



WAGGA WAGGA  
CHRISTIAN COLLEGE  
FORWARD IN FAITH

# PRESCHOOL



# INFORMATION BOOKLET

*A caring community, providing quality Christ Centred education.*

# WELCOME

A very warm welcome to the Wagga Wagga Christian College Preschool families.

We are delighted that you have chosen our Preschool and hope that you will take the time to get to know our College better. We pride ourselves in being part of a close College community and would encourage you to become involved.

Wagga Wagga Christian College Long Day Care has been specifically designed to promote high quality education in a warm, caring, stimulating and creative environment. Founded on a Reggio Emilia approach, our Preschool rooms and outdoor areas have been purposely designed to enable exploration, play and learning. Children are provided with opportunities and learning projects that promote problem-solving and creative thinking.

The Preschool section of the College comes under the umbrella of the Junior School. Consequently, our Educators work closely with our Junior School staff, particularly the Kindergarten teachers. Our Kindergarten transition program ensures children are well equipped for the start of their journey into formal education.

Our highly qualified, friendly Educators are fully committed to the development and well-being of your child. We are committed to parent partnerships and creating a community valuing the relationships of peers, families and teachers.

We offer a sincere welcome to your family and look forward to a warm and lasting friendship.

Jane Greenlees  
Nominated Supervisor/  
Head of Junior School

## CONTACT US

The Preschool Office opening hours are 9.00am to 3.00pm on Tuesday, Wednesday and Thursday.

Email: [preschool@wwcc.nsw.edu.au](mailto:preschool@wwcc.nsw.edu.au)

Phone: 02 6923 8888

# PRESCHOOL PHILOSOPHY STATEMENT

## **Christ-centered**

Wagga Wagga Christian College Preschool is dedicated to excellence in Christian education, focusing on the development of the whole person. Our goal is to foster an environment whereby love, joy, peace and kindness are always displayed and where children can grow in their confidence and faith.

## **Education-focused**

Our role in Preschool is to encourage a love of learning in each child. Our teaching model reflects our understanding that each child is made perfectly in God's image, and therefore has unique interests, strengths and learning styles. We aim to see children grow and learn together through collaboration, movement, music, visual arts and play, and to prepare them well for Kindergarten.

## **Community-minded**

We affirm the role of parents in educating their children and encourage strong partnership and collaboration between parents, educators and the community. We believe that a child's development and love of learning is greatly enhanced where there is positive partnership.

*Direct your children onto the right path, and when they are older they will not turn from it.*

*Proverbs 22:6*

# CURRICULUM

Wagga Wagga Christian College Long Day Care Preschool program operates in accordance with the Australian Children's Education and Care Quality Authority's National Quality Framework. This means the Preschool will undergo rating and assessment visits from the Department of Education and Communities as part of our compliance with these laws and regulations.

The Wagga Wagga Christian College Preschool rooms have qualified teachers and educators who deliver a program that allows children to explore, observe, experiment and learn about the wonderful world that God has made. The Preschool program offers a caring, quality Christian education for children generally the year before they will transition to school. It is a play-based, interest-focused program where children experience hands-on activities to enhance their physical, social, emotional, spiritual, language, cognitive and creative areas of development.

The program is adapted each week, based on observations of the children, information gained from children and their family and the knowledge of our educators as to 'what comes next'. Not only do the Preschool rooms adapt their programs to reflect the needs of the group, they also take into account the interests, needs and capabilities of each individual child.

The daily routine will typically look like this, however may vary slightly depending on weather and other activities which may occur on the day.

- Children arrive
- Outdoor activities
- Crunch 'n' sip
- Indoor/outdoor activities
- Group time
- Lunch
- Indoor activities
- Quiet time
- Devotions
- Home



This routine is varied at times but is generally maintained to ensure children are comfortable and can anticipate what will happen next.

While outdoors, children have great opportunities to develop gross-motor skills through running, jumping or negotiating the riverbed. The service offers a wide range of outdoor play equipment. These ensure that children have a wide variety of activities to enjoy and face fresh challenges each week. Children also enjoy time playing in the sand pit, painting, exploring science and nature, playing group or ball games.

Indoor play allows children to explore their creative side with activities such as art, drawing, puzzles, craft, play-dough, dress up, role play and reading. Fine-motor skills are developed through threading, cutting, writing and construction. The children also experience problem solving through board games and team activities.

The children's learning and participation is recorded and documented throughout the year. This is shared with parents through electronic communications, informal conversations and at the parent/teacher chats held throughout the year. At the end of the year, parents are provided with a portfolio showing their child's journey through the year, including photos, stories and artwork. The portfolio provides a wonderful, tangible memory of each child's experiences.

The Early Years Learning Framework (EYLF) is the official early childhood curriculum framework adopted in Australia. The framework guides the settings program which promotes play-based learning. The Preschool places great importance on language, literacy, numeracy and communication as well as social and emotional development.

Within this program, there are times when children come together as a group, listen to their peers, follow the rules and take responsibility for their actions and environment. The children are offered choices that reflect where they are developmentally, but the choices are made within a safe and secure setting. This encourages children to express their ideas and to co-operate with others. The program allows for free discovery situations, child initiated activities as well as intentional teaching activities.

The Preschool's program aims to facilitate a child's learning by following the five Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved in their learning
- Children are effective communicators



By following this framework, we are supporting the children in:

**Belonging** – knowing where and how they fit in;

**Being** – who they want to be right now and enjoying life and relationships; and

**Becoming** – the person they will be, as they learn and grow.

## DEVOTION

Wagga Wagga Christian College Long Day Care aims for children to develop the understanding that they are each created unique and special by God. Every day the children participate in Devotion, where simple Bible stories are read and songs sung that continue to introduce God and His world and each individual's place and role in it.

As a Christian community, children are taught of God's love and will have the opportunity to pray. Families at our school also pray for others. Teachers, educators and children will thank God for their meals with a simple prayer or song. We hope these moments of care and consideration become a valued part of your child's experience. Our hope is that each child will leave our preschool room knowing they are loved and special.

## LIBRARY

Preschool will the opportunity to visit the College Library weekly. This will also be a time for us to have a special story at the Library and the children can grow their love for literature.

# PARTNERSHIP WITH FAMILIES

We believe the best way to work with you and your child is by building a partnership of care. To do this we want you to feel that as a College we seek to share in each other's lives. Our children's education is not confined to the classroom – it is the community they are involved with that reinforces what is taught in the classroom and the home environment which impacts so greatly on the education and growth of a child.

The Christian College seeks to establish a partnership with parents, carers and friends where all these groups support one another day to day and encourage each other as we seek to follow Christ and guide and educate our youth.

Why?

- Enhance effective parent partnerships within the College
- Highlight the importance of community
- Increase understanding of our College structure
- Discover “why we exist” and “where we are heading”
- Gain insight into what is Christian Education
- Discover who CEN is
- Enjoy meeting new people!

## PARENT HELPERS

There are many ways to get involved in the College Community. Throughout the year we may require parent helpers for excursions and/or special events at Preschool, or you might have a special talent you are be able to share with the children. Please ask the Educational Leaders for ways you can assist us.

## PARENT NEWSLETTER

The College issues the ‘Chronicle’ each Tuesday via email. The newsletter is one of our primary methods of communicating with families. The Chronicle can also be accessed via the College website and Facebook page. Please ensure that you maintain a current email address and supply relevant details of any change of address to the service at [preschool@wwcc.nsw.edu.au](mailto:preschool@wwcc.nsw.edu.au).

## COMMUNICATING WITH EDUCATORS

If you wish to meet or speak with the Preschool teachers or educators, feel free to email Preschool administration via [preschool@wwcc.nsw.edu.au](mailto:preschool@wwcc.nsw.edu.au) or alternatively, send a note along to the College office or Preschool.

# INCLUSION SUPPORT

Our aim is to provide each child, regardless of their needs and abilities, with a supportive and inclusive environment that allows each child to fully participate in the program. Teachers and educators will remain positive, open minded and honest at all times when working with families and external support professionals to most positively meet the additional needs of each child being educated and cared for at the centre.

We value the expertise of families in knowing their child and what their needs will be when they are at the Preschool room. Please ensure that you let us know of any changes that may be happening with your child so that we can best support their needs whilst they are at the service.

## GENERAL INFORMATION

### FEES

Enrolment Fee	\$55.00
Before School Care: 7.00am - 9.00am	\$10.50
Preschool: 9.00am - 3.00pm	\$52.30
After School Care (short stay): 3.00pm - 4:30pm	\$10.50
After School Care (long stay): 3.00pm - 6.00pm	\$18.50
Vacation Care: Preschool-aged child	\$52.30
School-aged child	\$38.50



### FEE PAYMENT

An Enrolment Fee of \$55.00 is due with your application. This is a one-off fee. Fees must be kept two weeks in advance via an automatic Direct Debit. Fees are paid for the days the child is booked into the service. Direct debit forms can be found in the Application for Enrolment form.

### FEE ASSISTANCE

The Preschool service is approved to offer Government Childcare Subsidy (CCS) to eligible families. This benefit is paid directly from Centrelink and parents are invoiced the 'gap' fee. Centrelink CRNs (Customer Reference Numbers) are required to claim the rebate. Should these not be provided at enrolment parents will be invoiced the full fee amount.

Eligible parents may claim their rebates at the end of the financial year. Rebates are paid for sick days, up to 42 days' allowable absences per session per year, and for Public Holidays.

## **BOOKING CHANGES**

Changes to bookings require 48 hours' notification (in writing) to the Preschool Administration via [preschool@wwcc.nsw.edu.au](mailto:preschool@wwcc.nsw.edu.au). ***Without the requisite 48 hours' notice, absent days may be charged.***

Late collection of your child will incur an additional fee of \$17.50 where pick up is more than 10 minutes after 6pm.

## **ARRIVAL & DEPARTURE OF CHILDREN**

It is extremely important that you approach one of our teachers or educators to let us know your child has arrived or is about to depart for the day. Only parents/guardians and authorised nominees are permitted to collect your child from our service. If you're unable to collect your child, please contact us to provide the name and contact number of the person who will be collecting your child. To ensure we release your child into the care of the correct person, this person must be an authorised nominee on your child's enrolment form. Photo identification will be requested from any authorised nominee unknown to our early learning professionals so we can ensure the safety of your child at all times.

In the mornings, Preschool children are to be taken to the service and signed in. Alternatively, you can drop off your child either by driving to the designated drop-off bays or by parking in the appropriate area and walking your child to the designated drop-off point, where they will be signed into the service.

The College actively supports and encourages safe driving and parking at all times within the College grounds. A maximum speed limit of 10km per hour applies.

In the afternoons, please park in the College car park and walk to the designated pick-up area to collect your child or join the queue for the pick-up bays where a teacher or educator will bring your child to your car. Your child will need to be signed out from the Service by an authorised nominee or staff member.

## **ELECTRONIC SIGN IN/OUT**

The service has a digital sign in/out process, this is completed on tablets which are available in the Preschool foyer and the designated drop-off/pick-up area.



## **ABSENCES**

If children are absent from Preschool for any reason, they will need to bring a signed note of explanation from a parent/guardian. The Service requires 48 hours written notification of any change of enrolment.

If a child is late for any reason, it is imperative that parents sign them in at the service.

If a child has to leave the College for an appointment, parents need to sign their child out at the Service before collecting them.

## **PRESCHOOL UNIFORM**

- Navy tracksuit or navy shorts/skort
- Maroon short or long sleeved Preschool polo shirt
- Appropriate enclosed sporting footwear
- Wide-brimmed hat in navy or maroon

Parents need to send their child with at least one spare pair of clothes for any 'accidents' or 'messy activities' that may happen. We only have a very limited supply of spare clothing. Please mark your child's clothing and replace name tags if they fade in the wash. Named items will be placed in your child's bag. Ensure clothing is weather appropriate.

Shoes play a vital role in a child's balance when walking and being active outside. Children's safety is paramount. Children are required to wear enclosed shoes at Preschool.

## **CHILDREN'S BELONGINGS**

### **ITEMS TO BRING**

- Wide brimmed navy or maroon hat
- Water bottle
- Back pack
- Complete change of clothes
- Separately packed fruit/vegetable for 'Crunch & Sip'
- Lunch box



## TOYS AND JEWELLERY

We strongly discourage the bringing of toys or the wearing of jewellery to the service in case they should be lost or broken. Teachers and educators will not take responsibility for toys or jewellery from home and in many cases find it can place a child at risk when on equipment. If your child is experiencing difficulty settling and has a comfort toy then it may be brought to Preschool and used as required to calm/settle your child and then be placed back in their bag.

## FOOD

### ALLERGY AWARE

We have children in our Preschool and College who have a life-threatening allergy to nuts. **Please note we are a nut free service.** As a whole school we support these families and ask that children do not bring foods containing nuts to the service, this includes Nutella.

### ONLINE LUNCH ORDERING

The service uses Flexischools for online lunch orders. Parents can register online, set up an account and order online. Lunches will be delivered to the Preschool room daily.

### HEALTHY EATING PROGRAM

Please provide healthy options for your child. No chocolate, 2 minute noodles, **nuts** and/or lollies. These foods will be sent home at the end of the day.

**These are the types of lunch boxes we look forward to seeing.**



Children continue to learn new skills and ideas about food when eating outside the home. They can be involved in preparing their lunch box and helping their carers make healthy lunches. Preparing meals together is a great opportunity to give children positive messages about nutrition, such as 'milk makes your bones strong' or 'bread gives you energy to play'.

Suggestions for lunches include:

- ✓ Mixed sandwich, fresh fruit and a tub of yoghurt
- ✓ Lean meat and salad in pita bread, with dried fruit and a carton of plain milk
- ✓ Don't forget the WATER!
- ✓ Dairy foods and drinks can be frozen in hot weather and taken to Preschool

## **MEDICAL CONDITIONS, MEDICATION AND EXCLUDED INFECTIONS**

To ensure appropriate identification and management of children with medical conditions, we will implement best practice and risk minimisation strategies. This includes the provision of suitable first aid training for all staff to ensure a rapid response in the event of a medical emergency. If your child has a medical condition, you will be asked to complete a medical management plan to be followed in the event of an incident relating to the specific health care need, allergy or relevant medical condition.

If medication is to be given to a child whilst they are at Preschool, then the following protocols must be adhered to as per the Medication Policy:

- Medication is to be handed to a teacher or educator and a medication form must be completed;
- Medication must be prescribed by the child's doctor and the original packaging be clearly labelled with the child's name, dosage to be administered and time to be administered; and
- Medication must be in date and the parent /carer must advise what the medication is for.

In the event that the service has an outbreak of an excluded infection or disease the families will be notified by email and a copy of the infectious disease information sheet as per the NSW Department of Health or the Australian Government 'Fifth Edition Staying Healthy' will be provided.

### **UNWELL CHILDREN**

Children need to tell a teacher if they are not feeling well. An initial assessment will be made by the teachers and/or educators and the child's parent/guardian called if necessary.



## EVACUATION PROCEDURES

The service conducts regular emergency drills. In the event that the service needs to be evacuated, this will be conducted in a timely, calm and safe manner to secure the safety of each person. The safety and wellbeing of each child, teacher, educator and person using the service is paramount above any other consideration in the time of an emergency or evacuation. Any other procedures will be carried out only if it is safe to do so. An evacuation may be necessary in the event of a fire, chemical spill, bomb scare, earthquake, siege, flood etc.

## OUT OF SCHOOL HOURS AND VACATION CARE

The Wagga Christian College runs a very successful and comprehensive Out of School Hours (OOSH) and Vacation Care Program. Care can be arranged for your child before and/or after school and during normal school holidays. Enrolment can be completed with the Preschool Enrolment Form or separate information packs are available through the College Office or Preschool Office.

## OTHER

The National Regulations, The Early Years Learning Framework and the Preschool's Policies are available for you to read through. Please see one of our friendly staff for assistance.

The Regulations and Early Years Framework can also be accessed online:

<http://www.acecqa.gov.au/families>

<https://www.mychild.gov.au/agenda/early-years-framework>

### OTHER USEFUL WEBSITES

[www.raisingchildren.net.au](http://www.raisingchildren.net.au)

<http://www.healthykids.nsw.gov.au/parents-carers.aspx>

<https://www.kidsmatter.edu.au/families>

