

Welcome to



**Rouse Hill
Pre School
Kindergarten**

**Parent
Handbook**



Rouse Hill
Pre School
Kindergarten

Centre Details

Director – Katrina Messer

Office - 02 9679 1961

info@rousehillpreschool.com.au

320 Annangrove Road Rouse Hill 2155 NSW

www.rousehillpreschool.com.au

Early Learning Centre – 02 9679 1961

Red Room – 02 9679 1474

Green Room – 02 9679 0140

Yellow Room – 02 9059 2552



Fee Structure

Yellow Room

0 – 2 Years - \$145.00 (6.30am – 6.30pm)

Green Room

2 – 3 years - 140.00 (6.30am – 6.30pm)

Red Room

Long Day - \$112.00 (6.30am-6.30pm)

Short Day - \$102.00 (8.30am – 4.30pm)

Early Learning Centre

Long Day - \$112.00 (6.30am-6.30pm)

Short Day - \$102.00 (8.30am – 4.30pm)

please log on to your MYGov account to apply for the Child Care Scheme

-
- A \$75.00 admin fee and two weeks bond is payable when booking your child/ren into the centre. The \$75 admin fee is non refundable although the bond is refundable if two weeks notice has been given.
 - Fees are paid by direct debit weekly.
 - Please note that Public Holidays are to be paid for as a normal day.
 - A late Fee of \$5.00 per minute will be charged if your child is collected later than his/her enrolled time.
 - If your child is away from the centre on his/her allocated day, you will be required to pay for the day.
 - 2 weeks notice of termination of your child's attendance is required in writing.



What to bring –

Early Learning Centre –

- Bag
- Sun smart hat everyday - bucket hats, legionnaires or wide brim hats.
- Spare clothes
- Lunch, morning tea & afternoon tea
- Drink Bottle - water only

All meals should be packed into one lunchbox with an ice pack placed inside.



- LUNCH - Children's lunches need to be eaten cold so sandwiches, crackers, rice cakes or a salad are practical.
- MORNING and AFTERNOON TEA - fruit placed in lunch box, yoghurt can be included for morning tea. Additional snacks for mealtimes can be included as long as they meet our nutrition policy.

No foods that contain peanuts or peanut extracts or chocolate are allowed at the centre.

We are a 'Munch and Move' centre so we encourage healthy eating every day! No chips, chocolate, lollies, marshmallows, fruit jubes in lunchboxes please. If your child has food that is inappropriate the centre will provide an alternative for that day.

- **Food ideas:** rice crackers, cheese, vegetable sticks and salsa, cucumber sticks, raisin bread, fruit muffins, fruit or vegetable salads, homemade muesli bars, yoghurt, crispbreads and vegemite, dried fruit, tuna, shapes crackers, corn kernels

Please inform the teachers of any allergies relating to any drinks or food eaten at the centre.

Red Room 1 & 2 –

- Bag
- Sun smart hat everyday - bucket hats, legionnaires or wide brim hats.
- Spare clothes
- Lunch, morning tea & afternoon tea
- Drink Bottle - water only
- Sheets for resting

Meals need to be placed in 3 separate brown paper bags or plastic containers with their name clearly marked and labelled with morning tea, lunch and afternoon tea.



Morning Tea – Lunch – Afternoon

- **LUNCH** - Children's lunches need to be eaten cold so sandwiches, crackers, rice cakes or a salad are practical.
- **MORNING** and **AFTERNOON TEA** - fruit placed in lunch box, yoghurt can be included for morning tea. Additional snacks for mealtimes can be included as long as they meet our nutrition policy.

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Please inform the teachers of any allergies relating to any drinks or food eaten at the centre.

Green Room –

- Bag
- Sun smart hat everyday - bucket hats, legionnaires or wide brim hats.
- Spare clothes
- Bed bag (drawstring cloth bag) with two cot size sheets
- water bottle / sipper cup - filled with **water** only .
- At least 5 disposable nappies/pull-ups per day.
- comforter if needed

PLEASE ENSURE ALL BELONGINGS ARE LABELED



Please Note: Cows milk and food provided.

Breakfast until 7.15am.

Morning Tea

Lunch

Afternoon Tea

Late Afternoon Tea

Please inform the teachers of any allergies relating to any drinks or food eaten at the Centre.



Rouse Hill Pre School Kindergarten

Yellow Room -

- Bag
- Sun smart hat everyday - bucket hats, legionnaires or wide brim hats.
- Spare clothes
- Bed bag (drawstring cloth bag) with two cot size sheets
- All bottles/water/formula powder required for your child for the day, clearly marked with the child's name. Please ask any staff member where all the items are to be placed on your arrival.
- water bottle / sipper cup - filled with **water** only .
- At least 5 disposable nappies per day.
- Any nappy rash creams that are needed by your child.
- comforter if needed



Please Note: Cows milk and food provided.

Breakfast until 7.15am.

Morning Tea

Lunch

Afternoon Tea

Late Afternoon Tea

Please inform the teachers of any allergies relating to any drinks or food eaten at the centre.



IMMUNISATION HEALTH RECORDS

The Pre School is required to keep a record of your child's immunisation details. On enrolment please bring in a copy of your child's immunisation history statement, available on the Medicare website.

Please note: If your child has not been immunised, and if an outbreak occurs your child will be required to stay away from the Centre for the prescribed period of time.

Please keep your child at home if they are suffering from a heavy cold, diarrhoea, vomiting or an infectious disease.

The director may –

- request that any child who is not well be taken home, or
- send a child home who has symptoms of an infectious disease/condition.

Age	National Immunisation Program Schedule	
Birth	Hepatitis B	
2 months	Diphtheria, Tetanus, Pertussis, Haemophilus influenzae type B, Hepatitis B, Poliomyelitis Pneumococcal Rotavirus oral vaccine	
4 months	Diphtheria, Tetanus, Pertussis, Haemophilus influenzae type B, Hepatitis B, Poliomyelitis Pneumococcal Rotavirus oral vaccine	
6 months	Diphtheria, Tetanus, Pertussis, Haemophilus influenzae type B, Hepatitis B, Poliomyelitis Pneumococcal Rotavirus oral vaccine (Vic, Qld, SA, WA only)	
12 months	Measles, Mumps, Rubella (MMR) Haemophilus influenza type B Meningococcal C	
18 months	Chickenpox Pneumococcal (NT only)	
4 years	Diphtheria, Tetanus, Pertussis, Poliomyelitis Measles, Mumps, Rubella (MMR)	
10-13 years	Hepatitis B – if no previous vaccination or disease (2 dose course) Chickenpox – if no previous vaccination or disease	These vaccines given at school. Available from GP if missed.
12-13 years	Human papillomavirus (HPV) – girls only (3 dose course over 6 months)	
15-17 years	Diphtheria, Tetanus, Pertussis (age 12-13 in NSW, NT, WA)	

Additional vaccinations are recommended for Indigenous children and medical at-risk children. Please note that there are some minor differences between states. Your doctor will advise you where appropriate.

Immunisation history statement - online version

As at: 11 October 2014
For: ELIZABETH ZHUKOVA
Date of birth: 29 November 2013
Immunisation status: up to date

Schedule	Immunisation	Date given	Brand name given	Provider type
2 months	Diphtheria Tetanus Pertussis Hepatitis B	24 Jan 2014	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		Rotarix	
4 months	Diphtheria Tetanus Pertussis Hepatitis B	31 Mar 2014	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal Rotavirus		Rotarix	
6 months	Diphtheria Tetanus Pertussis Hepatitis B	06 Jun 2014	Infanrix Hexa	GP
	Polio Hib		Prevenar 13	
	Pneumococcal		Prevenar 13	

Next immunisation(s) due	Date due
Meningococcal C	29 Nov 2014
Measles Mumps Rubella	29 Nov 2014
Hib	29 Nov 2014

Every effort is made to ensure that the information contained on the Australian Childhood Immunisation Register is correct. The data is based on information provided to Medicare Australia by immunisation providers and the accuracy of data is dependent on the quality and timeliness of information provided. Immunisation records are only available from 1 January 1996.



MEDICATION

Any medication, including creams, sunscreen etc must be given to a staff member upon arrival. It must NOT be left in your child's bag. It is necessary for you to sign a Medical Authority form on our OWNA app, before any medication can be administered or applied. It is your responsibility to collect the medication from a staff member in the afternoon.

Please note:

- Prescription medicines will only be administered if the name on the label is your enrolled child (not a brother or sister).
- Dosages given will not exceed the recommended dosage provided by the manufacturer or prescription label.
- Medicines must be supplied in their original dispensed container with a current use-by date.
- The director may refuse to administer any medication should she have any concerns about doing so.
- Any child with COVID 19 symptoms will be immediately sent home for testing – with a negative result being emailed to the Centre before the child returns

Below are some common childhood illnesses. Children must be excluded from the centre for at least the periods indicated. This is a guide only:

- Conjunctivitis - Exclude until all discharge has ceased.
- Chicken Pox – Exclude until all blisters have healed.
- Measles – Exclude for at least 4 days from appearance of rash.
- German Measles – Exclude for at least 4 days from appearance of rash.
- Mumps – Exclude for nine days or until swelling has gone down.
- Impetigo - Exclude until treatment has commenced. Exposed sores must be covered with watertight dressing.
- Head Lice – Exclusion not necessary if effective treatment is commenced straight away and no eggs are on the child's head.

Please use discretion as whether to send your child to the centre and consult the staff if unsure.

If your child has had any of the above or another contagious illness, a Doctor's Certificate stating your child is clear of infection is required on return to the centre.



All action plans for asthma/anaphylaxis/allergy etc must be updated yearly



Additional Information

OWNA childcare App

Please ensure you download the OWNA app, as this is where you will find daily information and posts about your child's day, as well upcoming events, newsletters, medication forms and incident reports

ADDITIONAL ASSISTANCE OFFERED

Rouse Hill preschool educators are committed to support other external agencies such as KU Sydney Central North Inclusion Support Agency (upon completion of paperwork from external professionals). We also support occupational and speech therapists who may visit the Centre as requested by the parents.

CUSTODY AND ACCESS

If a parent is experiencing problems associated with custody and access, please discuss this with the director. A copy of a current custody order is required for our file and we will do our utmost to abide by this. If there is any likelihood of problems associated with a collection of a child, it is a parent's responsibility to notify the centre director in writing of any changes to court orders and provide documentation.

CHILD PROTECTION

Staff at Rouse Hill Preschool have a primary responsibility as mandatory reporters to report/notify suspected abuse or neglect. It is our professional responsibility to report maltreatment, however if you suspect child abuse is occurring, contact the Department of Education and Communities.

Please refer to our child protection policy for the procedures to report.



Additional Information

CHANGE OF ADDRESS

It is the parent's responsibility to notify the centre in writing immediately, if there is a change of address or phone number. This also applies to change of work address, phone numbers and emergency contact details. It is important that the centre staff are able to contact you quickly should the need arise.

TOYS

Toys, jewellery, money and sweets are **not allowed** at the centre. A special toy may be brought for rest time and must be kept in the child's locker until that time of the day.

NEWSLETTER

Our newsletter and Upcoming events will be posted on our OWNA App. for you to read.

BELONGINGS

Please ensure you label all of your child's belongings – including lunchboxes, drink bottles, all clothes, baby bottles and sheets.

BIRTHDAYS

Birthdays are a special time for children and we aim to make them as enjoyable as possible. Your child will be made to feel extra special in their room, celebrating with their educators and friends.

No outside food/cake or treats are allowed in the centre.





Settling in

Children must be brought to the centre by a responsible adult and **given** into the care of an educator. The centre must be notified in writing if a child is to be collected by a person other than a parent. A child can only be collected by those nominated on the enrolment form.

The educators will help you to decide when the time is right for you and your child to part. It is very important for you to say goodbye, and then go quickly. Do not 'sneak' away from your child in an attempt to save tears, your child will be even more upset when they realise you have gone. A long goodbye is often more difficult for both you and your child. Please feel free to call the Room Leader to reassure yourself that your child has settled.

We request you have your child here no later than 9am on the morning he/she attends the centre.

Please notify the staff of absences due to illness and holiday.

Parents can help their child adjust by:

- being confident themselves, (if parents are anxious, they can easily influence the way a child feels).
- ensuring that the child has his or her special "security object" such as a teddy or a blanket etc.
- always telling a child that you will be going and when you will be back.
- being patient with your child. Some children will adjust readily, others take time.



Rouse Hill Pre School Kindergarten

End Note

Don't forget to check the OWNA app for upcoming events, daily information and newsletters.

Help your child enjoy his/her day at Rouse Hill Pre School Kindergarten. Show interest in your child's day by looking at portfolios, notice boards and by taking home their craft and giving it pride of place in your home at least for a couple of days.

Share their day by asking questions, look through the daily posts together on the OWNA App. as they will enjoy looking and discussing them with you, as much as they have enjoyed participating in the Pre School day!!

Rouse Hill Pre School Kindergarten Management & Educators

