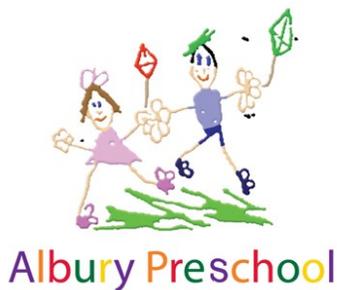


## Newsletter Issue 1 Term 1, February 2020



*Albury Preschool would like to acknowledge the Wiradjuri people who are the traditional custodians of this land on which we come together to learn and explore. We would like to pay respect to the elders past and future for they hold the memories, traditions, culture and hope of Indigenous Australians. Albury Preschool is a proud not for profit, community-owned preschool.*

## Welcome

It's great to be back at preschool and a very special welcome to all our new children and families. We hope you find your preschool experience exciting, enjoyable and everything you hoped for. All of the children are settling in well and have been busy enjoying lots of activities, making new friends and learning about preschool. Family members are always welcome to visit and spend time with their child in the Centre. If you are busy working you may like to come and have lunch with us or spend a little bit of time first thing in the morning. A few reminders:

- All the children need a personal named sunscreen, hat with a brim all around (no caps please), drink bottle, hand towel, piece of fruit to share, morning tea, lunch, and afternoon tea if staying for After Preschool Care.
- **Some hand towels are very long and drag on the floor which is unhygienic. Could I ask you to please sew a loop in the centre of the long side to avoid this.**
- Please put your child's name on all their belongings, including the outside of school bags and lunch bags to avoid confusion as many are often the same..

## ARRIVAL & DEPARTURE

• Parking is available in the adjacent Greenfield Park area, please do not park in the driveway – this is for disabled parking only.

• Entry is through the play ground gate which will be unlocked at 8.30am and reopened at 3.30pm. Please ensure that you only open the gate for your own children and that it is closed upon entry/exit.

• Sign your children in and out each day. Our attendance books are a legal requirement and are used in the event of an emergency. When children are signed in we need a signature rather than initials. If there is someone other than mum or dad picking up then that person should be named in the sign in book rather than “nan, pop, grandma, grandpa etc.”

Your child has the same number in the sign in book all year. Please check you are signing in the correct space before signing in and out and writing the actual time. If your child is not picked up by 4pm they will be signed into After Preschool Care and charged accordingly.

## AFTER PRESCHOOL CARE

Operates from 4.00 until 5.30 Monday to Friday. If you require a place please see Carolyn at the Office. The cost of Afternoon Care is \$16.00 / hour with a minimum of 1 hour to start and then charged in 15 minute increments or part thereof. There is an additional late fee of \$20.00 per 15 mins or part thereof charged for children collected after 5.30pm.

**ALBURY GOLD CUP HAS BEEN DECLARED A HALF DAY HOLIDAY ON  
FRIDAY 20th MARCH**

**CLASSES WILL FINISH AT 11.30 THAT DAY**

Dates to Remember

## IMPORTANT EVENTS

**Welcome morning teas with  
welcome to country by Aunty  
Rose & performance by Per  
Westman 9.30am**

- Monday 2nd March R1/R2
- Tuesday 3rd March B1/B2
- Thursday 5th March P1/P2

### Annual General Meeting

• Wed 11th March 7.30pm  
**GOLD CUP 1/2 DAY HOLIDAY  
(classes finish at 11.30am)**

- Friday 20th March

**Parent night with Paediatric  
Surgeon Tracey Merriman pre-  
sented “Our kids –the bits we  
don’t like to talk about”**

- Wednesday 1st April

### END TERM 1

- Thursday 9th April

### START TERM 2

- Monday 27th April

## COMMUNICATION/FEEDBACK/ GRIEVANCE POLICY

A copy of our Centre Feedback and Communication/Grievance Policy is available in the Foyer with Feedback Forms. If you have an issue please talk to your class teacher, the Nominated Supervisor or President of the Management Committee. If you are not satisfied with an outcome you may also contact:

### EARLY CHILDHOOD EDUCATION AND CARE DIRECTORATE

NSW DEPARTMENT OF EDUCATION

LOCKED BAG 5107 Parramatta NSW 2124

Or 1800619113 (toll free)

or email [eced@det.nsw.edu.au](mailto:eced@det.nsw.edu.au)

All Preschool policies and procedures are available digitally for your perusal. If you would like to view a policy please ask staff for assistance

## POLICIES

All our policies are constantly reviewed in line with the regulations and the National Quality Framework. We are trying to be as sustainable as possible so have decided not to print policies as there are always regulatory or procedural changes. Some policies are available on Storypark in the "About" section and all are available for you to look at on the classroom and Office computers. We invite feedback and comment on any policy or procedure. Please ask a staff member to help you if you would like to see any policies or ask for an email copy.

## EARLY CHILDHOOD EDUCATION AND CARE DIRECTORATE NSW DEPARTMENT OF EDUCATION

### FIRE DRILL & EVACUATION PROCEDURES

During the upcoming weeks we will be practicing our evacuation and lockdown procedures with the children. We do this on a regular basis. This is a requirement under the "Education and Care Services National Regulations." We do this in a very positive way so as not to cause any anxiety in the children. We are required to have procedures for evacuating from outside to inside, room to safe area and lockdown as well. If your child comes home talking about this, it is just a practice!

### REGULATIONS

A copy of the Education and Care Services National Regulations is available in the Foyer. Should you have any queries or concerns you may refer to these at any time or access a copy on line at:

[www.acecqa.gov.au/national-regulations](http://www.acecqa.gov.au/national-regulations)

### NATIONAL QUALITY FRAMEWORK

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services and school age care through:

- the Education and Care Services National Law and the Education and Care Services National Regulations ('National Law and National Regulations')
- the National Quality Standard for Early Childhood Education and Care and School Age Care
- a national quality rating and assessment process
- streamlined regulatory arrangements
- a national body jointly governed by the Australian Government and state and territory governments—the Australian Children's Education and Care Quality Authority (ACECQA)—to oversee the system.

A copy of this is available in the Office or online at:

<https://www.acecqa.gov.au/nqf/about/guide>

*Albury Preschool is rated exceeding the  
National Quality Standard*

## DOCUMENTATION

### EARLY YEARS LEARNING FRAMEWORK

The framework has been developed to guide educators in their curriculum decision making and assists in planning, implementing and evaluating children's learning outcomes in partnership with families. The aim of this document is to extend and enrich children's learning from birth to five years and through the transition to school. It has a specific emphasis on play-based learning and recognizes the importance of communication and language (including early literacy and numeracy) and social and emotional development. **Copies are available in the foyer in several languages.**

Learning Journals and the children's profiles will reflect how the children are progressing in relation to the 5 Outcomes.

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

The framework is available online for further perusal at: <https://www.acecqa.gov.au/nqf/national-law-regulations/approved-learning>

### Storypark

We are using the Storypark online documentation system and information has been sent home. One member of each family has been emailed an invitation and when accepted they can view and invite any others that they wish to view their child(ren) profiles.

**IF YOU HAVEN'T RECEIVED OR ACCEPTED THIS INVITE PLEASE DO SO ASAP OR TALK TO STAFF IF YOU REQUIRE FURTHER INFORMATION.**

Story park will be our main platform for sharing learning journals, newsletters, events and communicating with our families as it provides opportunity for instant feedback from our community of users which we encourage and appreciate! Staff also keep regular observations on all children which they use when planning the program ensuring we meet the needs of all children by programming for their interests and assessing their learning, progress and development in line with the learning outcomes of the Early Years learning Framework. These observations (learning stories and notes) will be shared regularly on your child's Storypark profile so they are available for you to view at any time..

We encourage feedback from you on all aspects of the program and the service we provide. Please message, email or talk to staff in regard to the learning journal, program or observation records we make so we can ensure we are meeting everyone's needs. A Family Input Sheet will also be displayed next to the sign in book. We encourage you to fill this in regularly and let us know what your child/family has been doing or is interested in so we can incorporate this into the program and talk about it with your child,. You could even create your own "story" sharing photos of family events, celebrations, holidays etc...with us via Storypark!

### Facebook/Website

We have a Facebook site which we use to promote upcoming events as well as sharing interesting information with you. Please "like" us on Facebook to keep up with what is happening. We never use images of children on either our Facebook site or website to preserve privacy.

### CONTACT DETAILS

If your contact details change please keep us up to date. Enrolment forms were filled in last September so there may have been changes. Please let your class teacher and the office know of any changes.

### OFFICE HOURS/CONTACT DETAILS

**Carolyn** Mon-Wed, Fri 8.45-4.15 **Email:** [officealburypreschool@gmail.com](mailto:officealburypreschool@gmail.com) (for fee/enrolment queries)

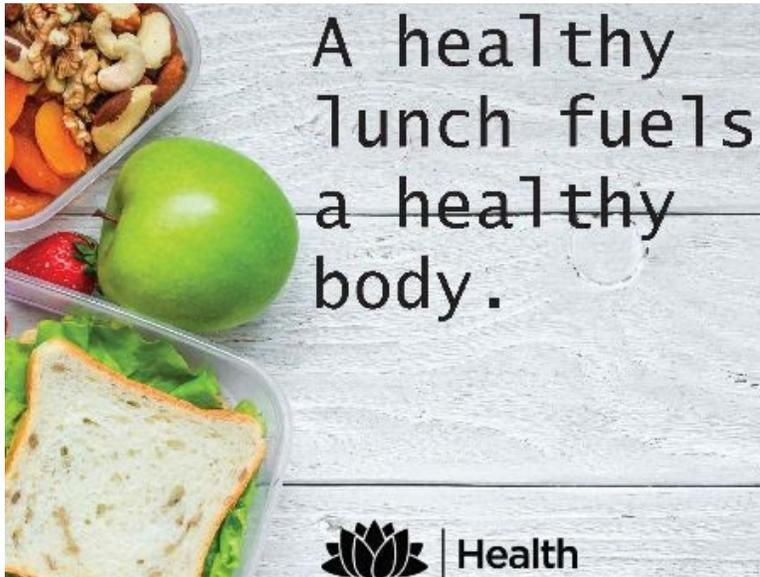
**Jo** Tues, Wed, Thurs 8.30-5.00 **Email:** [infoalburypreschool@gmail.com](mailto:infoalburypreschool@gmail.com) (all other enquiries)

**Phone:** 60212050

### FEES (Schedule attached)

- Invoices will be distributed week beginning Monday 17th February
- Fees will be due week beginning Monday 16th March
- Please see Carolyn in the Office to arrange a payment plan, internet transfer or eftpos.

## HEALTH AND WELLBEING



**Munch & Move** is NSW Health initiative that supports the healthy development of children birth to 5 years by promoting physical activity, healthy eating and reduced small screen time

### Nude food

ALBURY PRESCHOOL is working towards reducing the amount of waste that it produces. On average primary schools produce 33 tons of waste per year, with a total of 78,500 tons of rubbish produced each year by all Victorian schools. By becoming a Waste Wise Preschool we hope to reduce our waste by up to 80%.

**\*\*\*We are encouraging families to work towards supplying their children with rubbish free lunchboxes.\*\*\***

Listed are various ways in which you can reduce waste in lunchboxes.

#### **A Lunchbox full of waste**

- \* Sandwiches in cling wrap
- \* Pre-packed rice crackers, biscuits, Pretzels
- \* Pre-packed yoghurt
- \* Fruit juice boxes
- \* Plastic fork or spoon
- \* Pre-packed tubs of fruit

#### **A Waste Free Lunchbox**

- \* Sandwiches in lunchbox or zip lock bag (reusable)
- \* Buy in bulk & pack in containers
- \* Reusable containers
- \* Reusable drink bottles
- \* Aluminium fork or spoon
- \* Fresh fruit

**BUYING IN BULK AND USING REUSABLE CONTAINERS IS ALSO MUCH CHEAPER AND HEALTHIER**

### SUNSMART, CLOTHING AND FOOTWEAR

We believe that the outdoor program provides as many opportunities for learning as our indoor program and value nature based play. We therefore endeavor to spend equal parts of the Preschool day in our beautiful environment.

Our Sunsmart Policy requires children to wear clothing with covered backs and shoulders to reduce the risk of skin damage. Hats should also have a full brim of 5cm or more to protect the face and neck. Sunscreen is reapplied to your child as per the Sunsmart requirement. We will check the expiry dates on your child's sunscreen regularly and let you know when we need a new one.

The children love climbing and running at preschool. We have found the best footwear is sandals with a closed in back or a back strap or runners. These minimize the risks of slipping when climbing or tripping. Slip on shoes, thongs and Crocs can be quite dangerous and when children wear these we notice more accidents.

### Annual General Meeting

Our AGM will be held on Wednesday 11th March at 7.30 at Albury Preschool. The reports from 2019 will be presented. Please come along! Joining the Committee is a great way to have a say in your preschool, be part of the decision making process and a good way to make new friends. Information and nomination forms are also available on the sign in desks.

### MORNING TEA/LUNCH

CHILDREN OFTEN ASK FOR MORE TO EAT AT MORNING TEA TIME. WE HAVE FOUND THAT HALF A SANDWICH AND A PIECE OF FRUIT ARE MORE SATISFYING THAN THE COMMERCIALY MADE SNACKS AND BARS. COMPLEX CARBOHYDRATES PROVIDE MORE ENERGY AND LAST FOR A LONGER TIME AS WELL.

All food is refrigerated so you can feel happy in sending yoghurt, meat, chicken and dairy products.

Water is the best drink—this is available to the children all day and staff will replenish drink bottle

**We promote healthy eating at all times. We ask you please DO NOT SEND sweet biscuits, cakes, chips, cheezels, roll ups or pre-packaged food that is high in fat, sugar or salt. Several lunchbox ideas are included in this newsletter.**

**ALBURY PRESCHOOL IS A NUT FREE ZONE**

**TEACHERS WILL ADVISE IF ANY OTHER FOODS NEED TO BE EXCLUDED OR EXTRA CARE TAKEN DUE TO INDIVIDUAL CHILDREN'S NEEDS IN THEIR PARTICULAR GROUP**

### MEDICATION

If your child requires medication whilst at preschool please see a staff member and fill out the appropriate forms. Medication must be in its original packaging.

**If your child requires Panadol or other medication for a temperature then they should not be at Preschool.**

### ASTHMA and ALLERGIES

If your child has Asthma, an allergy or medical condition please check with staff that these are noted and the relevant plans have been completed.

# ALBURY PRESCHOOL INC.

## ANNUAL GENERAL MEETING

**Wednesday 11<sup>th</sup> March 2020, 7.30 PM.**

**VENUE:** Albury Preschool  
720 Alma St.  
Albury 2640

Nominations for committee are required to be in by Wednesday the 26<sup>th</sup> February and signed by two members of the association (all Albury Preschool families are members of the association) and with written consent of the candidate. If insufficient nominations are received then further nominations shall be received at the AGM. All positions are available.

YOUR PRESCHOOL IS COMMUNITY BASED AND RUN BY A COMMITTEE OF VOLUNTEER COMMUNITY MEMBERS.

WE NEED YOUR HELP TO ENSURE THE SMOOTH OPERATION OF OUR CENTRE THROUGHOUT 2020.

BEING A COMMITTEE MEMBER IS A GREAT WAY TO MEET NEW PEOPLE AND GENERALLY HAVE A SAY IN THE WAY THINGS ARE DONE.

COME ALONG TO THE ANNUAL GENERAL MEETING OR FILL IN THE NOMINATION FORM BELOW AND RETURN BY  
Wednesday 26<sup>th</sup> February 2020

-----  
I \_\_\_\_\_ HEREBY ACCEPT  
(Nominee)

NOMINATION FOR THE POSITION OF \_\_\_\_\_  
ON THE COMMITTEE OF MANAGEMENT AT THE ALBURY PRESCHOOL FOR THE YEAR 2020

Signature \_\_\_\_\_

Date: \_\_\_\_\_

### **Nominated By:**

Member 1 \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature) (Date)

Member 2 \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Signature) (Date)

# Fee 2020 - 4/5 year old groups

06/02/2020

<b>Blue 1 &amp; Blue 2 (Tue &amp; Wed)</b> <b>(Starting Tuesday 28th or Wednesday 29th January)</b>		<b>(8:30am - 4:00pm - 7.5 hour day, 2 days a week - 40.5 weeks)</b> <b>(1 week of staggered intake)</b>			
	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Yearly</u>	
HCC or ATSI	\$2.00	\$15.00	\$30.00	\$1,215.00	
NO Health Care Card	\$3.70	\$27.75	\$55.50	\$2,247.75	

<b>Purple 1 &amp; Purple 2 (Thur &amp; Fri)</b> <b>(Starting Thursday 30th or Friday 31st January)</b> <b>(Albury Gold Cup - half day Friday 20th March)</b>		<b>(8:30am - 4:00pm - 7.5 hour day, 2 days a week - 39.20 weeks)</b> <b>(1 week of staggered intake)</b>			
	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Yearly</u>	
HCC or ATSI	\$2.00	\$15.00	\$30.00	\$1,176.00	
NO Health Care Card	\$3.70	\$27.75	\$55.50	\$2,175.60	

# Fee 2020 - 3/4 year old groups

06/02/2020

<b>Red 1 &amp; Red 2 (Monday)</b> <b>(Starting Monday 3<sup>rd</sup> or 10<sup>th</sup> February)</b>		<b>(8:30am - 4:00pm - 7.5 hour day, 1 day a week - 38 weeks)</b> <b>(1 week of staggered intake)</b>			
	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Yearly</u>	
HCC or ATSI	\$2.00	\$15.00	\$15.00	\$570.00	
NO Health Care Card	\$7.80	\$58.50	\$58.50	\$2,223.00	

<b><u>After Hours Care</u></b>	
On the day/days of attendance	4:00 - 5:00 \$16.00 minimum charge is 1 hour 5:00 - 5:30 \$16 per hour charged in 15 minute increments (or part there of)
	<b>After 5:30 \$20.00 for each 15min (or part there of)</b>

Albury Preschool issues 3 invoices during the year for Term Fees. (Due in Terms 1, 2 and 3).

There is NO Invoice in term 4; these fees are included in the other invoices. All Term Fees for Albury Preschool are due by the end of September 2020.

Families participating in the After Preschool Care program will receive an invoice each term.

Fees can be paid in cash, with a cheque or EFTPOS.

Direct debits can be arranged with your bank or by using your internet banking.

You will require the following information.

Bendigo Bank - Acc name : Albury Preschool Inc, BSB 633-000, Acc Number : 107 95 22 77.

Please use your child's group and full name as the reference (ie : B1 - Carolyn Timmermans).

## COME AND JOIN US FOR MORNING TEA AND A SHOW!



We are holding some Morning Teas at preschool and hope that you can come and join us and get to know other parents in your child's group.

### When:

Monday 2<sup>nd</sup> March for Red 1 and Red 2  
Tuesday 3<sup>rd</sup> March for Blue 1 and Blue 2  
Thursday 5<sup>th</sup> March for Purple 1 and Purple 2

### TIME:

9.30am Welcome to Country - Aunty Rose  
Followed by Per Westman performance

### What to bring:

A small plate of food to share with other parents would be appreciated. NO NUTS PLEASE

### ENTERTAINMENT

Per Westman  
from the "Flying  
Fruit Fly Circus"  
will be  
performing.



Dr. Tracey Merriman  
Paediatric Surgeon

presents:



**“Our Kids – The bits we don’t  
like to talk about”**

**Wednesday 1<sup>st</sup> April at 7pm**

**Albury Preschool**

**720 Alma St.**

**Gold Coin Donation to a Paediatric Charity**

**Friends Welcome**

**Please RSVP by Monday 30<sup>th</sup> March 2020 by email to [officealburypreschool@gmail.com](mailto:officealburypreschool@gmail.com) or return the form below:**

I will be attending the information session presented by Dr.Tracey Merriman

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

# Novel coronavirus (2019-nCoV) - Information for Schools and Early Childhood Centres

**An outbreak of novel coronavirus (2019-nCoV) was detected in Wuhan, Hubei Province, China in late December 2019.**

On 1 February 2020, the Australian Government updated advice for people who have recently returned to Australia from mainland China based on the latest and best medical advice.

## CAN I ATTEND SCHOOL OR EARLY CHILDHOOD CENTRE?

In the following scenarios you **can not** attend school or childhood centre:

If you have travelled from Hubei Province within the past 14 days, you must isolate yourself until 14 days have elapsed after leaving Hubei Province. If you have left, or transited through, mainland China **on or after 1 February 2020** you must isolate yourself until 14 days after leaving China. If you have been in close contact with a confirmed case of novel coronavirus, you must isolate yourself for 14 days after last contact with the confirmed case.

In the following scenarios your child **can** attend school or early childhood centre:

Students and staff who have travelled from other provinces of mainland China (and have not been in Hubei province) who arrived prior to 1 February 2020.  
Students and staff who have only been to Hong Kong, Macau or Taiwan.

By way of example,

if someone left the city of Wuhan in Hubei Province on 22 January 2020 he/she is required to isolate until 6 February 2020.

if someone left Shanghai on 28 January 2020 and comes to Australia via another country on 3 February 2020, he/she would **not be required** to isolate (as he/she left China **before** 1 February 2020).

If someone left Beijing on 3 February 2020 and arrived in Australia the same day, he/she **would** be required to isolate for 14 days, until 17 February 2020.

If you develop symptoms (listed below) within 14 days of leaving anywhere in mainland China or within 14 days of last contact with a confirmed case of novel coronavirus, you should arrange to see your usual doctor for urgent assessment. You should telephone the health clinic or hospital before you arrive and tell them of your travel history or that you have been in contact with a confirmed case of novel coronavirus. Your doctor will liaise with Public Health authorities to manage your care. You must then remain isolated either in your home or a healthcare setting until Public Health authorities inform you that it is safe for you to return to your usual activities.

## WHAT IS THIS VIRUS?

Coronaviruses can make humans and animals sick. Some coronaviruses can cause illness similar to the common cold and others can cause more serious diseases, including Severe Acute Respiratory Syndrome (SARS) and Middle East respiratory syndrome (MERS). The virus seen in mainland China is called 'novel' because it is new. It has not been detected before this outbreak. Most people currently infected live in, or have travelled to mainland China. There have been some cases of 2019-nCoV reported in other countries. It is likely that the virus originally came from an animal, and there is now evidence that it can spread from person-to-person.

## WHAT ARE THE SYMPTOMS?

Symptoms include (but are not limited to) fever, cough, sore throat, fatigue and shortness of breath.

## WHAT IF I HAVE A STUDENT OR STAFF MEMBER WHO IS SICK WITHIN 14 DAYS OF BEING IN MAINLAND CHINA?

If the student/staff member develops mild symptoms: isolate the student/staff member in a single room away from others inform the parent/guardian or staff member and advise them to arrange an urgent medical review when possible, the student/staff member should be isolated at home while waiting for a medical assessment; and the parent/guardian or staff member should phone ahead to the GP or hospital and inform them that the student/staff member may have novel coronavirus.

If the student/staff member has severe symptoms, such as shortness of breath: call 000 and request an ambulance, if they are a student, inform their parent (s) or guardian(s) and inform the paramedics that the student/staff may have novel coronavirus infection.

Staff and students with symptoms should be excluded from attending schools and early childhood centres until symptoms have resolved. If they have been diagnosed with 2019-nCoV they should not attend school or childcare until they are cleared by public health authorities. If staff or students have other respiratory illness (i.e. flu), they should not attend school irrespective of whether there is a concern about 2019-nCoV.

## HOW CAN WE HELP PREVENT THE SPREAD OF 2019-NCOV?

Practising good hand and sneeze/cough hygiene is the best defence. Encourage all children and staff to: wash their hands often with soap and water before and after eating as well as after attending the toilet; avoid contact with others by keeping children home if they are unwell; and cough and sneeze into their elbow.

## WHERE CAN I GET MORE INFORMATION?

Visit the Australian Government Department of Health homepage at [www.health.gov.au](http://www.health.gov.au).

Call the National Coronavirus Health Information Line on 1800 020 080.

Discuss any questions you have with the Public Health Agency monitoring you.

Contact your state or territory public health agency:

NSW call 1300 066 055

