



**Dubbo West Preschool Inc.**

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**Quality Early Childhood Education**

# **Parent Handbook**

## **2024**

## Welcome:

The Parent Management Committee and Staff would like to welcome you and your child to Dubbo West Preschool Inc. We hope that both you and your child will enjoy a social, educative and happy atmosphere during your time with us at the Preschool.

The Preschool is located at:

66 Baird Drive  
PO Box 6183  
Dubbo NSW 2830  
Phone: 02 6882 7144  
Fax: 02 6885 3388

Email: [admin@dubbowestpreschool.com](mailto:admin@dubbowestpreschool.com)

## Hours of Operation:

The Preschool operates Monday to Friday.

Drop off begins at 8.30am onwards.

Pick up from 3.15pm or prior if needed.

All children must be collected before 4pm as we close at 4pm.

The Preschool is closed for all gazetted Public Holidays and all School Holidays. You are not billed for these holidays.

## Term Dates 2024

<b>Term 1</b>	Thursday 1st February 2024 —Friday 12 April 2024
<b>Term 2</b>	Monday 29th April 2024 — Friday 5th July 2024
<b>Term 3</b>	Monday 22nd July 2024 — Friday 27th September 2024
<b>Term 4</b>	Monday 14th October 2024 — Friday 15th December, 2024

## Management

The Preschool is an Incorporated Association and a registered charity and is managed and operated by a Management Committee of elected Parent and Community Members. Management Committee Members are elected for the ensuing year at a Special General Meeting in December at the end of the Preschool year. The Annual General Meeting (AGM) is held at the beginning of each year. All parents are able to attend the AGM. Parent Management Committee Members elected at the Special General Meeting (meeting held in the December prior to the new year) will then meet at least 8 times a year (usually monthly) at a time that suits all current Committee Members.

## Staff

Dubbo West Preschool Inc. is operated by a professional team of 5 Early Childhood Teachers, 8 Diploma trained Educators, 5 Certificate III trained Educators, general/maintenance Assistant and an Administration Manager. All direct contact staff have current up to date first aid certificates. Staff are always undergoing further training through professional development courses. The Preschool views professional development as important in order to maintain a high educational standard at our Preschool.

## Staff for 2023

### Director/Teacher

Cathryn Albert

### Teachers

Lisa Clarke  
Alysha Dennis  
Lisa Hunt  
Sam Morley (studying)

### Educators

Anna Amey  
Ann Carroll  
Belle Kennedy  
Cheryl Osborne  
Courtney Merritt  
Helen Bragger  
Jessica Robinson  
Mandie Holmes  
Olivia Mulholland  
Rachel Parrish  
Rachel Williams  
Nikiah Watson  
Shaelee Furney

### Therapy Assistant: Administration Manager Cleaner

Chrissy Housden  
Melissa Setterfield  
Mark Edwards

## Provider and Service Approval

The Preschool has a current service & provider approval through the NSW Department of Education – Early Childhood Education & Care Directorate that is displayed in the foyer. Under new National Regulations the preschool has undergone an accreditation process and have received a rating of “Exceeding” overall for our service. We are approved to provide care for 3 to 6 year old children ONLY. We are not approved to provide care for children who are under 3 years old therefore children must be already 3 before attending.



## Funding

The Preschool's major recurrent funding source is the Department of Education. We also have projects within the Preschool that are funded by the National Indigenous Australians Agency.



## Withdrawal of a Child

If you are withdrawing your child from Preschool, you must give 2 weeks' written notice to the Office (forms are available from the office). Fees are to be paid for the 2 weeks' notice, even if your child does not attend. If a child is withdrawing from the Preschool 5 weeks before the end of Term 4 it is unlikely that the spot will be filled. Therefore a child withdrawing 5 weeks prior to the end of the school year will need to pay Term 4 fees in full as per our Fees Policy.

## Fee relief

The NSW Government over the past two years have been providing "Fee Free Preschool" this is no longer continuing and they are announcing a new funding package called "Affordable Preschool". At this stage we are not sure what this looks like and how it will effect fees for 2023 only that we will have to charge something. You will be notified as soon as possible.

In the meantime we will collect the same information that we would need if you were applying for fee relief.

If your hold a Health Care Card Fee Relief could be available to you. **Health Care Card needs to be lodged at the office with your enrolment or before the end of the last day of the school year to be eligible to claim for the following year.** Any claims received after this cut off period will have to be provided in writing to the Parent Management Committee for consideration.

## Arrivals & Departures

The Preschools operating hours are 8.30am until 4.00pm (Monday - Friday). If you are going to be late collecting your child please try to make other arrangements and notify your child's teacher.

## Please ensure that you sign your child in and out

On arrival and departure, your child MUST be signed in or out by a parent or guardian through the childcare software KINDERM8. This is not the responsibility of the educators.

If you have other authorised people collecting your child they must have a sign in. It is important to remember that only people documented on your child's enrolment form are to collect your child. Identification may be requested for people given authority to collect. (\*NB: information regarding KinderM8 will be sent through separately.)

## Child's absence from the preschool

If your child is away for any reason such as illness or on holidays you are still required to pay fees for that period of time.

If your child has not attended the Preschool for 2 weeks with no notification to staff, a phone call or an email will be sent requesting you to acknowledge their absence. If the Preschool does not receive a response, we will assume your child will no longer be needing a placement and your child will be excluded from the Preschool and replaced with another child from the waiting list.

## Philosophy

Dubbo West Preschool believes that high quality early childhood education is achieved through a combination of play based learning and the intentional teaching of structured programs. We have designed our Preschool programs to offer meaningful experiences which build on the children's own knowledge, strengths, interests and developing skills. A strong focus is set on developing independence and ensuring a smooth transition to school, a formal educational setting.

### In relation to children Dubbo West Preschool believes:

- CH1 Each child is a capable, unique individual who is an active contributor within their environment and learning.
- CH2 Each child has the right to a quality early childhood experience.
- CH3 Each child will feel a sense of **belonging** in a secure environment with opportunities to develop supportive friendly relationships.
- CH4 We endeavour to expose each child to difference and disability to build acceptance and understanding.
- CH5 We understand how important it is to allow children to enjoy and '**be**' a child.
- CH6 Each child attends our service with a wide variety of personal background experiences which shape the person they are **becoming**.
- CH7 Each child belongs first to their family, then to community and our service.
- CH8 Each child is encouraged to participate in all aspects of the preschool program on a regular basis within a structured program.
- CH9 Each child is encouraged to develop their independence and self help skills in preparation for formal education settings.



**In relation to our program Dubbo West Preschool believes it should:**

- P1 Offer experiences which build on individual's strengths, needs and interests.
- P2 Encourage children to interact in small and whole group situations.
- P3 Encourage sun safety, hygiene and healthy eating as part of our daily routine.
- P4 Encourage an inclusive approach.
- P5 Be guided by the National Quality Framework and the **Belonging, Being & Becoming**: the Early Years Learning Framework.
- P6 Aim to take the children on a journey of discovery in learning to learn.
- P7 Encourage responsibility for the natural environment and increase awareness of sustainability.

**In relation to families Dubbo West Preschool believes:**

- F1 We must acknowledge that families know their children best and are their first and most enduring teachers.
- F2 We offer equal access and opportunities for all families in the community.
- F3 Work collaboratively with families to achieve the best possible outcome for the children.
- F4 We endeavour to offer support and our knowledge of outside services to assist families in the important task of raising their children.
- F5 We aim to keep families up to date with any changes within the early childhood sector.
- F6 We have an open door policy and encourage families to be involved in the programming for their children.
- F7 We communicate regularly with families about the preschool and offer to share with families about their child's progress.
- F8 We share with and invite extended family members to special events.
- F9 We value family's contributions to the preschool and uphold each families confidentiality at all times.
- F10 We need to value families' beliefs, customs and culture.

**In relation to our community Dubbo West Preschool believes:**

- C1 Inclusive and equal access be offered to all community groups or individuals.
- C2 Adults ( Early Childhood Professionals/Services, Families and Community Members) should work together to advocate for the rights of children through shared values in our community.
- C3 We continue to build positive relationships and work collaboratively with all early childhood services, primary schools, and any other related agency within our community.
- C4 In celebrating and aiming to explore cultures present within our community.
- C5 In endeavouring to explore the wider community with the children through excursions and inviting our wider community to visit our service.
- C6 In upholding a professional and quality name within our community.

**In relation to staff and colleagues Dubbo West Preschool believes:**

- S1 In a team work approach through regular communication and supportive relationships.
- S2 In working collaboratively, effectively and respectfully with Parent Management Committee members and staff members.
- S3 Qualified staff are an important part of our service and we will aim to provide additional staff in each room when able to increase staff to child ratios.
- S4 Respect be given to the abilities, strengths and experience that each individual staff member has to offer.
- S5 A professional approach should be taken to all aspects of work.

**In relation to professional growth Dubbo West Preschool believes:**

- T1 That staff regularly attend training and in services using the information to inform practice at the preschool along with current research.
- T2 In being committed to providing mentoring when able to students and the wider community.
- T3 Reflective practice will be explored as part of our professional growth.
- T4 Staff will continue to develop knowledge of and progress in early childhood legislation, regulations and approved education frameworks.

## Children's Progress Reports

At the end of term 2 an individual progress report will be written by the teachers for every child attending the Preschool. The report will tell you what your children's strengths are, what they like doing at Preschool and what the teachers will be working on during terms 3 and 4.

At the end of the Preschool year an individual report will be completed by the teachers on all children. This report will be given to all parents.

For those children going to "big school" the following year, with parental consent, a copy of the report will be forwarded to the appropriate school. This makes for a smoother transition to kindergarten the following year.



## Excursions

Excursions are a part of our educational program for the children. A note will be sent out prior to the excursion through Kinder M8 to all parents asking for your written consent. If you would prefer your child not take part in these excursions please see the Director ASAP so that staffing/ supervision can be provided for your child whilst the excursion is being conducted. On occasions we may require Parent helpers to assist staff with supervision. Parent helpers are asked not to smoke whilst on excursions. We ask that siblings do not attend excursions due to the limit of staff to child ratios that need to be considered. A risk assessment is completed prior to every excursion.



## Enrolments

All children attending the Preschool must be registered by completing an enrolment form and providing the necessary documents that are requested. Eg. Immunisation History Statement, Medical Plans Etc. When enrolling your child a fee will be charged made up of a membership fee and an administration fee.

The Re-enrolment processed will be announced mid year for those children that will be returning.

## Fees

Fees are raised at the beginning of the term and must be completely paid by week 8 of each term. Please check the KinderM8 app for outstanding amount.

### **All fees are to be paid by the due date!**

Fees are paid even if a child does not attend on his or her usual day. Fees are not charged on Public Holidays and School Holidays. If fees are not paid by the due date and an arrangement with the Director has not been made, the child may be withdrawn from the Preschool. The position will be declared vacant and filled with another child from the waiting list. For more information ask for a copy of our Fees Policy.

## Information and Newsletters

Each Child will be allocated a pocket in which fundraising information, class work and notes will be placed. Please ensure that you **check your pocket daily** for new notes and information. Newsletters will be emailed through KinderM8 and placed on Facebook and our website.

Check the whiteboards outside the rooms daily for other reminders or events.

Like us on Facebook - Dubbo West Preschool. Digital copies of Newsletters and reminders will be posted here.



## Authority to Collect your child from Preschool

No child may leave the preschool premises or room with a person other than a parent/guardian or those stated on the enrolment form . Please see the office if you need to add or delete a authorised person from your contacts listing.

Identification may be asked for if staff do not know this person.

For supervision purposes staff are not permitted to let children go with their friend's carers to play in the playground while waiting for you.

## Centre policies

Dubbo West Preschool policies are available to view in the foyer at all times. The following are extracts only. For more details on each of these policies please see the Director.

## Health Policies

The aims of an effective health policy are to maintain a high standard of hygiene in the Preschool and to exclude and re-admit children in accordance with the NSW Department of Health Guidelines. By compliance with the Health Policy the number of child illnesses can be reduced, benefitting all parents and increasing an infection free environment for all children. Children in the Preschool are exposed to a variety of germs as they come into contact with a greater number of individuals. Infectious disease notification will be displayed in the Preschool in the result of an outbreak giving you details of symptoms, effective hygiene measures and exclusion details.

## 1. Attendance of an unwell child

Children should not attend preschool if they have any signs or symptoms of an infectious condition. This could mean a green discharge from the nose, a temperature, infectious eyes or a chesty cough. If a child has vomited, had diarrhoea or has had a high temperature, they are to be excluded for at least 24—48 hours after they return to normal health.

Please contact the Preschool on 6882 7144 if in doubt.

If a child becomes unwell during the course of the day, parents or an authorised person will be contacted to come and collect their child.

### IS YOUR CHILD TOO SICK FOR PRESCHOOL TODAY?

**RED  
LIGHT**

#### TRY AGAIN NEXT WEEK

Fever of 39 degrees or higher  
Wheezing or shortness of breath  
Hard cough  
Constant runny nose with yellow/green tint  
Lethargy  
Diarrhoea or vomiting  
Redness or runny eyes  
Sore throat or swollen glands  
Undiagnosed rash  
Persistent itching  
Uncovered sores  
Unusual colour

**YELLOW  
LIGHT**

#### JOIN US IF PARENTS CAN CHECK

Fever-free for 24hours  
Sporadic cough  
Minimal green/yellow runny nose

**GREEN-  
LIGHT**

#### OK TO COME AND PLAY

Mild, infrequent cough  
Clear runny nose  
Active, playful, and rested

**If in doubt, please stay out  
And try again next week.**



## Chicken pox

Time from exposure to illness

2 to 3 weeks.

### Symptoms

Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.

### Do I need to keep my child home?

Yes, for 5 days after the rash first appears and until the blisters have all scabbed over.

## Gastroenteritis

Time from exposure to illness

Depends on the cause: several hours to several days.

### Symptoms

A combination of frequent loose or watery stools, vomiting, fever, stomach cramps, headaches.

### Do I need to keep my child home?

Yes, at least for 24 hours after diarrhoea stops.

## Conjunctivitis

Time from exposure to illness

1-3 days.

### Symptoms

The eye feels scratchy, is red and may water. Lids may stick together on waking.

### Do I need to keep my child home?

Yes, while there is discharge from the eye.

## Hand, foot and mouth disease

Time from exposure to illness

3 to 7 days.

### Symptoms

Mild illness, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area.

### Do I need to keep my child home?

Yes, until the blisters have dried.

## German measles

(Rubella)

Time from exposure to illness

2 to 3 weeks.

### Symptoms

Often mild or no symptoms; mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time. Can cause birth defects if pregnant women are infected.

### Do I need to keep my child home?

Yes, for at least 4 days after the rash appears.

## Head lice

Time from infestation to eggs hatching

Usually 5 to 7 days.

### Symptoms

Itchy scalp, white specks stuck near the base of the hairs, lice may be found on the scalp.

### Do I need to keep my child home?

Yes, until all live lice have been removed and management treatment has commenced.



## Glandular fever

Time from exposure to illness  
4 to 6 weeks.

### Symptoms

Fever, headache, sore throat, tiredness, swollen nodes.

### Do I need to keep my child home?

No, unless sick.

### How can I help prevent spread?

Family, friends and classroom contacts should be examined and managed if infested.

## Impetigo (school sores)

Time from exposure to illness  
1 to 3 days.

### Symptoms

Small red spots change into blisters that fill with pus and become crusted; usually on the face, hands or scalp.

### Do I need to keep my child home?

Yes, until treatment starts. Sores should be covered with a

## Measles

Time from exposure to illness  
About 10 to 12 days until first symptoms, and 14 days until the rash develops.

### Symptoms

Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the body and lasts 4 to 7 days.

### Do I need to keep my child home?

Yes, for at least 4 days after the

## COVID-19

Time from exposure to illness

About 5-6 days from exposure to virus however can take up to 14 days.

### Symptoms

Fever, cough, tiredness, loss of taste or smell, sore throat, headache, aches and pains, diarrhea, rash on skin or discoloration of fingers or toes, red or irritated eyes, difficulty breathing or shortness of breath, loss of speech or mobility or confusion, chest pain.

### Do I need to keep my child home?

Follow current Health Guidelines

## Influenza

Time from exposure to illness  
1 to 3 days.

### Symptoms

Sudden onset fever, runny nose, sore throat, cough, muscle and headaches.

### Do I need to keep my child home?

Yes, until they feel better.

## Mumps

Time from exposure to illness  
14 to 25 days.

### Symptoms

Fever, swollen and tender glands around the jaw.

### Do I need to keep my child home?

Yes, for 9 days after onset of swelling.

## Ringworm

Time from exposure to illness  
Varies (may be several days).

### Symptoms

Small scaly patch on the skin surrounded by a pink ring.

### Do I need to keep my child home?

Yes, until the day after fungal treatment has begun.

## Meningococcal disease

Time from exposure to illness  
2 to 10 days.

### Symptoms

Sudden onset of fever and a combination of headache, neck stiffness, nausea, vomiting, drowsiness and rash.

### Do I need to keep my child home?

Seek medical help immediately.  
Patient will need hospital treatment

### How can I help prevent spread?

Avoid sharing drinks. Close contacts should see their doctor urgently if symptoms develop, and may need to have a special antibiotic.  
Immunisation (MMR) at 12 months and 4 years of age.



## Scabies

Time from exposure to illness  
New infections: 2 to 6 weeks;  
reinfections: 1 to 4 days.

### Symptoms

Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.

### Do I need to keep my child home?

Yes, until the day after treatment has begun.

## Scarlet fever

Time from exposure to illness  
1 to 3 days.

### Symptoms

Sudden onset sore throat, high fever  
and vomiting, followed by a rash in  
12 to 36 hours.

### Do I need to keep my child home?

Yes, until at least 24 hours of  
treatment has begun and the child  
is feeling better.

## Whooping cough (pertussis)

Time from exposure to illness  
7 to 20 days.

### Symptoms

Starts with runny nose, followed by  
persistent cough that comes in  
bouts. Bouts may be followed by  
vomiting and a whooping sound as  
the child gasps for air.

### Do I need to keep my child home?

Yes, until the first 5 days of a special  
antibiotic has been taken .

## Worms

Time from exposure to illness  
Several weeks.

### Symptoms

Itchy bottom.

### Do I need to keep my child home?

No.

### How can I help prevent spread?

Careful hand washing. Whole  
household should be treated. Wash  
linen, towels and clothing worn in  
the past 2 days in hot water and  
detergent.

## 2 . Non Prescription Medication

Non prescription medication (over the counter from the chemist) such as Panadol, cough mixture and decongestants will not be administered at Preschool. If a child is in need of this medication they should not be in attendance at Preschool unless prescribed by a doctor for prevention.

## 3. Prescribed Medications (Short Term)

When a child has been prescribed antibiotics, penicillins, eye drops and other medications by a Medical Practitioner, the child will be excluded from the Preschool until the infection has cleared.

Staff will only administer the medication if all signs of the infection have cleared. **The medication must be: in its original container, current, for the specific child (NOT a parent or sibling) able to show the Doctor's name and the correct time and dosage.** For staff to be able to administer medication a medication form will need to be completed.

## 4. Prescribed Medications (Long Term)

Where the medication is required for a condition for example: Asthma, Epilepsy, ADHD or Diabetes, the above conditions and methods also apply. Parents should inform Staff of their child's condition and methods of dealing with warning signs and attacks. A medical management plan from the child's Doctor or Specialist is required detailing the medical condition of the child, the medication required and the dosage. Blank forms for all medical conditions can be collected at the office. Parents are to ensure that medical management plans are to be updated annually or as changes are prescribed by the child's Doctor.

## Medication Procedure

A medication folder is kept in all rooms at the Preschool. A form is to be completed with the child's name, medication, dosage and the time of administration and type of administration and signed by the parent dropping the child off to Preschool in the morning. This procedure is required for each day the medication is needed.

Staff cannot administer medication if a Parent does not complete an authority form. With the only exception being an emergency administration of medication including asthma or anaphylaxis. Parents **MUST** inform a staff member, and medications **MUST** be handed to Staff and placed in a first aid box, or locked cupboard or fridge. Staff administering the medication will sign the medication authority and indicate the time given. This is always witnessed by another member of staff.

## Emergency Treatment

If a child is requiring immediate attention the Director will ring 000 (Ambulance) (At your cost). If the child has to be taken to the Dubbo Base Hospital by Ambulance, a Staff member will accompany the Child. Every effort will be made to contact the Parent or emergency contact in such an emergency.

## Medical Conditions

When a child with a medical condition is enrolled parents must provide a medical plan signed by a medical professional. A risk minimisation plan will be completed as necessary in partnership with the family. Families must advise staff of any changes to the plan.

## Accidents

A record will be kept of children involved in minor accidents, e.g. grazed knee, cuts etc. A copy will be provided through KinderM8 and parents will need to sign to acknowledge notification of incident on pick up of child. If a more serious accident occurs the child's parent will be notified immediately, or if unavailable the emergency contact person will be contacted. If these numbers change throughout the year please ensure your enrolment details are kept up to date.

## Immunisation Policy

Parents enrolling their children at Dubbo West Preschool are requested to provide evidence that their child is appropriately immunised in relation to their age.

All children must be immunised to attend Preschool. **Parents MUST update their child's immunisation status at the Preschool when necessary.** It is important to note that one notification of a disease is considered an outbreak. The Director must notify the Department of Health of the outbreak and follow their procedures. Notification of the outbreak will be sent via email and KinderM8.



## Children's Belongings

Please ensure that ALL your child's belongings are clearly marked with his or her name. Familiarise your child with his/her belongings before coming to Preschool. We encourage you to discuss with your child what you have packed for morning tea and lunch so they know what to eat at what time of the day. Please pack your child's morning tea and lunch in a container that is easy opening. This makes meal times a lot easier and we then encourage independence and support them in problem solving in readiness for school.

## Sun Protection

Staff and children are to wear hats, suitable clothing and sunscreen during outdoor play throughout the year. Our preschool routine ensures that children are inside during the hottest part of the day in the warmer months. Parents are encouraged to apply sunscreen to their children before they attend preschool each day and staff will supervise children when they reapply later in the day. If you prefer a particular brand of sunscreen Parents can provide sunscreen with their child's name on it which will be kept in their room, please advise staff if this is the case.

Sunscreen is available in each room and on enrolment a sunscreen consent form is to be signed.

## Healthy Food Policy

A nutritious morning tea and lunch should be provided for your child. Sweets, chocolates (roll ups/LCM bars), chocolate like products, chips and biscuits are discouraged and may be returned home for afternoon tea. Help your child to be a part of a "health trend" by sending fresh fruits, dried fruits, cheese, crisp breads, a wholesome sandwich etc. for your child's meal. If your child cannot peel an orange themselves or does not like crusts please peel or cut them off at home. Water is an important element to your child's nutritional needs. Please only provide water in their drink bottles. Poppers can be packed for lunch.

## What to bring to Preschool

### Please label EVERYTHING clearly

- Sun safe Hat
- Drink bottle (with water only)
- Morning tea, including a piece of fruit. (see example following)
- Lunch in lunchbox (see examples following)
- **3 year olds require 2(TWO)** large cot sheets (1 fitted and 1 flat) or one folded single sheet in a pillow case CLEARLY MARKED with your child's name )
- **4 year olds require 1(ONE)** small pillow CLEARLY MARKED with child's name
- **Large school bag or back pack big enough to hold EVERYTHING**
- Coat in winter
- Full change of clothes (spills & accidents do happen)

**NB:** Nappy change facilities are only provided for special needs children. Children should be toilet trained prior to attending preschool.

### Forgotten your Fruit?

We keep a fruit bowl in the office for those children that get a little bit hungry or have forgotten their fruit.



## Examples of morning tea

- ⇒ Fresh fruit
- ⇒ Cheese wedges, slices, sticks and savoury biscuits
- ⇒ Dried fruit eg. sultanas, apple, apricots, etc.
- ⇒ Muffins/cakes (Egg /Nut Free)
- ⇒ Rice cakes/ thins/ saladas
- ⇒ Yoghurt (no chocolate flavours)
- ⇒ Carrot/celery sticks



We do have a **NUT AND EGG FREE** policy at the Preschool.  
We do have children that are anaphylactic enrolled at the Preschool. As this condition can be life threatening we ask that you do not send any egg or nut products to preschool.





# LUNCH IDEAS FOR YOUR CHILD TO BRING TO PRESCHOOL

As there is not enough refrigeration at the pre school for all children's lunch boxes you should avoid using sandwich fillings that need refrigeration eg. Meat and some cheeses without providing some type of cooling alternative. Eg Icepack

## Breads and Cereals Foods

Make the basis of the lunch. Provide energy and nutrients and fill up your child.

Use different types of breads (eg wholemeal, white, multigrain, wraps) for sandwiches. Try cutting the bread into animal shapes.

Alternatively try crackers, corn or rice cakes.

Savoury muffins (eg cheese and corn) are delicious (Egg/Nut Free)

Cold pasta spirals mixed with salad vegetables

Pancakes with fruit spread

## Try these spreads/fillings

- |           |                           |
|-----------|---------------------------|
| * Jam     | *Vegemite/Promite/Marmite |
| * Ham     | *Salad                    |
| * Cheese  | * Salami                  |
| * Chicken |                           |

## Suggested combinations

Lavish roll up, cheese, sultanas

Salad sandwich (grated carrot, lettuce, tomato, cucumber)

Lettuce, tomato, cucumber and hommus or cheese

Banana or raisin bread (Egg/Nut Free)

## Fruit or Vegetables ideas to include

Choose from a variety of fruits in season eg a small apple, a small banana, mandarin, tangelo or tangerine, small bunch seedless grapes, couple of apricots or plums small container fruit salad ("snack pack") small pear or nashi pear orange (snake peeled then rewrapped) kiwi fruit, peach or nectarine carrot and celery stick, cut up pieces of melon (eg. rockmelon, honeydew, watermelon).

## Drinks

Poppers — only for lunch. Only water in drink bottles

## **Birthdays and Special Occasions**

Birthdays are very important in a child's life and we like to make them enjoyable for the children. Please feel free to send along an Egg Free Cake (recipe below) for your child's birthday so that they can celebrate with their friends. Other suggestions are ice cream cakes (no chocolate), yoghurt pops, bubble or balloons to share, lemonade ice blocks or a fruit platter.

Please remember that there are 20 children in each group who will need to share the cake or other items.

### **Egg & Dairy free Vanilla Cake**

#### **Ingredients**

1/4 cup water  
2tbs vegetable oil  
2 tsp baking powder  
3 cups plain flour  
1 3/4 cups caster sugar  
1/2 tsp vanilla extract  
1/2 cup Nuttalex polyunsaturated table margarine  
Extra 1 1/4 cups water  
Extra 2 1/2 tsp baking powder  
100s & 1000s

#### **Creamy Vanilla Icing**

1 1/2 cups Nuttalex margarine  
4 cups icing sugar  
2 tblsp hot water  
1 tsp vanilla extract

## **Method**

- 1 Grease two deep 20cm round cake tins, line bases with glad bake.
- 2 Beat water, oil and baking powder in a large bowl with an electric mixer on low speed until all combined. Add remaining ingredients beat on low speed for a minute increase speed to medium beat for about three minutes or until mixture smooth and thick. Divide mixture into the prepared tins.
- 3 Cook in moderate oven 180C for about 35 minutes or until cooked when tested. Stand cakes in pans for five minutes turn onto wire rack to cool.
- 4 Creamy vanilla icing. Beat margarine and vanilla in a small bowl with an electric mixer until light and fluffy. Gradually add icing sugar beating until well combined. Beat in water if needed to spread easily.
- 5 Sandwich cakes together with 1/3 of icing. Spread remaining icing over tops and sides of cake. Decorate with 100s & 1000s.

For cupcakes divide the mixture into patty pans and check on them after 25 minutes of cooking.

Ice cream cakes are another alternative (without chocolate frogs).

Please note one Banana can replace 2 eggs in a recipe.

## Appropriate Clothing & Footwear

Please dress your child in clothing that allows for the odd paint stain! The child can relax more and enjoy all the activities on offer if it doesn't matter about their clothes getting a little bit dirty. Dubbo West Preschool T-shirts, Jumpers and hats are available to purchase from the office.

Please ensure that your child has safe and stable closed in shoes (**no thongs or crocs**) that they can fit themselves and are appropriate for climbing/outdoor play

## Preschool Library

The Preschool operates a book library from week to week. Before the children can borrow a book they must own a cotton library bag. If a book is damaged or lost, \$15.00 must be paid for the book's replacement. Your teachers will notify you of when Library will commence in your class.

## Smoking and Alcohol

Smoking is not permitted on the Preschool premises at ANY time. Alcohol is not permitted on the Preschool premises and at ANY event where children are present.

## Child protection and child safe service

Our Preschool is a child safe service and follows child safe standards. All staff are mandatory reporters and are trained in child protection procedures and responsibilities. All matters will be reported to the Director and the appropriate reporting bodies. If you have any concern for a child's safety please see your teacher or the Director Cathryn Albert.

## Complaints Procedure

If you have any complaints, suggestions or feedback PLEASE follow the steps in order as needed.

**Step ONE:** Talk it over with a Staff member that you feel most comfortable with or write us a note and hand to office .

**Step TWO:** Make an appointment to see the Director of the Preschool.

**Step THREE:** Put your concern in writing to the Parent Management Committee with your contact details Help in doing this is available if needed.

**Step FOUR:** Contact the Department of Education 1800 619 113 if none of the above steps have been able to help resolve your concern.

Throughout any of these steps confidentiality is assured.

*Enjoy your time at our Preschool.*

