



grenfell preschool & long day care centre

newsletter

9th June 2009



Festival Weekend

I would like to thank Dean Cawthorne for representing the Grenfell Preschool & Long Day Care Centre as an entrant in the Festival King/Queen competition. We may not have won the contest however he represented the Centre and the community well.

Whilever we support these community events we can always be assured that the community will support us. At the concert on Friday night, Dean spoke highly of the Centre and it's staff, Committee, Director and families. He also went on to speak about the confidence he had gained and friendships he had made by entering the contest. I was personally very proud of him for what he had said and done.

Thanks must also go to the families that supported our Centre by participating in the parade. Everyone had a great time and looked fantastic as Indians. Staff member Lisa Jones did a wonderful job with Dean's custume for the parade and she even went home on Friday night and made a few more costumes for the children. The Staff helped the children to make head pieces and Belinda finished them off by adding some war paint to their faces for the parade. Belinda, a very decicated teacher, looked the part playing the drum in the parade.

I would also like to thank my husband John for helping me make a teepee to add to the parade.

On Sunday Belinda entered our guinea pigs in the Guinea Pig Races. The children have had them in training all week and considering this was the first time they had raced they did very well.

In total the Centre raised \$1,792.55 which was fantastic considering we only held one event.

Scallywags Scarecrow Show

The Grenfell Preschool & Long Day Care Centre will be holding the Farm Saftety is Fun Show on Friday 3rd July at 11.30am. If your child is attending the Centre on that day you will need to sign a permisssion note for them to attend. If your child is not attending the Centre on that day and you would like them to see the show, they will be most welcome to attend accompanied by a parent.

Please put your name on the list at the office to help us know how many will be attending.

Around 20 children under 15 years of age are fatally injured on an Australian farm every year. Out of these, 1 in 3 children are visitors to the farm. Therefore, promoting an awareness of farm safety practices in young children cannot be ignored.

"The Farm Safety is Fun" Show is a 50 minute interactive, educational and fun way of promoting farm safety awareness in young children between 3 and 7 years of age.

Scallywag Scarecrow and Farmer Fran the puppet, sing songs and work through safe and unsafe scenarios on the farm, which include safety around; water, fire, machinery, animals, poisons, silos and long grass, and the importance of wearing protection equipment. The cost of the show is \$5 per child.

Cancellation Policy

The Cancellation Policy has been reviewed and after careful consideration and consultation with parents, only minor changes have been made to this policy.

The changes are as follows:

- Notice will no longer be accepted over the phone and will only be accepted by using the new **Notice of Change to Bookings** form.
- The ability to provide 48 hours notice for the cancellation of a casual booking and not pay fees has been removed.
- Parents will be reminded 4 weeks prior to the end of each term that they need to provide at least 14 days notice if they wish to withdraw their child from the Centre during school holidays.

Please keep in mind that in cancelling your child's permanent booking you take the risk that there may not be a position available on your child's return to the Centre.



Parent/Teacher Interviews

Staff are very busy evaluating each child's objectives for the term. Staff will be available to discuss your child's progress from Monday 29th June 2009 to Friday 3rd July 2009. If you would like to have an interview, please place your name on the list that is in the sign in/out folders for each room.

Important Things to Remember!

Coat/Jacket: Please remember to pack a coat/jacket for your child. Children still go outside in the winter months.

Hats: It is very important that sun safe hats be worn all year, so even though it is winter please ensure a sun safe hat is packed. (If a beanie is sent a hat should still also be sent to meet our policy).

Labelling: Please label all of your children's belongings. Lunch boxes, drink bottles, hats, coats, bags all should have names on them. We have a few items in our lost property with no names on them. Please take a look, as there may be something that belongs to you

Pockets in the Foyer: Please check your pockets when dropping off or picking up your child. All newsletters, accounts and information for families are placed in them.

Sign In/Out Sheets: Signing your child in and out of the Centre is a regulatory requirement. Please help us by signing your child in and out each day.

Advertising: If someone would like something put in the newsletter please see Sharon or Christine. You might have a story, some news or something for sale. Newsletters go out fortnightly.

School Holidays Notice

School holidays are from 10th July 2009 to 27th July 2009.

Please use the Notice of Change to Bookings form if you wish to withdraw your child from the Centre during the holidays.

Please return this form to the Centre no later than 5pm on Friday 26th June 2009.

If you wish for your child's position to be held during school holidays, you can do so by electing to still pay fees during your child's absence from the Centre.

More Feedback from the Family Survey

The Centre provides my family with information about the values and ideals that guide its daily operation.

One family had marked this as unsatisfactory.

Response: Our newsletters, Parent Information Booklet; Information Nights, General Meetings, parent/teacher interviews and policies are all ways in which the Centre provides families with information about values and ideals that guide its daily operation. Information is also available on our website.

My child's learning is documented and is shared with my family.

Two families had marked this as unsatisfactory.

Response: Meetings between staff and parents provide parents with an opportunity to discuss their child's individual needs and expectations. Each child has their own portfolio, which is filed in the playrooms. Parents have ready access to child portfolios. The Individual Education Program (IEP) shows objectives gathered from the family service plan and observations and learning stories made by the staff over the two terms and evaluated before holding a meeting with the parents to discuss outcomes and concerns. The IEPs are kept in the child's portfolio.

The daily program includes a variety of experiences that support my child's learning.

One family had marked this as unsatisfactory.

Response: Our programs provide experiences in fine motor, gross motor, thinking and problem solving language development, science, maths and self-help skills. By sending out family service plans, parents list their desired outcomes for their child that will help us support and help children with their development. If you have concerns about your child's learning please make an appointment to see us. We are very willing to help all children achieve their potential

123 Magic

It is not easy being a parent. You want children who listen and children you can enjoy.

The 123 Magic program give parents a useful way to manage their children's difficult behaviour. It does this in a way that protects children from having to be yelled at. The Centre has a copy of the program that you can borrow. Please see Sharon or Christine if you wish to borrow it.

Fees

The Fees Policy states that fees are on a 14 day account. Fees are to be paid in full before the end of the 14 day period, unless a previous arrangement has been made with the Administration Officer, Director or Treasurer.

Share your Family Experiences with us

The most important people in a child's life are their family members. We would love you to share with us special family moments. It will help us get to know your child better and help build your child's self-confidence. Simply write up a short story (with a photo if possible) about your special family event or an amazing moment in your child's life and post it on the family storyboard in each playroom. Staff will use these experiences to build upon children's learning, develop language skills, build self-confidence and it will make them feel very special.

Changes to the Office

The Centre is in the process of changing the office to allow for a better reception area. It will also make it a more workable office space for Christine and Sharon. We apologise for any inconvenience it may cause.



Dates to Remember

Red Nose Day
Friday 26th June 2009

Parent Teacher Interviews
29th June 2009 to 3rd July 2009

Scally Wags Farm Show
Friday 3rd July 2009 at 11.30am

Next General Meeting
Monday 6th July 2009 at 7.30pm

red nose day fundraiser night

Let's paint the town red!



date **FRIDAY 26TH JUNE**
time **7:00PM**
venue **GRENFELL COUNTRY CLUB**

Enjoy complimentary finger food and entertainment by Ange Day. There are some fantastic prizes up for grabs and a Silent Auction will be held throughout the night. Special highlight...Wine Tasting!

A new feature this year is **CLUB red** - an exclusive 100 Club. Tickets cost \$100 and entitle you to entry for 2 to the fundraiser night (valued at \$50), and an entry in the major prize draw for a 1 in 100 chance of winning "The Ultimate NZ Getaway" valued at \$5000!! Only 100 **CLUB red** tickets are on offer, and they're selling fast.....so don't miss out!

Tickets to the fundraiser night are available for \$25 - but I encourage you to purchase a ticket in **CLUB red**. For an extra cost of just \$50 per couple, you will have a 1 in 100 chance to win a New Zealand holiday valued at \$5,000!!

Tickets are available from Grenfell Kids.

For more information contact Kelly Nealon on:
Phone (02) 6343 2883 email d.knealon@bigpond.com

red nose day is all about having fun for a serious cause, so wear a **splash of red** and come along and enjoy a great night out!!

Contact Us

✉ 35 Forbes Street
(PO Box 35)
Grenfell NSW 2810

☎ 02 6343 1743

📠 02 6343 1304

✉ mail@grenfellpreschool.com.au

Scally Wags Scarecrow Show - Permission Note

Permission note for children who attend the Centre that day and would like to attend the Show.

I _____ give permission for my son/daughter _____ to attend the Scally Wags Scarecrow Show at the Grenfell Preschool & Long Day Care Centre on Friday 3rd July 2009 at 11.30am.

Signed _____



Policy 4.4: Cancellations

1. Aim

The aim of this policy is for all families to be aware of the requirements for making changes to bookings.

2. Practices

Permanent Bookings

- A permanent booking is when a child attends the Centre on a regular basis, ie. the same day every week.
- **14 days notice** is required to cancel a permanent booking. If 14 days notice is not provided, the 2 week holding fee will not be refunded. Parents will be charged fees for an additional 2 weeks of current attendance in lieu of notice. If the holding fee is the same amount as the 2 weeks fee, then the account will be recognised as settled. If the 2 weeks fee is more than the holding fee, the parent will receive an account for the remaining balance.
- Parents must notify the Centre as soon as practicable if their child will be absent on one of their permanently booked days.
- All absences on a permanently booked day must be paid for unless the required 14 days notice has been provided to cancel the child's booking for that day.
- The cancellation of a permanent booking for an absence is made at the risk of a permanent position not being available on the child's return to the Centre. If there is a waiting list for that day, or an application is received for a booking on that day, the position can be refilled.
- Parents may elect to pay for absent days in order for the position to be held for their child. This position may be used by another child on a casual basis during the absence, however the position will be available on the child's return to the Centre.
- The one-off swapping of days is not permitted under the 14 days notice provisions. An extra day may be booked depending on availability; however the child's usual day will still need to be paid for.
- The Notice of Change to Bookings form must be completed for all changes to permanent bookings.

Casual Bookings

- A casual booking is when a child attends the Centre on an occasional basis, ie. on a day that is not their usual day.
- Parents must notify the Centre as soon as practicable if their child will be absent on a casually booked day.
- All absences on a casually booked day must be paid for.
- Once a casual booking occurs on the same day 4 weeks in a row, this day is taken to be a permanent booking and the normal '14 days notice' will be required to cancel the booking.
- The Notice of Change to Bookings form must be completed for all changes to casual bookings.
- As soon as this form is received and signed by a member of staff, it is taken to be in effect. If a parent changes their mind, 14 days notice will be required to cancel a booking.

Notice of Change to Bookings Form

- This form must be completed for all changes to permanent and casual bookings including:
 - Notice of Absence
 - Request for Casual Booking
 - Change to Permanent Booking
 - Request for Out of School Hours Care
- Parents will be provided with a copy of the Notice of Change to Bookings form to use when the need arises. An electronic version of this form is available in the Forms section of the Centre's website. This form must be signed by the parent and returned to the Centre in person, by fax or by email.
- In order for an absence to be counted under the Centre's 14 days notice provisions and avoid paying fees, this form **must be received by 5pm at least 14 full days** before the date of the absence.
- A member of staff will initial this form noting the date and time it was received and place it in the tray in the Office. The Director will sign off on each form, the changes will be noted in the booking system and a copy will be given to the parent as proof of receipt before it is filed in the bookings folder.
- In situations where a parent calls to book a child in to the Centre on short notice, (eg. calling at 8am in the morning to book their child in for that day), the booking can be taken over the phone, however the parent must speak to 2 members of staff who each must initial a completed form.

School Holidays

- Parents wishing to withdraw their child from the Centre during school holidays may do so, however the 14 days notice requirements still apply. If the required notice is provided fees will not be charged, however they risk that there may not be a position available on their child's return to the Centre.
- A copy of the Notice of Change to Bookings form will be provided to families at least 4 weeks prior to the start of every school holidays to complete and return to the Centre by a set date if they wish to withdraw their child from the Centre during school holidays.

3. Evaluation

In order to assess whether the policy has achieved its aim, the committee will:

- Take into account feedback from staff, families and committee members regarding policies.
- Monitor complaints and incidents.
- Conduct an annual family survey incorporating questions relating to specific policies.

4. Date Adopted

This policy was adopted by the Management Committee of the Grenfell Preschool & Long Day Care Centre at the committee meeting held in April 2003.

5. Review Dates

Reviews of the policy were conducted on the following dates:

- May 2004
- April 2006
- June 2009

The next review is due in June 2010.



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Notice of Change to Bookings

This form must be completed to give notice of changes to your child's booking at the Centre. 14 DAYS NOTICE is required for all changes to permanent bookings. Fees are still payable if the required notice is not given.

Name of Child:			
Room:	<input type="checkbox"/> Rainbow Room	<input type="checkbox"/> Garden Room	<input type="checkbox"/> Star Room <input type="checkbox"/> Quandialla
Name of Parent:			
Parent's Signature:		Date:	/ /

NOTICE OF ABSENCE:

I hereby give notice that my child will be absent from the Centre on the following dates:

Monday	Tuesday	Wednesday	Thursday	Friday
/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /

I understand that 14 days notice must be given or payment will be required in lieu of notice.

Please cancel my child's permanent booking on the above dates. I understand that the cancellation of any booking is made at the risk of the position not being available on my child's return to the Centre.

Please do not cancel my child's permanent booking at the Centre. I understand that in order for bookings to be held during absences, fees must still be paid.

REQUEST FOR CASUAL BOOKING:

I hereby request for my child to attend the Centre on a casual basis on the following date/s:

Monday	Tuesday	Wednesday	Thursday	Friday
/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /
/ /	/ /	/ /	/ /	/ /

I understand that if I cancel a casual booking, payment will be required in lieu of notice.

I understand that if my child attends on the same day 4 weeks in a row, the booking will become permanent.

CHANGE TO PERMANENT BOOKING:

I hereby request for my child to attend the Centre on a permanent basis on the following days:

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day	<input type="checkbox"/> Full Day
<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning
<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon

This request will replace my child's existing booking effective from: / /

I hereby give notice of the cancellation of my child's attendance at the Centre. Last day of attendance: / /

I understand that 14 days notice must be given or payment will be required in lieu of notice.

REQUEST FOR OUT OF SCHOOL HOURS CARE:

I hereby request for my child to attend the Centre before and/or after school from: / / (excludes school holidays)

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/> Before School	<input type="checkbox"/> Before School	<input type="checkbox"/> Before School	<input type="checkbox"/> Before School	<input type="checkbox"/> Before School
<input type="checkbox"/> After School	<input type="checkbox"/> After School	<input type="checkbox"/> After School	<input type="checkbox"/> After School	<input type="checkbox"/> After School

OFFICE USE ONLY:

Received on / / at am / pm (MUST BE INITIALED BY A MEMBER OF STAFF)

Approved by Director Copy provided to parent Entered onto booking system

Director's Signature:		Date:	/ /
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