teacher.
A copy of our Nutrition Policy is available at Preschool, this can be viewed anytime.*

Pack your child a **HEALTHY LUNCH BOX**

Choose a variety of foods from each food group



Fruit



Vegetables



Dairy



Wholegrains



**Lean meat
& alternatives**



A Healthy Lunch Box



**MAKE WATER
YOUR DRINK**



**PACK ICE BRICKS
TO KEEP FOOD
COOL**



**USE A THERMOS
TO KEEP FOOD
WARM**



Health

This resource was developed and designed by the Health Promotion Service, Western Sydney Local Health District, with contribution by South Eastern Sydney Local Health District and Illawarra Shoalhaven Local Health District.

Sign-in/Sign-out

All children **must** be signed in at the beginning of the day and signed out at the end of the day. The people you have authorised on your child's enrolment form are the people we will allow to sign out your child. You are able to change these details at any time to ensure your list is current.



On Arrival

After your child is signed in we ask you to encourage your child to wash their hands before playing. This is to reduce the risk of cross contamination of germs, hopefully reducing illness. Children can choose a hook to hang their bag and other belongings for the day.

Sunscreen is available and we ask your child to apply it before playing outside.

If you have any concerns or questions regarding sunscreen please ask.

Rest and Relaxation

Preschool can often be tiring for children so we recognise the importance of rest and relaxation. There is opportunity for all children to rest daily. This does not mean children must sleep (although it is ok to sleep if your child chooses to), just time to calm their bodies. A copy of our Rest and Relaxation Policy is available at Preschool, this can be viewed anytime. If you have any concerns or questions regarding rest and relaxation, please speak to your child's teacher.



On Pick Up

All children must be signed out at the end of the day. We encourage children to take their bags, water bottles and other belongings home at the end of each day. You may also wish to encourage your child to wash their hands before leaving Preschool.



Preschool Uniforms

(Non-Compulsory) Buninyong Preschool has children's uniforms consisting of polo shirts, jackets, hoodies and bucket hats available to order. Orders are taken throughout the year – check Facebook or your parent/family pockets for more information on when orders are being taken.

Schools as Community Centre

The SaCC is located next to the Preschool. The centre is designed to provide support for and seek involvement from families with children aged 0-8 years. Local Facilitator Lorna Brennan works closely with the community and other related service providers to identify and meet the needs of local families and community members. Activities offered include playgroups, craft groups, educational workshops, conversational English group and health related programs. Contact Lorna on 6884 4988 for more information.



FAQ'S

What if my child is sick?

Preschool cannot cater for children that are unwell or need one on one care.

Please keep your child at home until they have fully recovered.

This also ensures that other children are protected too. If your child is going to be away from Preschool, please call to inform us as soon as possible.



- High Temperature
- Vomiting or Diarrhoea
- Head Lice
- Rash
- Hand, foot and mouth
- Chickenpox
- Conjunctivitis
- Ear Infection
- School Sores
- Influenza
- Whooping Cough

What if my child needs medication?

If your child needs medication during preschool hours please complete a permission form to give consent for educators to administer the medication.

Please note - medication must be in original container with chemist prescription label attached– child's name, dosage, dates, prescribing doctor etc. Over the counter medications such as Panadol will not be administered unless accompanied by a letter of authorisation from the Doctor.

What if my child has a Medical condition?

(e.g. asthma/ anaphylaxis/ epilepsy/ diabetes)

All children with a medical condition will need a risk management plan.

Please talk to educators so that we can ensure your child's needs can be met in all circumstances.

How do I pay my Preschool fees?

Please arrange fee payment **prior** to starting Preschool. Fees can be paid by cash, Centrepay, EFTPOS or direct debit.

If you wish to pay Preschool fees using Centrepay this can be done online or at Centrelink.

Our Service Provider Reference Number is: 555-111-506-T

Bank Details for Direct Deposit

Acc Name: Dubbo & District Preschool

BSB: 012 615

Acc No: 2123 06618

Please use your child's name as the reference

What if I am going to be late picking up my child from Preschool?

If you are going to be late picking up your child, please call Preschool to inform us.

Please be aware that a late fee of \$20 for the first 10 minutes and \$1 per minute thereafter is charged.

How will I know what is happening?

Buninyong Preschool is on Facebook!!!

All events and upcoming dates are posted on Facebook and our Facebook page is monitored every day. All children have a family pocket at Preschool – this is where you will find notes, newsletters and other important information. We also have a large white board outside - this is where you will find reminders about upcoming events.

Dubbo and District Preschool Management Committee

Since Dubbo and District Preschool is a not-for-profit incorporated association, the overall management of the preschool is vested in a management committee.

To become a member of the management committee members of the preschool community are required to nominate prior to the annual general meeting (AGM) which is held in March of each year. Only members of the management committee attend the management committee meetings – non-members cannot attend. The director, assistant director and business operations manager also attend the meetings.

Interested in becoming a committee member?

FAQ'S

- **How many people are on the committee?**

The committee consists of a minimum of 7 people. The executive generally consists of a president, vice-president, secretary, and treasurer.

- **What does the committee actually do?**

Some of the responsibilities of the committee include; determining the preschool's strategic direction and defining its purpose. Appointing, supporting and monitoring the performance of the director, assistant director and the business operations manager. Ensuring the ongoing financial viability of the preschool. Ensuring staff are employed in accordance with relevant industrial obligations. Providing a supportive and stimulating working environment for staff. Enhancing the profile of the preschool in the community

- **I have no experience in the Early Childhood industry. What value would I add?**

You don't need to be involved in the early childhood industry to contribute to the committee! People who have a diverse range of skills, backgrounds and professions actually makes for a stronger committee. You will gain a lot of knowledge during your involvement in the committee and other committee members are always available to discuss particular issues with you.

Professions of recent committee members include teachers, health professionals, accountants, project managers, hairdressers, and real estate agents.

In the past five years committee members have used their skills to contribute to a range of activities to enhance the preschool, including the building expansion project, applying for funding grants, organising fundraising events, designing playground upgrades, organising a preschool uniform and assisting with recruitment.

- **I don't know how much time I need to commit?**

The committee meets one night a month, usually for about 2 hours. Meeting papers are emailed before the meeting so that you can read through them in your own time. Members of the executive and sub-committee members (eg. fundraising committee) commit additional time out-of-session depending on particular issues and events that may arise.

- **I don't think I can regularly commit my time, but I would still like to be involved in the preschool**

We welcome any and all interaction! If you have particular skills or interests that you think the preschool could benefit from, please have a talk to Jenny (director). You might be able to assist with fundraising ideas, provide community connections, coordinate musical or artistic activities, organise excursions – the list is endless.

Are there other ways I can be involved?

We value our preschool families and would love to partner with you in your child's education. If the management committee is not for you, you may like to share a skill, your knowledge or your culture with the children in your child's class. We have been privileged to have had many families share, for example;

- an electrician talked about his work and gave a practical demonstration,
- a pharmacist discussed medicines, handwashing and germs,
- many parents have shared their culture, and
- one mum has run a yoga class with the children.
- Perhaps you love fundraising? Or would like to join an excursion? Or work with the children in our garden? We are open to your ideas and would love you to join with us.

You know your child best, so sharing information about your child and family with educators will be a great start.

Contact Us:



Assistant Director

Patsy Saul

buninyong@ddpreschool.com.au



Administration:

Kareena Vincent

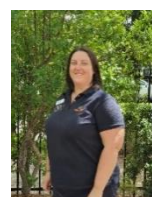
admin@ddpreschool.com.au



Teaching Director:

Jenny Colwell

director@ddpreschool.com.au



Business Operations Manager

Kristen McWhirter

manager@ddpreschool.com.au

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Patsy is our Assistant Director whom works full time at Buninyong Preschool.

She is also the class teacher for the Mon/Tues/ Wed Class

Kareena, Jenny and Kristen work across both Dubbo & District and Buninyong Preschool

They can be contacted on 6882 2691 or via their emails to answer your enquiries

Alternatively you can always call the Buninyong Team directly on 6882 0014



Thank you for choosing Buninyong Preschool for your child's education

We are glad you are joining us