

Normanurst West Community Preschool Inc.
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NWCPS NEWSLETTER 1 – 2018

9th February 2018

Hello and welcome back to you and your family for the upcoming year. We also welcome a new member to the staff team.

Mrs Catherine Allaway commenced at the Preschool this year. Her role is to work from 12-2pm 4 days/week with the children, to cover while the full day staff take their lunch breaks. Catherine has a Diploma of Children's services, a family of her own and is also working towards becoming a university trained early childhood teacher at Macquarie University.

COMMUNICATION & DOCUMENTATION (EDUCA)

You have indicated that you were willing for communications to take place via this email address. Please confirm by responding to this email ONLY if you wish this address to change. We will also be communicating with you via EDUCA. New families should have already been sent an invitation to join. It is important that you accept. If you have not completed and returned the parent consent form we ask that you do so ASAP if you wish to receive the communication about your child's learning.

PREPARING YOUR CHILD FOR PRESCHOOL

- Label all your child's clothing including shoes and socks.
- Name back pack clearly (Ensure the bag is large enough to carry all personal items).
- Pack a healthy morning tea, in separate box/bag to their lunch. (Morning tea bags are available for purchase for \$5.00 at the Preschool).
- Pack lunch in a named lunch box (Separate to their morning tea). Please ensure your child's name is their name and not their siblings.....it is very difficult for children to learn their name if it is NOT their name. We also ask that the lunch box can be opened by your child. This will further promote their independence.
- Pack a water bottle (named). We will refill as necessary during the day.
- We will supply your child with a hat which remains at the Preschool
- Dress your child in clothes they can manage so they can use the toilet quickly, if necessary.
 - Shoes that allow free movement are ideal – NO crocs, thongs or gumboots please!!
- Always pack spare clothes in their bag considering weather conditions.
- Apply sunscreen to your child, either at home or use the Preschool's located at the sign in desk. If your child has sensitive skin, you are required to supply your own. A stamp on their hand indicates you have applied sunscreen for that day.
- Upon arrival:
 - Parents - MUST sign children in and out every day
 - Children - encouraged to choose a locker for their bag and place their photo there, unpack their own bag Eg drink bottle in drink bottle carrier and morning tea in large blue esky
 - Parents to place their lunch in the "Preschool" fridge in the kitchen

FEES 2018

This year our fee structure has remains the same as what was introduced at the beginning of last year in line with the "Start Strong funding" guidelines. We are pleased to say that we were able to maintain our fees at the same rate – NO increase to families. All families should have received an invoice by now. DUE in two installments: 16th March and 16th April 2018. Fees will remain to be calculated by the term and the enrolment fee as always, is non-refundable. The main contact person for fees is our book keeper Terri Laffey: terri@trendingfs.com.au if you have not received your invoice for term 1.

A reminder under the Start Strong Funding endorsed by the NSW state government, the implications for our Preschool are as follows:

- 3 year olds receive NO funding - this is not new but that is the reason why 3 years old attending will be charged a higher rate of fees.
- 4 year olds attending 3 days per week (15 hours +) are funded by NSW state government

Please be aware it is our aim to offer all our families the most affordable Preschool fees available, however we also have to remain viable to meet our running costs.

CAN YOU HELP?

Our Preschool relies on a strong volunteer base to ensure fees can remain affordable while ensuring that the Preschool remains viable. We are still looking for volunteers for the Management Committee roles, without which the Preschool would not be able to operate. As these roles can be completed at home, we urge you to consider taking on a role in 2018 - Dads, Mums and in fact any adult family member can help. Please email me if you are able to help or come along to our AGM where all positions will be voted on at the Preschool 7:00pm on:

Wednesday 14th March, 2018

PARENT ROSTERS AND INVOLVEMENT

We also strongly rely on having parent helpers from 9am to 11am every mornings and families looking after our garden/playground on the weekends. You are required to be a parent helper each term with the expectation that if your child attends 3 days a week you would do at least 1 parent helper approximately 1-2 days a term. Please fill in our roster located at the sign in desk at the Preschool with preferred dates for parent helper in term 1. It is also expected that you complete a garden duty ONCE each year. We will also ask for your help in other ways at the Preschool. If you have a particular skill and could volunteer for any of the following duties please let us know asap.

Some of the roles that require parent volunteers include but are NOT limited to:

- Making playdough every week for one term. (Preschool reimburses the cost of ingredients)
- Weekly washing for one term. (may suit someone who cannot do parent roster?)
- Organising the Bunnings BBQ – assisting with BBQ, baking cakes or other duties as require
- Organising the Tea towel/plate fundraiser
- Organising the Toddle Waddle annual event
- Management Committee roles – President, Vice President, Secretary or Treasurer



Important Safety Rules

Another important reminder about the safety of all children.

The car park is for staff only and closed to parents from 8am to 4pm each day.

Parents are not allowed to walk through the car park and definitely not to allow their children to run through at any time.

This means street parking ONLY for Preschool parents and entry/exit ONLY through top and bottom main gates not through the car park. Your co-operation is much appreciated :)

HEALTH AND ALLERGIES – STRICTLY TREE NUT FREE



At our Preschool we have children attending with SEVERE allergies to:

Tree Nuts	Dairy	Egg (Raw and Cooked)	Gluten
Olive oil	Yeast	Wheat	Kiwi Fruits
Penicillin	Band-aids	Strawberries	Soy

We have plans in place to minimise risk for children with allergies and all children with allergies need to provide an Action Plan signed by a GP to help us with this. The severity of nut allergies, however, means we also need your help.

How can you help?

Ensure you check all packaging and ingredients and ensure NO items containing nuts are sent to Preschool

We appreciate your assistance in this important matter.

IMPORTANT CALENDAR DATES

- Friday: 14 February - 1st fee installment due
- Wednesday: 28 February 9 -10.30am - Welcome Morning Tea
- Monday: 12 March – Incurion: My fine feathered Friends (ALL PRESCHOOL CHILDREN WELCOME TO ATTEND)
- Wednesday: 14 March 7:00pm - Annual General Meeting at the Preschool
- Wednesday: 21 March – Harmony Day: Children wear Orange or national dress of your culture
- Monday: 26 March – Show and Tell commences. See roster in Educa
- Good Friday: 30 March - Public holiday (closed)
- Easter Monday: 2 April – Public holiday (closed)



Debbie & the team

Your teacher's and the days they will be at the Preschool will be:

Mrs Schweickle -Director
Thurs/ Friday
Early Childhood Teacher

Mrs Hoek
Alt. Wed/Thurs/Fri
Educator

Mrs Allaway
Mon/Tue/Thurs/Fri
Lunch break 12-2pm

Mrs Wood
Mon/Tue/Alt.Wed
Educator

Mrs Vogels
Mon/Tues/Wed
Early Childhood Teacher

