

Play

Junee Preschool

Create

Question

Friends

Solve

Explore

Imagine

Hand Book





History of the Junee Preschool


Junee Preschool opened in 1970 with 15 children enrolled, attending sessions held in the St Josephs Hall in Gallipoli Avenue.

In 1971 the Preschool relocated to 2 Peel St, to the RSL Memorial Hall. Enrolments continued to grow, until the Preschool was operating for 5 days a week, with 20 children a day attending.

In 2010 the Preschool was given a grant to expand its operations and in 2011 work began on an extension, providing the Preschool with a 2nd room and huge yard.

In 2012 the newly completed building was opened for the school year. Junee Preschool is now able to accommodate 61 students per day in purpose built facilities.

The license for the Preschool is held by the Management Committee representing the parents of the students. Although partially funded by the state government and student's fees, fundraising is a crucial part of the Preschool's operations. Our Preschool is owned by the Junee community, and relies on the community's support to maintain the quality of early education provided to our children.





Our Philosophy

The educators of Junee Preschool believe that the children attending the Preschool have the right to a safe, comfortable, enriching, stimulating and supportive environment in which to explore, challenge, problem solve, experiment, socialise and belong.

We believe that children learn by doing and experiencing, and that they learn best when directing their own learning through their interests and curiosity. We feel that the process of any learning activity or experience is more important than the end product of the activity.

We value our families and community and welcome their input into our service. We understand that families know their children best and that by forming a partnership with families we are supporting children's learning more effectively. Educators at Preschool believe that it is important to provide a warm, inviting environment where all stakeholders feel respected and welcome. Also, it is important for children to feel they are part of their community, and, to do this, need to engage with different members of the community in the Preschool environment and out in the community itself.

We recognise the importance of diversity in our society and enjoy exploring cultural and ethnical diversity as well as differing abilities. We believe that all children have the right to have access to a quality educational experience, and that it is our job to ensure all children are able to participate and get the most out of the activities and experiences that occur at Preschool.

We believe that early learning is very important in children's development. We also respect children as individuals, who are capable of directing their own learning and making independent decisions. These beliefs mean that we provide an environment in which decision-making and individual choice are encouraged. We respect the children's ideas and understandings and use them as a basis for our program. We believe that children learn more effectively when their interest is engaged.

We feel that the outdoors, and natural environment, play an important role in children's learning. We believe that children really enjoy the freedom of being outside and that the natural environment provides endless learning opportunities for children to engage with.

Finally, the educators at Junee Preschool value belonging to a team that is committed to providing quality education. We each bring unique knowledge, understanding and skills to our team and learn from each other constantly. We believe it is necessary to question our practice in order to improve the service we provide. We engage in continual training and learning to give the children attending Junee Preschool the best educational experience we can give.

Meet the Educators of Mr McGregor's Garden...



Sonia McNamara

Bachelor of
Education



Jenni Dobson

Certificate 3 in
Children's Services



Desiree Sweeney

Diploma of
Children's Services



Crystal Wattie

Diploma of
Early Childhood
Education & Care



Rhonda Hanlon

Diploma of
Children's Services

Meet the Educators of 100 Aker Woods...



Carolyn Dallas
Bachelor of Education



Katrina Paton
Diploma of
Children's Services



Rhonda Hanlon
Diploma of
Children's Services



Deb Boyton
Diploma of
Early Childhood
Education & Care



Adele Heydon
Certificate 3 in
Children's Services

Meet our friendly staff...



Kerri Flanagan
Director



Sara McAlister
Administration

Casual Educators



Carla Ingold
Diploma of
Children's Services



Caitlin Guinan
Diploma of
Early Childhood
Education & Care



Operating Hours

Opening hours:

Preschool currently operates Monday to Friday during school terms from 8:30am to 3:15pm, with our educational program running from 9:00am until 3:00pm.

Please do not bring your child before 8.30am as our license doesn't permit children on the premises before this time.


Arrival:

On arrival at the Preschool parents must accompany their child into the room and ensure the staff are made aware of their arrival. Parents are required to sign on our Xplor Hubs using either the Xplor home app, or their unique user ID and four digit code.

Departure:

Please collect your child between 3.00pm and 3.15pm. If you have children to collect from school also, please collect your preschooler first as all children need to have left the premises by 3.15pm. A late fee of \$10 with an additional \$1 for every minute there after will be incurred if a child is collected after 3.15pm. Please notify staff if you are delayed as this can be distressing for young children. When collecting your child make sure they have all their belongings as well as any art work created that day.

Please ensure your child is signed out of the Xplor hub before leaving and inform the staff that you are leaving. NB: No child will be allowed to leave the Preschool without permission of a parent or guardian. Please notify staff (preferably by email) if someone else is collecting your child and ask them to bring some identification. The person collecting will also need an Xplor user ID and code to log them out.





The Programme

At Junee Preschool we base our curriculum on the Early Years Learning Framework. The children will work toward the 5 outcomes listed through out the year.


- ▶ Children have a strong sense of identity
- ▶ Children are connected with and contribute to their world
- ▶ Children have a strong sense of well being
- ▶ Children are confident and involved learners
- ▶ Children are effective communicators

Children's Portfolios:

Educators at Junee Preschool will work towards these outcomes by planning a mixture of child directed activities based on the children's strengths and interests, and intentional teaching. Children will be observed each day, these observations will be recorded in the Xplor Playground app and a copy placed in your child's individual portfolio. These will then be presented to your child at the end of the year.

Extensions from children's observations:

These recorded observations will then be used to plan activities for the following days. Children are encouraged to voice opinions about our programme and what they would like to do in it. Families are also encouraged to have an input, as the education of children is a partnership between families and the Preschool.





Before starting preschool

What to bring:

All children need to bring the following:

- ▶ A school bag for their belongings
- ▶ A change of clothing
- ▶ A sun hat (all year round)
- ▶ Morning tea (in a labelled lunch box)
- ▶ A water bottle
- ▶ Lunch (in a labelled lunch box)
- ▶ Warm jacket (during winter)
- ▶ Gum boots (in Winter)

Please ensure that all belongings have your child's name clearly marked.


Toilet training:

To attend Junee Preschool, children must be fully toilet trained. We have limited nappy changing facilities designed for children with additional needs. Please talk to us if you have any questions regarding your child's toilet training

Immunisation:

It is a legal requirement in any early childhood education service in NSW, that your child be fully immunised before enrolment, this means that a copy of your child Immunisation History Statement must be provided prior to your child commencing preschool.

A copy of your child's Immunisation History Statement is available from Medicare, either online or from your local Medicare office. If you are accessing your statement online, please feel free to email it to us.





When starting preschool

Xplor Home Website and App

At preschool we use Xplor to communicate with families, record observations and create invoices for the term. Xplor is also used to store enrolment information, bookings, attendance and emergency contacts.


On enrolment, families will receive a welcome email from Xplor asking them to set up a password for their child's account. This password can then be used to log into the [Xplor Home page](#) to create a user ID (your mobile number) and four digit code. **These will be used to sign your child in and out of Preschool on our Xplor Hub.** You can also sign in and out using just your phone if you have the [Xplor Home App](#). The app uses the QR reader on your phone to scan the code on the Xplor Hub. Then you hit sign in, and all done!

If you have other people dropping off or picking up your child, you will need to invite them to become a [Hub Guest](#).

Observations of your child will be recorded in the Xplor Home system, and are available for you to view through your log in, or (more easily) on the Xplor Home App.

Messages will also be sent to you through Xplor, and while they can be accessed via your log in, the Xplor Home App makes things easy by having everything from Preschool in the one place. We highly recommend downloading the app, which is available free from your [Appstore here](#) for Apple users, and on [Googleplay here](#) for Android users.

If you are having problems creating a user ID, downloading or using the app, please contact us on 6924 1726 for help. Alternatively you can try [Xplor Support](#) for assistance.





When starting preschool

What food do I pack?

It is our policy to promote healthy eating habits here at Junee Preschool. Please ensure your child has a serving of fruits or vegetables in their lunchbox. The children's lunch boxes will be refrigerated in each classroom to ensure their contents remain fresh so there's no need for insulated lunchboxes.

Foods suggested are: sandwiches, cheese, crackers, fruit (fresh, canned or dried), yoghurt, vegetable sticks, savoury biscuits, muffins, pretzels, rice crackers etc.

There are several websites you can check out for more ideas including: [Taste: kids healthy lunchboxes](#); healthylunchbox.com.au; wellnourished.com.au; and kidspot.com.au.

**Foods not permitted at Preschool include:
chips, chocolates, nuts, cordial, softdrink, lollies or rollups.**

FOODS CONTAINING NUTS ARE NOT PERMITTED AT PRESCHOOL

What room will my child be in?


We have three classes at Junee Preschool, Mr McGregor's Garden, 100 Aker Wood & Bumblebee's.

Your child will be allocated a position in one of these classes according to their age and the preferred days of attendance.

If your child is in the 3 year old group, they will be placed in Bumblebee's, as this is the class that caters for the 3 year old group on Thursdays and Fridays.

4 year olds will be placed in either Mr McGregor's Garden or 100 Aker Wood, depending on the days required. We try to keep children who have family connections (for example, siblings) in different rooms to foster their independence and encourage the development of their social skills.

All children have the opportunity to play together during the day both outside and during "open room" time. This means that regardless of which room your child is placed in, they will be able to socialise with all the children attending that day.



The structure of our day

In Summer

Summer Routine (Terms 1 & 4)

8.45am - 10am: Arrival and morning activities (outside and outer deck)

11am : Morning tea, Grouptime/whole group projects

Indoor/shaded outdoor activities

1pm Lunch, Relaxation Activities, Indoor activities

3.00pm - 3.15pm: Home time

In Winter

Winter Routine (Terms 2&3)

8.45am - 10am: Arrival and morning activities (inside and middle deck)

11am: Morning tea, Grouptime/whole group projects Indoor/outdoor activities

1pm: Lunch, Relaxation Activities

Indoor/outdoor activities

3.00pm - 3.15pm: Home time

Please note:

These times are a rough guide only. The routine remains flexible to accommodate individual children's needs and interests, and planned and spontaneous activities that may occur during the day.



Fees

In order to run the Preschool efficiently all children's fees need to be received on time. Without regular income the Preschool has inadequate operating funds.

Fees for 2023

Initial fees:

\$50 - Enrolment fee (once on enrolment)

\$25 - Maintenance levy (per family/per term)

Daily Fee:

\$25/day - Full fee for child turning 4 prior to 31 July

\$16/day - Subsidised fee for child turning 4 prior to 31 July

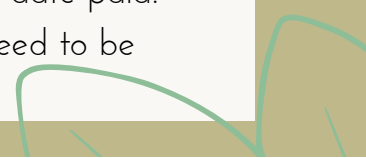
\$40/day - Full fee for child turning 4 after 31 July

\$16/day - Subsidised fee for child turning 4 after 31 July

Other fees:


\$40/day casual fee (dependent upon available positions)

\$10 - late fee (for collection after 3.15pm, with additional \$1/minute there after.

- A one-off enrolment fee of \$50 is charged when enrolling a child. This fee is non-refundable.
 - A maintenance levy of \$25.00 per family per term is payable at the commencement of each term which pays for the maintenance of the grounds and building.
 - Accounts will be distributed via email at the commencement of each term and are to be paid either weekly, fortnightly or once a term. If paying once a term, all fees must be paid by the end of **Week 5** of term.
 - If families wish to use it, **Xpay** is available. Xpay automatically deducts fees fortnightly without families having to worry. A transaction made from a bank account will incur a fee of \$0.50 and 2.35% charge will apply when using a credit card. If a payment is returned as unpaid (due to insufficient funds, lost stolen cards or change of bank details) a charge of \$19.95 will occur with your next scheduled payment. Please remember to update your details as they change to ensure no additional fees are charged.
 - Cash or cheques for fees are to be placed in a sealed envelope with the following information: Name, Amount enclosed, Days attending, and date paid.
 - Fee envelopes can be found on top of the fee box, into which they need to be posted.
- 



Fees continued



Families are able to sign up to Xpay through their Xplor home log in for fees to be automatically deducted fortnightly. Alternatively, fees can be paid by cash, cheque, direct deposit or EFTPOS/VISA/Mastercard.

Our bank account details for direct deposits are:

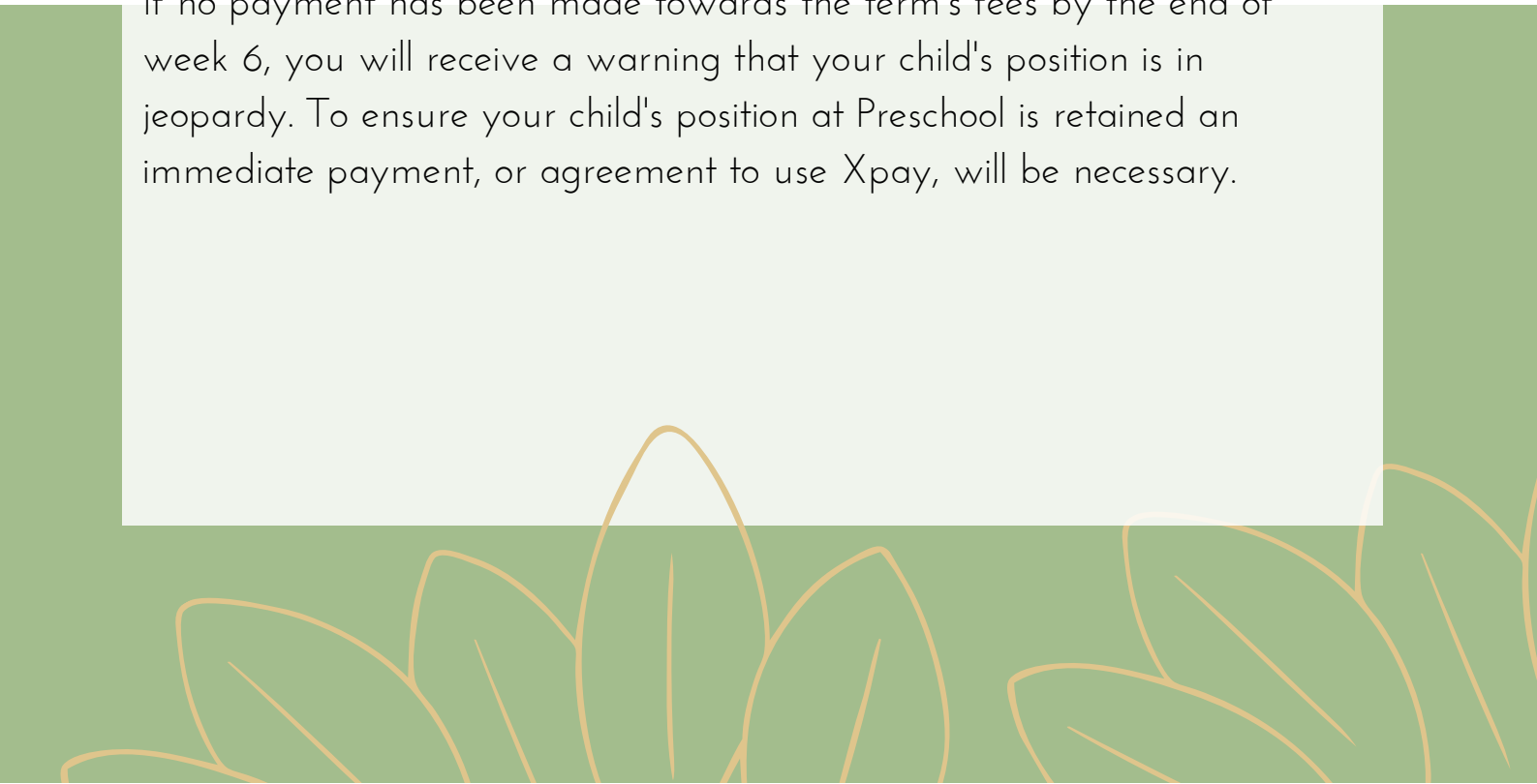
Bank: Commonwealth Bank
Account Name: Junee Preschool Inc
BSB: 062-557
Account No: 10135641

Outstanding accounts procedure

Updated statements are sent out via email when payments are made. If no payment has been received by week 4 a reminder invoice will be sent out to families.

If no payment is made by week 5 of term, a friendly reminder that your child's place is dependent on the prompt payment of fees will be sent out.

If no payment has been made towards the term's fees by the end of week 6, you will receive a warning that your child's position is in jeopardy. To ensure your child's position at Preschool is retained an immediate payment, or agreement to use Xpay, will be necessary.





What do I do if...

My child has head lice?

If your child has head lice they must be kept home from Preschool until the head lice have been successfully treated. This is to ensure that we limit the spread of the very contagious lice, and protect our children as much as possible.

If your child is observed to be scratching their head persistently, and staff notice head lice in your child's hair, we will contact you and ask that you collect and treat your child's hair in accordance with our [Head Lice Policy](#) (available to read on our website or in our Policy folder in the Preschool foyer).

Head lice are a very common childhood complaint, and nothing to be embarrassed about. If you need advice on how to treat head lice, please ask our friendly staff.


I am unhappy about something at Preschool?

We hope that you will love our Preschool and be very happy with the service you receive, but in the event that you are unhappy with something please:

1. Talk to your child's teacher to see if there is a way to resolve the problem.
2. If you are still unhappy or if the problem is related to administration please see Kerri to talk the situation through.
3. If you are still unsatisfied, you are able to put your complaint in writing and send to the President of the Preschool committee, at PO Box 121, Junee 2663.
4. The contact details for the Department of Education (Early childhood Directorate) are listed in the foyer on the Provider Information sign.

It is very important to us that our families are happy, and that any complaints are resolved as quickly as possible. We will try our very best to ensure this happens.

We ask that, in voicing concerns or problems, families do so in a respectful manner. A copy of our [Complaints policy](#) is available on our website, and in our Policy folder in the Preschool foyer.





What do I do if...

My child is absent:

If your child is absent, please send through an absence notification on the Xplor app or call to notify us. This allows us to look at the activities for the day and adjust them if necessary.

If a child has been absent from preschool for a period of more than four weeks consecutively, and staff have been given no notification that the child would be away, there is a danger the child's position at Preschool will be cancelled. Please notify educators/office of any continued absence to prevent this occurring.

To retain your child's position at preschool, fees are still required to be paid during the period your child is absent.

My child needs to be administered medication:

Prescription medications are the only medications permitted to be administered by the staff at Preschool. **The medication must show a chemist label with your child's details and dosage on it.** A medication form must be filled out and given to staff so they are aware of what medicine your child is to have.

Over the counter medications such as cough medicine are not able to be administered by staff. Do not leave medication in your child's bag - always give it to a staff member to store away for safety.

My child becomes sick:

PLEASE DO NOT BRING YOUR CHILD IF THEY HAVE SHOWN SYMPTOMS OF AN ILLNESS IN THE LAST 48 HOURS

Your enrolment form will include contact telephone numbers for yourself, family and friends in case of an accident or if your child becomes sick during the day. Please ensure these are kept current through the year and notify staff if any details have changed.

If your child becomes ill while at preschool, you will be contacted to collect them. Children who have been ill need to be free of all symptoms for at least 48 hours before returning to Preschool

Families will be notified of any cases of significant infectious illnesses that are reported to preschool.



Connect with us!



02 6924 1726



admin@juneepreschool.com



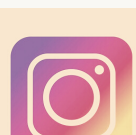
P.O. Box 121, Junee NSW 2663



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