



2017 Hand Book



The Anglican Parish of Wagga Wagga
ST LUKE'S & ST MARY'S RAINBOW PRESCHOOLS

Welcome

Welcome to those who are new to St Luke's Preschool! St Luke's is blessed by many attributes. It has a "homely" feel and a beautiful and creative outdoor space. All of this is complemented by a great staff, volunteers, management, parents and carers who work together to provide high quality education and care for your child.

May your family be blessed in 2017!

Anglican Parish of Wagga Wagga.

Welcome from the Director

I would like to welcome you to St Luke's Preschool. St Luke's Preschool has been offering quality preschool education to the Wagga Community for over 55 years.

The educators at St Luke's value children as active learners. Our programs are designed to extend children's thinking and curiosity and are tailored to the needs of each child. Our lovely natural playground offers the children so many wonderful learning opportunities. Whether collecting eggs from our chooks or recycling food scraps to feed our guinea pigs, the children are learning about the world around them and the need to live sustainably.

We value family involvement in our programs and our relationships with you. We are looking forward to getting to know you during your time at St Luke's Preschool.

I trust that your time at St Luke's Preschool will be filled with many wonderful memories and experiences.

Thanks,

Lisa Addison
Director, St Luke's Preschool

About St Luke's Preschool

St Luke's Preschool is a not for profit preschool offering a high quality, extended hours preschool program with a Christian Ethos.

St Luke's Preschool is owned by the Anglican Parish of Wagga Wagga, who manages the preschool through a Management Committee that may include parent/carer and community representation.

Our Preschool Philosophy

Nurture of the Child

Children are a heritage of the Lord, and the fruit of the womb is a gift.

Psalm 127:4

The Church is called to:

- receive, nurture and treasure each child as a gift from God;
- acknowledge and support the role of parents and carers as primary nurturers of children;
- proclaim the Gospel to children in ways that empower them to receive and respond to God's love;
- give high priority to the quality of planning for children and the preparation and support of those who care for them; and
- include children in decision making, and value their contributions.

Within our Preschool's we therefore believe:

- each child is unique and brings different gifts, skills and abilities that we desire to engage with through a diversity of experiences, challenges and styles of learning;
- parents and carers are the primary care-givers and educators of children, and we desire to nurture, sustain and encourage them in this most important role;
- in staff who are valued and passionate, providing high standard educational opportunities;
- learning happens best when children are engaged and included, and we desire to empower children in their pursuit of learning through encouragement, creativity and resources and by building trust and

modelling loving relationships;

- in flexible, deliberate, intentional and responsive teaching with modelling, initiation and open ended discussion;
- a holistic approach to the care of children includes nurturing of the whole child, including faith and spirituality; and
- children should be encouraged and supported in making decisions, setting directions, and entering into the life of our Preschool community.

Ministry to the Child

Then Jesus took the children in his arms, placed his hands on each of them and blessed them - Mark 10:16

The Church is called to:

- love, shelter, protect and defend all children within its own community and in the world, especially those who are abused, neglected or in danger;
- nurture and support families in caring for their children, acting in their children's best interest, and recognising and fostering their children's spirituality and unique gifts; and
- advocate for the integrity of childhood and the dignity of all children at every level of our religious, social, political, educational and economic structures.

Within our Preschool's we therefore seek to:

- provide a place that is safe, welcoming, homelike and hospitable where people are valued;
- reveal through our interactions relationships that are loving, trusting, forgiving, respectful, positive and supportive;
- create an environment that is fun, pro-active, playful and meets the needs of each child;
- have places and spaces for quiet, to wonder, to ponder, to think and to pray;
- create spaces that are interesting and reveal the beauty and wonder of our world and environment;
- provide educational experiences that engage with children, encouraging investigation and exploration and challenge them to learn, to try and to participate;
- build on each child's strengths, interest and abilities; and
- let children be children – to get dirty, have fun, be loud, laugh, cry and

learn through experiences and choices.

Ministry of the Child

A little child shall lead them - Isaiah 11:6

The Church is called to:

- receive children's unique gifts as signs of the kingdom of God;
- value children's ministry, abilities and gifts; and
- foster community beyond the family unit, in which children, youth and adults know each other by name, minister to each other, and are partners together serving Christ in the world.

Within our Preschool's we therefore receive:

- many lessons that children can teach us;
- expertise of our staff and volunteers in providing quality care and excellent programmes;
- diversity of our parents and carers, and their many experiences and skills;
- many blessings from our wider community, including the variety of opportunities that they can bring and share; and
- the support of our wider community, with whom we work together with parents and carers to raise our children.

Our Preschool's philosophy is a document that works hand in hand with the Principles and Practices of the Anglican Diocese of Canberra and Goulburn, the beliefs of the Early Years Learning Framework and the Guiding Principles of the National Quality Standards.

We seek to abide by regulatory and legal parameters at all levels of government. Meeting these requirements is outlined within our Preschool policies.

The National Quality Framework

In December 2009, all Australian Governments agreed to a new National Quality Framework for early Childhood Education and Care. This means that all Australian children, regardless of their location, will get the best possible start in life through high quality early childhood education and care. The Framework helps providers improve their services in the areas that impact on a child's development and empowers families to make informed decisions about which service is best for their child.

In 2014, we were assessed and proud to receive the following ratings:

Service Approval Number: SE-00009077
Assessment and Ratings ID: ASR-00006423

 **Education & Communities**
Office of Education
Early Childhood Education and Care

St Lukes Preschool

has achieved the following ratings:

Quality Area 1	Educational program and practice RATING: Exceeding National Quality Standard (E)
Quality Area 2	Children's health and safety RATING: Meeting National Quality Standard (M)
Quality Area 3	Physical environment RATING: Exceeding National Quality Standard (E)
Quality Area 4	Staffing arrangements RATING: Meeting National Quality Standard (M)
Quality Area 5	Relationships with children RATING: Exceeding National Quality Standard (E)
Quality Area 6	Collaborative partnerships with families and communities RATING: Exceeding National Quality Standard (E)
Quality Area 7	Leadership and service management RATING: Meeting National Quality Standard (M)

The overall rating for a service is determined by the combination of the Quality Area ratings achieved.

If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service is rated overall at

Exceeding National Quality Standard (E)

NSW Department of Education and Communities
Date of Issue: 28 July 2014

This service has been assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care and these ratings have been awarded in accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011

Further information about this can be obtained from:

<http://www.acecqa.gov.au/families/the-national-quality-standard>

Being, Belonging, Becoming

– The Early Years Learning Framework

The Early Years Learning Framework (EYLF) is an essential resource for the preschool to implement the National Quality Standards. The EYLF is defined as a set of principles and practices to guide those working with young children. It outlines fundamental components to inform and guide the delivery of nationally consistent and high quality experiences and programs in early childhood education and care across Australia.

The Early Years Learning Framework describes the principals, practices and outcomes essential to support and enhance children’s learning from birth to 5 years of age, as well as their transition to school. The EYLF has a strong emphasis on play based learning and recognises the importance of communication and language (including early literacy, numeracy and social and emotional development).

Further information can be obtained from:

<http://www.mychild.gov.au/>

Our Educators

St Luke’s preschool prides itself on employing qualified, creative and experienced early childhood educators.

Director / Teacher	Lisa Addison Bachelor of Teaching (Early Childhood) Monday - Friday
Educators	Tegan Veliscek Bachelor of Teaching (Birth – Five years) Monday to Friday
	Jo Glyde Bachelor of Teaching (Birth – Five years) Monday to Friday (Part time)

Educators Katherine Rodham
Diploma of Children's Services
(Part time)

Lisa Warden
Diploma of Children's Services
(Part time)

Sharon Whiting
Diploma of Children's Services
Support worker

Administration Lisa Stout

Staffing is in accordance with the Education and Care Services National Regulations, with ratios being met at all times.

The early childhood educators employed at St Luke's Preschool all possess a number of years valuable experience working in a range of early childhood services. The educators attend regular professional development courses throughout the year to update their existing knowledge, to keep abreast of current trends and developments within the early childhood education, and to continually improve the high standards of care and education delivered.

The early childhood educators interact with children in ways that ensure the children:

- are guided towards positive and responsible behaviour;
- have the opportunity to freely choose experiences, to problem solve and have access to a variety of authentic and meaningful learning experiences; and
- are encouraged and supported towards self reliance and the development of positive self esteem.

Chaplaincy & Anglican Christian Ethos

Chaplaincy is provided to St Luke's and St Mary's Rainbow Preschools. The preschool maintains the ethos of the Anglican Parish of Wagga Wagga whilst also respecting the traditions and cultures of all the people in our community. The traditions, beliefs, rituals and practices as exercised under the authority of the Rector of the Parish of Wagga Wagga, are part of the curriculum at the preschool.

The chaplain makes regular contact with educators, children and their families as well as community members. The chaplain takes an active role in supporting members of the preschool community in times of need, crisis or emergency. The chaplain, Director of the preschool and the Rector will provide assistance when support is requested.

There are a number of roles and functions that the Chaplain fulfils:

- support educators & staff members;
- support children and to assist in developing life skills, knowledge and spirituality;
- support parents and carers where appropriate and where requested;
- support members of the Management Committee;
- support other community members associated with the preschool;
- facilitate the preschool children's visits to the church;
- facilitate church services for the preschool community during the year to celebrate various festivals and events; and
- provide opportunities for education and reflection on Christian practices, as well as other faith traditions.

The Chaplain's visits are an integral part of the children's curriculum. Support from the Chaplain can be requested by direct contact with the Chaplain, the Director of the Preschool or the parish office (ph: 69377522).

Policies & Procedures

Policies and procedures are in place to ensure the good management of our preschool, and most importantly the best care for your child. A copy of our policy and procedures manual is available in the foyer of the preschool, or can be found on our website at along with a number of our policies:

<http://www.anglicanwaggawagga.com.au/preschools/>

It is a requirement that all parents/carers be familiar with these documents as they place requirements upon yourself, and work for the best interest of your child.

Before You Begin

Enrolment Bond - To secure your child's place a deposit bond is required

\$80 for a child attending 1 day per week
\$160 for a child attending 2 days per week
\$240 for a child attending 3 days per week
\$320 for a child attending 4 days per week

This bond is refunded to you upon exiting or withdrawal from the Preschool, less any outstanding fees. However, it is not refunded should you decide to not take up the placement.

Hours of operation

8:30am to 4:00pm Monday to Friday. Our Preschool session will run from 9:00am to 3:00pm.

Please note due to our insurance and licence restrictions all families must vacate the premises no later than 4pm. If you would like to discuss your child's day with one of our educators please ensure that you arrive 10 – 15 minutes early to avoid disappointment. It is extremely awkward for our staff to have to ask families to leave, so we ask that you be mindful of our 4pm exit time.

Fees for 2017

We ask that you familiarise yourself with our fees policy. Fees for 2017 are as below, and are paid two weeks in advance by a direct debit system.

A	B	C	D
Children (aged 3 or 4) from low income families and children who are Aboriginal or Torres Strait Islanders	Children who are aged 4 prior to 31 st July 2017. Who attend one day per week	Children who are not eligible for subsidised places (ie 3 year olds)	Children who are aged 4 prior to 31 st July 2017 – who attends TWO days per week
\$20.00 per day	\$48.50 per day	\$59.75 per day	\$34.00 per day
Note – required to attend 2 days per week to obtain this rate	This rate is valid until 30.6.17. After this, single day children will be placed on Tier C rate	This rate will be applied to single day 4 year olds after 1.7.16	This rate is valid from Feb 2017

*To qualify for low income recognition, families must hold a current health care card with child shown as a dependent.

Late pick up charges

Due to our strict license and insurance restrictions a penalty will apply if a child has not been picked up and vacated the building by 4pm. **These charges are: 4:01 – 4:05 pm - \$30. A further \$10 is charged every 5 minutes beyond 4:05pm**

Immunisation

It is a requirement of the NSW Government that every child who attends Preschool is immunised, and provides proof of such before we are able to accept enrolment. An Australian Immunisation History Statement is required. Please attach this to your enrolment form.

Conscientious objectors to immunisation are required to bring a signed "Immunisation exemption conscious objection form" from your doctor. Please note that children who are not immunised will be required to be excluded from preschool should an infectious disease break out. This exclusion is mandatory and the cost of which is met by the parent/carer. Recommended minimum exclusions can be found at:

<https://www.nhmrc.gov.au/guidelines-publications/ch43>

Health & Wellbeing

Our Preschools have policies regarding the administration of medication, and the management of medical conditions. Please see our policies and speak to the Director about these should your child need any assistance. Some conditions require a medical plan in place prior to enrolment. This requires the assistance of your doctor.

If your child is unwell and requires Panadol in the morning, they should have the day at home. We also have a 24 hour policy on vomiting and diarrhoea to prevent the spread of this contagious condition.

Your First Week

Signing in and Out

We ask that you bring your child safely into preschool and sign them in and out – this must be done by a responsible adult. The sign in folder is located at the front door. All parents and carers must comply with this licensing regulation everyday of attendance. The sign in/out folder is utilised as part of our emergency evacuation procedures and drills.

Settling in

Should your child need you to help them settle in to preschool, you are most welcome to stay. Every child enrolled at preschool reacts differently; some settle immediately whilst others require more time to adjust to this new environment and new phase in their life.

When leaving your child please ensure that you say goodbye and never slip away. When you decide to go, do not prolong the farewell; say goodbye and reassure your child that you will return to pick them up.

If during the year your family circumstances change, for example, a birth in the family, a death in the family, separation of parents, moving to a new house; please notify the Director of the preschool or one of the educators, as these circumstances can affect your child's wellbeing and behaviour.

Hours/Sessions

The preschool operates as per school terms, closing for school holidays. Our preschool hours are 9:00am to 3:00pm Monday to Friday. Extended hours of care are available from 8:30am to 9:00am, and 3:00pm to 4:00pm Monday to Friday. Extended hours are by arrangement with the Director.

If an emergency situation arises and you find that you are going to be late collecting your child, please contact the preschool so that the educators can reassure your child of the situation.

If your child is to be collected by someone other than yourself or the people you have nominated on the enrolment form, you are required to advise the preschool in writing, and they will need to provide photo id.

Nutrition

A goal of the preschools nutrition policy is to supervise and assist children in receiving a safe nutritious diet. Preschool is also about preparing your child to attend Primary School, and as such we encourage you to pack meals that do not require any preparation. As the children bring their own morning teas and lunch, it is important to provide items that are nutritious. Some suggestions are:

Crunch & Sip:

Fresh fruit or
Vegetables (cut
Up into smaller
Pieces if required

Morning tea:

Whole pieces of fruit
Cheese sticks
Fruit salad
Yogurt / Custard
Vegetables

Lunch:

Sandwiches & Rolls
Salad
Baked beans or
spaghetti

Drinks: Water ONLY in a drink bottle. Water is readily available throughout the day.

Please do not send lollies, chips, chocolate bars, nutella tubs or anything containing peanut butter or nuts. If your children remain for after hours care, please pack some extra food and place in the bowl in the kitchen, for a shared late snack.

All lunch boxes and drink bottles are to be placed in the children's refrigerator.

Sun Protection

St Luke's Preschool aims to ensure that all children attending are protected from skin damage caused by the harmful ultraviolet rays of the sun throughout the year. Each child is required to bring a sunsmart hat (bucket or broad rim) to preschool every day. For Terms 1 and 4 please apply sunscreen to your child in the mornings before arrival at preschool. Please note that at all other times the educators will apply sunscreen to the children before going outside, except when UV levels are low and sunscreen is not required. If your child has an allergy please inform the Director in writing and provide alternative sunsmart arrangements such as providing your child's own sunscreen.

Quiet Time

Quiet time forms a part of our daily routine. The children are not required to sleep, but encouraged to relax and rest their bodies. During this period the children practise gentle slow movements, listen to beautiful relaxing music as well as listen to stories.

Clothing

Please send your child in clothes which they can get 'dirty' and are non restrictive. A child's play is inhibited if they need to be careful about not getting their good clothes dirty. The preschool has t-shirts and hats for purchase. Please always pack a spare change of clothes in your child's bag that are appropriate for the current weather temperatures – undies, socks, shorts, jumpers, track pants etc. (ALL CLEARLY LABELLED).

General Information

Interactions with Children & Behaviour Management

The ultimate goal of the Interactions with children is to nurture and develop each child's self esteem towards acceptable and responsible behaviour. Staff utilise positive techniques of guidance, redirection and reinforcement rather than promoting competition, comparison or criticism. A clear set of guidelines is gained for each child's behaviour which is developed in consultation with the parents/carers.

Educators will work with families to develop consistent behaviour management techniques. Where possible and if necessary external support will be sourced.

Excursions

Excursions are an essential component of the early childhood curriculum. Excursions provide the opportunity to expand a child's experiences, learning and development. All excursions are conducted in a safe manner in accordance with regulations. A risk assessment is carried out and documented before any excursion takes place. To be able to participate in excursions we require the assistance of parent helpers.

Accident/Emergency

It is a regulatory requirement that parents/carers provide the preschool with the names and addresses of two responsible adults who can collect your child in the case of an emergency or illness. When contacted by the preschool the parents, or a responsible person authorised by the parents, must come to the preschool to collect the sick or injured child.

In the event of an accident or emergency resulting in the need for medical attention, parents give the authority to the educators to arrange emergency

medical or dental assistance and/or ambulance as deemed necessary. Parents and carers are required to sign the enrolment form giving the educators this authority. Every reasonable effort will be made to contact the parents/carers.

The policy and procedure in the event of a fire or emergency evacuation at the preschool is located on all exit doors. Emergency evacuation procedures are practised regularly; at least four times annually. The local Fire Brigade also visits the Preschool to talk about fire safety and protective behaviours. After each emergency evacuation practice, reflection occurs between the staff to evaluate and/or amend procedures.

Birthdays

Birthdays are special and we love sharing such a special occasion with your child. Please send along cup cakes and candles and we will help celebrate this special occasion with your child. We have 30 children attending each day at preschool.

Parent/Carer Participation & Communication

Family involvement is encouraged in the preschool to promote your child's learning and positive development. The most important reason for involving parents is that you are your child's first teacher. The benefits of parental involvement include:

- gaining a sense of belonging;
- gaining more knowledge about your child's care and education;
- increased vested interest in the quality of care and education the preschool provides;
- greater involvement in decision making and operation and management of the preschool.

We do not dictate how you should be involved or how much time you should give, but offer a variety of avenues in which you may choose to be involved at times which suit your family.

We encourage parents/carers and families to be active participants in the preschool as we:

- share information and communicate regularly;
- organise parent information evenings
- encourage parent/carers to contribute to and participate in the children's curriculum;
- utilise parents/carers special skills and talents;
- organise special events;
- value parents/carers suggestions;
- utilise parent/carers helpers on excursions;
- conduct working bees; and
- provide opportunities for representation on the Management Committee, when vacancies exist.

Your families' relationship with the preschool begins at the time of enrolment. We aim to establish a communication cycle between families and staff that develops positive relationships as well as provide the best possible experiences for both your child and your family. There are many opportunities for families and educators to share information.

The diagram below illustrates the ways in which we can all contribute to sharing information.



Child Protection

Our preschool abides by all laws and regulations relating to the protection of children.

It is the responsibility of parents/carers to inform the director of any concerns relating to the welfare of your child. The safety of your child is paramount, and to help us ensure this please confidentially inform the Director of any court orders that may relate to the care of your child.

A person who is a “prohibited person” under the law is not able to enter the preschool property.

Management and Governance

The licensee of the Preschool are the Trustees of Church Property of the Anglican Dioceses of Canberra and Goulburn. The Rector of the Anglican Parish of Wagga Wagga, in consultation with Parish Council, acts on behalf of the Trustees.

The Preschool Management Committee is a sub-committee of the Parish Council of the Anglican Parish of Wagga Wagga. The Management Committee has functions and responsibilities as determined by Parish Council. The Management Committee manages resources and provides for both St Marys Rainbow Preschool and St Luke’s Preschool. The Rector is the chair of the Management Committee and liaises with Government agencies, including Regulatory bodies, and the Diocesan Registrar on behalf of the Management Committee.

The Management Committee has membership from across the wider community of qualified people who through experience in early education and other relevant fields provide governance and management of our Preschools, and bring knowledge and experience of:

- legal issues;
- financial management;
- fund raising;
- community-based management;
- working with other children’s services.

If you would like information about the Management Committee, please speak with the Director.

Concerns and Complaints

If you have a concern or complaint we encourage you to raise it. A good complaints system helps monitor and improve the preschool. There is a procedure in place so that complaints and concerns are handles constructively.

If you raise a concern:

- say what the issue is;
- if you can, say what you would like;
- ask for suggestions;
- discuss it; and
- be prepared to try something else if it doesn't work.

If a matter is serious enough to immediately endanger your child's health and/or safety, or you feel it is important enough to consider removing your child from the preschool, you should make a formal complaint.

The procedure for making a formal complaint is:

- talk to the Director;
- speak with someone from the Management Committee - try to work it out if you can;
- outline your complaint in writing to the Management Committee for resolution; and
- if the problem is not resolved by the Management Committee, you may wish to seek advice from Early Education & Care Directorate by calling 1800 619113.

Contact Details

St Luke's Preschool:

70 Docker Street,

South Wagga Wagga NSW 2650

Phone: 02 69 252840

Email: stlukes@anglicanwaggawagga.com.au

Web: <http://www.anglicanwaggawagga.com.au/preschools-waggawagga.html>

You can also follow us on Facebook: <https://www.facebook.com/stlukeswagga>

Anglican Parish of Wagga Wagga:

Phone: 02 69377522

Email: parish.office@anglicanwaggawagga.com.au

Web: www.anglicanwaggawagga.com.au

Thankyou for choosing St Luke's Preschool.

We look forward to sharing a wonderful year with you.