**Session times**

Preschool starts at 9am and finishes at 3pm. Please note that the centre will not open its doors until 8:55am. Please respect that time before and after sessions is staff preparation, programming, and information sharing time. We are also obliged to care for children travelling by bus as they arrive at an earlier time. If you need to speak to a staff member before this time please make an appropriate time to come and chat.

**Program**

The Preschool bases its programming and assessment on the National Early Years Learning Framework using the Belonging, Being & Becoming curriculum. The term planner, program and other relevant information will be sent home and displayed at the centre. We encourage you to read about what is happening so discussions can occur with your child.

**Communication**

All children are provided with a Communication Book. This is an effective way of sharing messages between staff and parents. This book is read every day by staff and should be checked again by parents when children arrive home. Each family will also be given a tray where notices and other correspondence will be placed regularly. Please make sure you read the whiteboards on arriving at Preschool and when picking up at the end of the day. There are often reminders and information to be shared written on the boards.

Newsletters, notes home, Facebook & text messages are also ways we share information with families.

**Bus**

If spare seats are available, Preschool children can access the school buses. Bus passes are available from Burra Community School - 88922007. The bus drops off and picks up the children from the Preschool. A staff member meets the bus each morning and helps the children get on the bus each afternoon.

**Arrival and Departure**

Please ensure you bring your child into the centre and pick up through the side gate. We require you to sign your child in on arrival and out at home time each session. Only people listed on your child’s enrolment form as having permission to collect your child will be permitted to take them from the centre. If anyone other than those listed, are picking up your child, you will need to inform staff.

**Allergies & Medical conditions**

It is vital that staff are notified of any allergies and the appropriate treatment. Equally important is informing staff if your child has or should develop any medical conditions whilst enrolled.

**Emergency procedures**

In the event of an emergency staff will follow emergency action plans which are clearly displayed at each exit door. A whistle will be blown and all children and adults are to go immediately to the designated area. The children will then be directed to the safest area. This procedure is practised regularly.
Hats & sunscreen

At the beginning of the year each child will receive their own labelled kindy hat (which will stay at kindy) and individual stick sunscreen for an annual fee of $15. Our Sunsmart & Hot weather procedure requires a hat to be worn each day during September-April and at other times when the UV Index is greater than 3. Please apply sunscreen before coming to kindy and staff will reapply throughout the day.

Food

First and foremost we are a NUT free centre. This includes all nuts and nut products. We currently have two people attending our centre who are highly allergic and anaphylactic to nuts. Please consider the safety of all our families and choose an alternative food source.

Each day we ask you to provide your child with:

1. Healthy lunch box (see Healthy Eating policy for ideas)
2. Water bottle (water only)
3. Fruit only for morning snack
4. A healthy snack or fruit for shared afternoon snack

Fees

$115 for Term 1 (includes hat & sunscreen)
$100 for each term thereafter (2,3,4 of 2015)
Subject to annual review.

A fee envelope will be placed in your child’s tray. There are a number of options for fee payment including; yearly lump sum, termly or fortnightly. If you are experiencing difficulty please see the Director ASAP to organise a payment plan. Please post fees in the post box or pay online via Electronic Funds Transfer (EFT) BSB: 105 017, Acc: 094045340 Reference: child’s name. Please pay your fees by the due date. Preschool fees go toward the everyday running costs of the centre including; gardening, cleaning, resources, excursions etc.

Clothing

Children are encouraged to wear sensible shoes for their own safety (thongs are not great as children cannot climb and run easily). Shoes with velcro rather than laces are an excellent option as children are able to dress themselves.

We also ask that all children provide a pair of gum boots and bring spare clothes daily, that neither you or your child mind getting wet & muddy! PLEASE LABEL ALL CLOTHING!

Although it is not compulsory, we also have jumpers and polo shirts for purchase. Please talk to a staff member if you are interested in buying any of the above items.

Governing Council & Fundraising

We encourage all families to be involved in Governing Council. It is a great way to understand what happens at the Preschool and be involved in your child’s learning. Fundraising is equally as important as monies raised contribute directly towards equipment & resources for your children.

On a final note, we hope your child and your family have an enjoyable time here with us at Burra Early Learning Centre.

If you need to contact Sarah at any time please don’t hesitate to call on 0407240713

We look forward to growing and learning with you in 2015.