



# Dubbo & District Preschool



## Family Handbook

"Building a stronger community through quality education"

# Our History

We are proud of our preschool's long history. Originally built in 1962 by the Lions Club of Dubbo on land given to them by Dubbo Council.

The original building has been extended over the years and in 2017 the new building at the back of the site was opened with two new rooms and meeting spaces. Funding grants provided by DET as well as a generous donation from the Masonic Lodges of Dubbo and District and many preschool fundraising efforts made this possible.

## What we believe? At Dubbo and District Preschool

- **Wellbeing is paramount.** Children need good health as well as social and emotional wellbeing to thrive. We work with families to ensure all children have a strong sense of wellbeing with particular emphasis on developing secure attachments, self-regulation, good nutrition and skill development.
- **Each child is unique.** Each and every child is an individual; a competent, capable and active learner with many strengths and emerging skills. It is from this basis we support each child to realise their potential and build social relationships with others.
- **Relationships matter.** A strong community is built on strong relationships. Our relationships with children, families, colleagues and the community are important to us. We value working together for better outcomes for children and the preschool community as a whole. This belief leads us to support children in building respectful relationships with their peers.
- **We are enriched by the diversity of our community.** Our families and educators bring a diversity of heritage, culture and traditions to our service. We invite all families to share their culture and traditions with us. Collaborating with families and the wider community is beneficial for all. Living on Wiradjuri land, we are continuing to build connections with the custodial owners of our land the Aboriginal and Torres Strait Islander community and value their knowledge and rich traditions.
- **Play underpins our program.** Play is the means through which children engage with the world around them. Children are intrinsically motivated to learn through play and we offer a supportive play environment for children.
- **Environments invite and stimulate learning and wellbeing.** Learning spaces are filled with engaging, open ended materials and resources. There are places to create, imagine, problem solve and reflect. The social environment is scaffolded to support peers to learn and play together and provide opportunities for them to be fair, equitable and inclusive.
- **Risk and challenge are supported.** Challenging activities and risky play lead to confident individuals and promote cooperation and collaboration to achieve success. Teaching children respect for and appropriate use of tools allows them to develop real skills.
- **Growing and learning is ongoing.** We strive for continuous improvement for children, educators, our practice and our service model. We are not afraid to try new things and reflect and evaluate the outcome and try again. A practice we encourage in the children too.
- **The environment is respected.** This is important for both the present and future generations. We are continuously striving to teach the interdependence of all living things and how we as people impact the environment. Every small step is moving toward a better world for all.

# What you might not know about Preschool?

We are a not-for-profit community based service run by a volunteer Management Committee. Our Preschool is funded by the Department of Education like Primary Schools. We receive block funding to provide Early Childhood Education to children between the ages of 3 and 6. The fees parents pay are representative to the gap left between our funding received and running costs. Preschool is not affiliated with Centrelink's Childcare Subsidy (CCS)

## Every year Preschool enrolls 240 children

- 140 to 160 placements for 4-5 year olds
- 80 to 100 placement for 3-4 year olds

## How many days can my child come to Preschool?

We offer 3 day and 2 day classes for children in the 4-5 year old age group and 2 day or 1 day classes for children in the 3-4 year old age group. You cannot attend Preschool fulltime. Your child can only attend in one class per week.

## Preschool follows a class structure

A class structure is why we are unable to offer casual days to children or 'add' days.

You can make a request, by visiting the office, to be waitlisted for a class consisting of additional days at Preschool if you are not already enrolled in the maximum allowed days for your child's age (3 days for 4-5 year old, 2 days for 3-4 year old).

Please be mindful that if a position for an extra day is offered to you that it will always mean a room change, new children and educators for your child.

	Monday	Tuesday	Wednesday	Thursday	Friday
Rm 1	Monday/Tuesday Class		Wed/Thurs/Friday Class		
Rm 2	Monday Class	Tues/Wednesday Class		Thurs/Fri Class	
Rm 3	Monday/Tuesday Class		Wed/Thursday Class		Friday Class
Rm 4	Mon/Tues/ Wednesday Class			Thurs/Friday Class	
Rm 5	Mon/Tues/ Wednesday Class			Thurs/Friday Class	

*For example; this is our 2020 Class Structure, a new preschool class structure is mapped out every year*

## Enrolments

Our waitlist for the following year will open on the 1<sup>st</sup> of March from 8.30am (*if this falls on a weekend it will be the first business day following*). Applications can be completed in person at Preschool or via email or phone. The Waitlist Application is available as a download on our website.

Applications are accepted right throughout the year and allocated to the according age group.

*To be eligible for Preschool your child must turn 3 prior to 28/02 in the year they attend.*

Waitlist applications are contacted for enrolment from July/ August in the year prior to attendance inviting families to complete our online enrolment. At this time, you will need to provide documents e.g. birth certificate, up to date Medicare Immunisation Statement.

All attempts are made to accommodate your preferred days however, the preschool cannot always offer this due to the large numbers of children enrolling and limitations on how many children we can accommodate. If your child is not offered a position initially, they will remain on the waitlist and may be offered a placement at a later time as we fill any remaining vacancies for the following year.

## Re enrolments

Children already enrolled will be offered re enrolment for the following year.

Re-enrolments for the following year commence in July of the current year.

All current students will be contacted and asked to indicate their intent to return to Preschool and select preferred days or elect leaving Preschool and their chosen Primary School.

All attempts are made to accommodate your needs however, the preschool cannot always offer your first preference of day or days due to the large numbers of children enrolling and limitations on how many children we can accommodate

**Sibling Policy?** *Children already enrolled will be offered enrolment for the following year, please be aware however the Preschool **does not offer a sibling policy**. Children are contacted in order of placement onto the waitlist. This allows the whole community to have equal opportunity to access Preschool.*



# On Arrival: Our first day

**We are open from 8.30am and children must be collected by 3.50pm.**

Car parking is available on preschool grounds (carpark accessible off Bultje St) or in the surrounding streets. Access gates are located on Bultje St, Hampden St and two within our school carpark.

Preschool rooms open their doors at 8.30am. This is the earliest you can drop your child to Preschool. Parents/Carers are to sign child into Preschool. Children are to place bags into lockers and water bottles into crates.

**Your** child must be **signed in and out** every day on the electronic sign in available in rooms. The people you have authorised on your child's enrolment form are the only people we will allow to sign your child in and out. You are able to change these details at any time to ensure your list is current. Simply log into Smart Fees, using your email address and password/number OR email changes to [admin@ddpreschool.com.au](mailto:admin@ddpreschool.com.au)

We ask you to encourage your child to **wash their hands on arrival** at preschool and suggest you also may want them to wash their hands before leaving in the afternoon. This is to reduce the risk of cross contamination of germs, hopefully reducing illness.

We find a quick goodbye works best when dropping off. Say goodbye to your child, let them know you are leaving and then leave. You are welcome to call the room later that morning if your child is upset at drop off time to see how they settled.

## What to Bring: (all labelled with name)

- Backpack (big enough to fit everything in)
- Healthy lunch
- An ice brick in summer (we don't have capacity to refrigerate everyone's lunchbox)
- Morning tea
- Water bottle
- A bucket hat or sun smart hat
- Wear sun smart clothes with sleeves
- Change of clothes
- Fitted and flat cot sheet in a bag or pillowcase
- Library bag or pillowcase for borrowing book



## You have a fussy eater? Worried about what to send in a lunchbox?

Please talk to your child's teachers, we want to work with you to encourage your child in healthy eating. Our Nutrition Policy is available on our app or check out the Munch and Move website: <https://www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move.aspx>

Preschool has a **no nut policy**

as we have children who are anaphylactic to nuts,  
so no Peanut Butter/Nutella/nut products

## What to leave at home:

- Toys
- Thongs/slip on shoes
- Sweet biscuits
- Muesli bars
- Juice
- Chips
- Chocolate
- Lollies

# 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.

## Outside Play

Every day, children play outside. Please send appropriate clothing in winter months. There are 3 separate playgrounds at Dubbo & District and during each term every room gets to experience all the different playgrounds.

Before outside play children will apply sunscreen and pop on their sun safe hats. Please bring a hat to preschool every day, even during winter months. Clothes with sleeves that cover shoulders and upper arms are best. DDP will provide sunscreen but feel free to apply sunscreen before your child comes to preschool. We will reapply it when necessary. If your child has an allergy to sunscreen, please advise staff. Also often morning tea and lunches are taken outside also, to be eaten in appropriate weather.

If you have any concerns or questions about the use of sunscreen please ask.

## Rest time

We recognise children's need to be able to relax and unwind and it is an important life skill to learn.

There is a rest period daily for children. This does not mean children must sleep (although it is ok to sleep if your child chooses to) just time to calm their bodies.

Chat to educators about your child's individual needs. Our Safe Sleep and Rest Policy is available to view by emailing [admin@ddpreschool.com.au](mailto:admin@ddpreschool.com.au)

## What if my child is sick?

Preschool cannot cater for children that are unwell. Please keep your child at home until they are fully recovered. This also ensures that other children are protected too. Staying healthy is important to us

We remind our preschool community that all children, families and staff should *not attend* preschool if they are displaying *any* (even mild) cold or flu like symptoms.



Cough	✗	Runny Nose	✗	Fever 38° C or above	✗
Sore Throat	✗	Headache	✗	Fatigue/Lethargy	✗
Aches & Pains	✗	Diarrhoea/ Vomiting <i>*24 hr exclusion from last episode</i>	✗	Needed Panadol/Nurofen <i>If you have given Panadol or Nurofen in last 4 hours</i>	✗

Please notify the preschool of absence (via the Skoolbag app e-form or phone call)

## What if my child needs medication?

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

NB. Medication must be in original container with prescription label attached– child's name, dosage, Prescribing Doctor etc.

Over the counter medications such as Panadol will not be administered unless accompanied by a letter of authorisation from the Doctor.



## Medical conditions

Medical Conditions will need a risk management plan (e.g. asthma/ anaphylaxis/ epilepsy/ diabetes).

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

## Allied Health

We have good relationships with the Community Health Allied Health Team and the Aboriginal Children's Therapy Team (ACCT) as well as Orana Early Childhood Early Intervention and many private providers.

We believe that working in collaboration with these professionals is in the best interests of children.

## Hear Our Heart Ear bus

The Hear our Heart Ear Bus Project is a not for profit charity that provides free hearing checks for children. The bus visits the preschool to do checks by a qualified audiologist and our staff have received training from them in understanding ear health. We support this project with at least one fundraising day a year.

Good hearing is imperative for learning and any concerns should be addressed early.

If you have concerns about your child's hearing, please talk to staff about the next Ear bus visit or book testing on a community day.

## Uniforms: (non-compulsory)

Dubbo and District Preschool has children's polo shirts, sloppy joes and bucket hats available to purchase.

Bucket Hats \$15.00 (blue only)

Hoodie Jumpers \$40.00 (blue & pink)

Shirts \$25.00 (blue, pink & green)

Please see Kareena in the office if you would like to purchase a uniform item.

## Staff

We believe that quality education is through qualified staff who are trained to understand and cater for the needs of young children and prepare them for school.

Therefore in each room the staff team consists of a university trained teacher (team leader), an educator with a Diploma qualification and an educator with a Certificate III qualification in Early Childhood Education.

Our high staff ratio allows all children to receive more individualised attention.

## Dubbo and District Preschool Bus

Dubbo and District Preschool does have a preschool bus available to transport children who for various reasons may have difficulty getting to preschool.

Please phone us to discuss your need and to clarify if you meet the eligibility criteria.



## Fees: How do I pay fees?

Fees may be paid by direct deposit, or see Kareena in the office for EFTPOS or cash payment.

Please keep fees two weeks in advance. You can make payments in accordance to your family budget. Whether this be weekly, fortnightly monthly or Term to Term.

Invoices will be emailed at the start of every Term and a reminder Statement in Week 8 of each Term.

If you are having difficulties with paying fees, please speak to Kareena or Kristen to discuss options.

### Bank Details for Direct Deposit

Acc Name: Dubbo & District  
Preschool  
BSB: 012 615  
Acc No: 2123 06618

## Keeping Up: How will I know what is happening?



**Skoolbag app** is our preferred method of communication to you.

Dubbo and District Preschool Skoolbag app can be downloaded to your phone via the app store.

You will then get instant access to the latest news, term newsletters, class information and events.

The app can also be used to let us know your child is sick

For help with the app see a staff member or Kareena in the office.

## Sister Site



You may not know but Dubbo and District Preschool established Buninyong Preschool in 2010 to cater for the needs of children in the local area who will attend Buninyong Public School.

Buninyong Preschool is in Myall St and our staff work together across the two sites. Excursions between services are an added bonus.

## 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.

## 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



## Interested in becoming a committee member?

### FAQ's

- **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?**

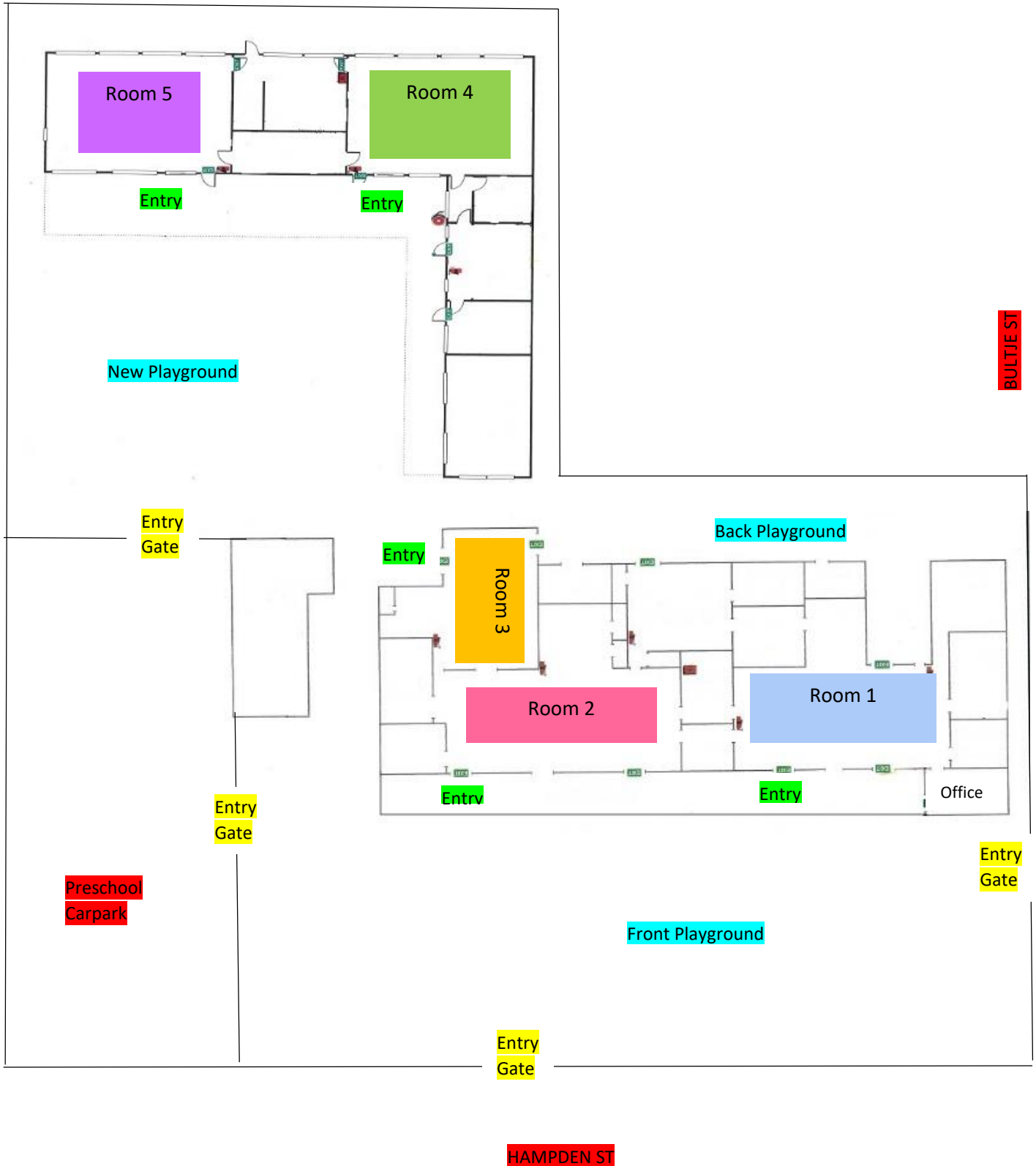
We value our preschool families and would love to partner with you in your child's education. If the management committee is not for you, you may like to share a skill, your knowledge or your culture with the children in your child's class. We have been privileged to have had many families share, for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

# Preschool Map

*Can you find your Room?*



## **Contact Us:**

**PO Box 1461**

**18 Hampden St DUBBO NSW 2830**

**(02) 6882 2691**

**[www.ddpreschool.com.au](http://www.ddpreschool.com.au)**



**Administration:**

**Kareena Vincent**

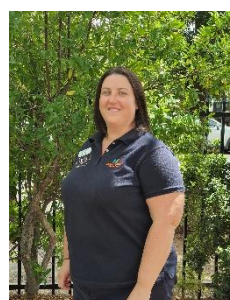
**[admin@ddpreschool.com.au](mailto:admin@ddpreschool.com.au)**



**Teaching Director:**

**Jenny Colwell**

**[director@ddpreschool.com.au](mailto:director@ddpreschool.com.au)**



**Business Operations Manager**

**Kristen McWhirter**

**[manager@ddpreschool.com.au](mailto:manager@ddpreschool.com.au)**

**Thank you for choosing Dubbo & District Preschool for your  
child's education**

**We are glad you are joining us**