



Central Shoalhaven Mobile
Preschool

PARENT HANDBOOK 2025



CONTACT INFORMATION

1

Webpage: www.shoalhavenmobilepreschool.com.au

Email: admin@shoalhavenmobilepreschool.com.au

Office/Correspondence: Cottage 3/80 Park Road Nowra NSW 2541



Office Address

Cottage 3, 80 Park Road
Nowra 2541

Office Telephone numbers

02 4423 0571
0491 616 182

Email

admin@shoalhavenmobilepreschool.com.au
director@shoalhavenmobilepreschool.com.au

VENUE INFORMATION

<u>Cambewarra</u>	0432 274 244 School of Arts Hall, 75 Main Road, Cambewarra Operating hours 8:00am – 3:30pm Preschool program operates 9:00am – 3:00pm	Monday Thursday
<u>Huskisson</u>	0412 928 095 Community Centre, 17 Dent Street, Huskisson Operating hours 8:00am – 3:30pm Preschool program operates 9:00am – 3:00pm	Monday Tuesday Wednesday Thursday Friday
<u>Lake Conjola</u> (temporary location)	0432 274 244 Lot 7025 Lake Conjola Entrance Road, Lake Conjola Operating hours 8:00am – 3:00pm Preschool program operates 8:30am – 2:30pm	Tuesday Wednesday
<u>Manyana</u> (temporarily closed – re-located to Lake Conjola)	0432 274 244 Yulunga Community Hall, 195 Sunset Strip, Manyana Operating hours 8:00am – 3:00pm Preschool program operates 8:30am – 2:30pm	Tuesday Wednesday

TERM DATES 2025

Term 1 –	Monday 3 rd February	to	Friday 11 th April 2025
Term 2 –	Monday 28 th April	to	Friday 4 th July 2025
Term 3 –	Monday 21 st July	to	Friday 26 th September 2025
Term 4 -	Monday 13 th October	to	Friday 19 th December 2025

HISTORY

Central Shoalhaven Mobile Preschool (CSMP) is a community owned, not for profit service that has been providing early childhood education for over 40 years in the Shoalhaven Region. It is one of the longest running Mobile Preschools in NSW. The idea of a Mobile Preschool first began at a public meeting in Huskisson in March 1976. Money was raised, along with a grant and a loan from the Shoalhaven City Council and the dream became a reality, commencing in February 1977.

In May 1987 a second service was started with \$20,000 raised through fundraising, along with support from the Shoalhaven City Council and funding from the Department of Youth and Community Services. CSMP is currently funded by the State Government and licensed under the Department of Education. CSMP provides a highly regarded preschool program that follows the National Early Years Learning Framework. Each Mobile unit is licenced to provide preschool for up to 20 children aged from 3 to 5 years at an appropriate venue within a 1 hour drive of our base at Nowra.



In years past we have provided preschool at Huskisson, Cambewarra, Manyana, Sussex Inlet, Falls Creek, St Georges Basin, Tomerong, Callala Beach, Currarong, Culburra, and Greenwell Point.

CSMP operates with 2 fully equipped vehicles. Qualified Early Childhood Teachers and Educators staff each venue. We design and implement engaging learning environments for children to learn and play together within their own unique community. Each unit carries a selection of toys, books, puzzles, games, art and craft, easels, tables and chairs, rugs and much much more.

CSMP is a place for children to learn and make friends within their own community, developing a sense of belonging for each child. Building relationships between children and young families serves to strengthen these unique communities and contributes to children's developing sense of identity.

CSMP PHILOSOPHY

At Central Shoalhaven Mobile Preschool, the education and wellbeing of the children in our care is paramount. CSMP recognises that each child is unique and brings with them their own stories and view of the world. We recognise and value families as the first teachers of their children and celebrate the diversity of families in our communities. We promote access and inclusion and strive towards providing learning environments that are welcoming to all.

Our quality educational programs and practice are child focused and based on a holistic approach to early childhood education that values the development of physical skills, creativity, emotional understanding, social skills, cognitive ability, and environmental awareness. We aim to consider cultural awareness, sustainability and mindfulness.

We believe that young children should be active participants in their own learning and that they learn through a combination of modelling, targeted instruction, and through the words of children, 'lots of play.' Play at preschool gives children the opportunity to communicate their ideas and consider the perspective of others. Play allows children to practice skills, problem solve and discover new challenges.

CSMP strives to build and maintain respectful connections and partnerships within our preschool and in the communities in which we operate.

MISSION



To provide a friendly and supportive place in the Shoalhaven where children can learn and grow through play.

VISION

Our vision is to work in partnership with families and the community to promote the holistic development of young children in order to equip them with skills, happiness, confidence, kindness and a love of learning.

VALUES

CSMP values child focused early childhood education that is centered around play. In our preschool we celebrate and foster respect, kindness, inclusion, creativity, collaboration, safety, and caring for our community and the environment.

OUR TEAM

Kym Parsons	Director	Diploma of Children's Services
Annaleise Jago	Administration Officer	
Jodie Gray	Teacher & Educational Leader	Bachelor of Education (Early Childhood)
Nicole Featherstone	Teacher	Bachelor of Teaching (Early Childhood)
Elizabeth Sargent	Teacher	Bachelor of Education (Early Childhood)
Toni Roose	Educator	Diploma in Early Childhood Education & Care
Kate Cook	Educator	Bachelor of Education (Birth to Five Years)
Jasmine Walter	Educator - P/T and Casual	Certificate III in Childrens Services
Chandi Rhodes	Educator - Casual	Certificate III in Early Childhood Education & Care
Rowie Baseggio	Educator - Casual	Diploma in Early Childhood Education & Care
Lil Stoyles	Educator - P/T and Casual	Diploma in Early Childhood Education & Care

MANAGEMENT OF THE PRESCHOOL

The Management Committee is formed by volunteer parents who are members of the Central Shoalhaven Mobile Preschool Association. The Approved Provider is our Management Committee Executive. Each year our enrolled families are invited to join the association. The Executive positions on the Management Committee include President, Vice President, Secretary, Treasurer, and Ordinary Members.

The Committee meets twice a term and works together in the best interest of the preschool, to oversee the long-term management and survival of this important community asset. The Management Committee is the legal entity that operates the preschool, ensuring that it meets the requirements of the National Quality Framework and the National Law and Regulations. The preschool cannot legally operate without a committee therefore it is vital that parents consider supporting the preschool by joining.

The committee meets to discuss and agree on preschool business including developing strategic business plans, staff and employment requirements, financial matters, compliance, fundraising and policy review, along with other legal requirements as the approved provider. Our Annual General Meeting is usually held in March each year, when families can nominate to become a part of the Management Committee Executive. The preschool aims to have two delegates from each venue.

All committee members do need to provide the Department of Education's Early Childhood Education and Care Directorate with the following important documents to ensure the service meets the Approved Provider requirements: Volunteer Working with Children Check, Evidence of identity e.g. License or Birth Certificate, Criminal History Check (including all previously known names) and evidence of management capability. The preschool is happy to assist new committee members with these forms.



The preschool provides the new Committee with relevant and up to date governance training to ensure they have a clear understanding of the roles and responsibilities.

ROLES OF THE COMMITTEE

- Support preschool staff & Director
- Familiarise self with constitution of the preschool
- Attend Governance Training provided by preschool
- Ensure responsibilities as the Approved Provider are satisfied
- Ensure the safety, health and wellbeing of children attending
- Help develop strategies to ensure we keep improving the educational and developmental outcomes for children attending our services
- Promote continuous improvement in the provision of providing quality education and care
- Attend meetings
- Take local issues to the committee
- Represent and promote the preschool in their local community
- Assist with fundraising
- Assist the Director in developing a Strategic Plan
- Always maintain strict confidentiality & act in the best interest of the preschool
- Ensure the financial sustainability and viability of the preschool

PARENT PARTICIPATION

We encourage and value parent participation in our preschool programs. We believe this valuable relationship strengthens our communities and contributes to developing strong partnerships that enable children to develop a strong sense of belonging.

We understand that your participation at preschool depends on many different factors including home and work commitments. Teachers encourage and appreciate whatever level of participation you feel comfortable with.

- Join the CSMP Association, stay for a chat, ask questions, make suggestions.
- Donations of tissues, baby wipes, hand sanitizer, hand soap and art & craft material.
- Complete and return all notes, forms, or surveys promptly.
- Share a special skill with the children, such as a music, dance, craft, or science.
- Become a committee member and represent your area.

PARENT COMMUNICATION

Our staff are happy to talk to you about your child's development or progress at any time. If drop-off/pick-up times are busy, please chat with your child's teacher about scheduling a time that is more suitable to talk. You can discuss any other issues or ideas for the preschool with your Management Committee delegate or the CSMP Director.

We try to keep parents well informed about what is happening at the preschool through a variety of different methods.

Our communication consists of:



Kinderm8 Portal
Notice boards
Website

Parent/Guardian handbook
Newsletters
Committee meetings

Emails
Phone calls
Text messages

Copies of important policies will be available via our Kinderm8 portal. If you have any issues accessing these please email the office who can email a copy.

NATIONAL QUALITY STANDARDS CURRENT RATINGS

Quality Area	Rating
1. Educational program and practice	Meeting the National Quality Standards
2. Children's health and safety	Meeting the National Quality Standards
3. Physical environment	Meeting the National Quality Standards
4. Staffing arrangements	Meeting the National Quality Standards
5. Relationships with children	Meeting the National Quality Standards
6. Collaborative partnerships with families and communities	Meeting the National Quality Standards
7. Governance and leadership	Meeting the National Quality Standards

Fee Relief Funding

The NSW Government is providing fee relief to families through the Start Strong Affordable Preschool Fee Relief initiative as part of the Early Years Commitment. With the funding provided by this initiative, our service is able to offer fee free preschool to all children who attend one of our preschool venues, regardless of any other service your child may attend. At this point in time, NO FEES NEED TO BE PAID BY FAMILIES.

The maximum amount of funding per child based on the hours of enrolment per year has been outlined in the table below, unspent funding will not be returned to families as per the funding arrangement rules:

Per child hours of enrolment per year	Indicative average hours per week, based on a 40-week year	Percentage of per child base rate received	Per child funding rate
600 hours or more	15 hours or more	100%	\$4,220
480 to less than 600 hours	12 to less than 15 hours	80%	\$3,376
400 to less than 480 hours	10 to less than 12 hours	70%	\$2,954
320 to less than 400 hours	8 to less than 10 hours	60%	\$2,532
Greater than 240 to less than 320 hours	greater than 6 to less than 8 hours	50%	\$2,110
240 hours or fewer	6 hours or fewer	40%	\$1,688

*****The fee information below is only applicable if funding ceases*****



FEE INFORMATION - only applies if funding ceases

The 2025 fee schedule would be as follows:

Full fee: \$40.00 per session

Subsidised fee: \$30.00 per session

The subsidised fee is available for families with a valid Health Care or Pensioner Card, or families who identify as Aboriginal or Torres Strait Islander, please contact the office for more information.

Daily Fee Policy

Fees need to be kept up to date. There is no reductions if your child is absent, eg: due to family holidays or sickness. If you chose to pay your fees by the term, the full fee amount must be paid by week 8 of the preceding term. If payment of fees has not been made you will receive a reminder email, stating OVERDUE and a phone call. No further reminders will be issued. If fees are in arrears of more than 2 weeks, you will need to pay the full amount owing prior to your child attending preschool again. If no payment is received, your child's position may be forfeited. Upon enrolment 2 weeks of fees must be paid in advance and held as your "holding fee".

If your child leaves preschool without notice the "holding fee" will be kept in lieu of notice. If 2 weeks' notice is given within preschool operating hours the holding fee will be refunded in full at the completion of care. If your child commenced preschool in term 4 all fees will be payable within the first 2 weeks for the entire term. Children will be unable to commence the next preschool term if fees are in arrears.

Central Shoalhaven Mobile Preschool Carer Reference Number is 407 977 916J.

Subsidised fees will be available for Aboriginal and Torres Strait Islander peoples and Health Care Card holders where the child's name is on the card. A copy or photo of the health care card must be included with enrolment.

CSMP is a cash-free preschool. If funding ceases fees can be paid in the following ways:

- Termly - direct deposit
- Fortnightly - direct debit

Central Shoalhaven Mobile Preschool reserves the right to review and update fees from time to time, providing 14 days written notice of any proposed changes to all users of our service.

Enrolment Fee – only applies if funding ceases

We charge a \$50 Enrolment Fee payable in advance of your child commencing preschool and then annually at the start of each year. This fee covers administrative costs and includes the annual membership fee for the CSMP Association. The Enrolment fee is non-refundable.

Resource Levy – only applies if funding ceases

We charge a \$50 Resource Levy payable in advance of your child commencing preschool and then annually at the start of each year. This levy is used to help with purchasing new equipment and learning resources for the children each year. The Resource Levy is non-refundable.



Our Banking Details – Currently not needed

Central Shoalhaven Mobile Preschool
Commonwealth Bank BSB: 062585 - ACCOUNT – 00911748

Late Fee Policy

All children must be collected by the stipulated finish time. If the child is not collected on time a late fee of \$20.00 for every 5 minutes late will be charged and payable within 7 days. The late fee policy is designed to ensure parents collect children on time from preschool.

COMPULSORY DOCUMENTS

Together with your enrolment details we also require the following:

- Copy of child's **Australian Immunisation Register (AIR) Immunisation History Statement**.
This is available through Medicare on MyGov.
- Copy of child's **Birth Certificate**.
- Copy of your **Centrelink Health Care Card** (if applicable).
- Parent authorization for regular outing - **Mobile library form** (if applicable)
- Parent authorization for regular outing - **Emergency procedure practice form**
- **All about me form**
- **Application for** membership of Central Shoalhaven Mobile Preschool
- **Consent to use and disclosure of child's personal information**

No enrolment will be confirmed until these documents are received. We require these documents every year upon each enrolment.

IMMUNISATIONS

All children starting preschool must provide a copy of one of the following documents:

- A Medicare Immunisation History Statement which shows that the child is up to date with their scheduled vaccinations, or
- A Medicare Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule (temporary for 6 months only) or
- A Medicare Immunisation Medical Exemption Form, which has been certified by a GP.

No other form of documentation is acceptable (ie Blue Book). **The Preschool will not enrol children if the required documentation is not provided.** Children who are unvaccinated due to their parent's conscientious objection will not be enrolled.

Further information is available at

<https://www.health.nsw.gov.au/immunisation/Pages/default.aspx>



CHILD PROTECTION

Children have a fundamental right to be protected and kept safe. Central Shoalhaven Mobile Preschool is committed to the safety of all children in our care.

All childcare staff are required by law to be mandatory reporters of child abuse. If staff suspect a child is at risk of harm this will be reported to the relevant authorities as required by law.

Staff will follow our policy on child protection when making any declaration or report to authorities.

All our staff and visitors are required to have current working with children checks prior to working with the children.

AUTHORISED NOMINEES

Children will only be authorised to leave preschool with a parent/guardian, or an authorised person listed on the enrolment form. Should you wish for your child to be collected by someone different, a signed authorisation must be given to a staff member and the preschool notified in advance. Identification must be shown to staff if the collector is new or unknown to staff.

It is important that no child is ever allowed to leave a preschool venue unaccompanied.

Please ensure you shut the gate on arrival and departure and only let your child exit with you.

STARTING AT PRESCHOOL

Separation from home and family can be a difficult experience for some children. If this is the case for your child, it is not unusual. Be patient. They will need time to adjust and feel confident in a new setting. Talk about preschool before their first day. We encourage you to drop in for some playtime to help with the orientation process before your child's first day. However, please check with the preschool to confirm the most appropriate time and if any Covid 19 restrictions or recommendations are in place.

The settling-in period is different for each child. Some children need time for their parent/guardian to stay and play. Some prefer if their parent/guardian leaves soon after arrival. Please feel free to stay with your child for a while on the first day or so if you think it will help to settle them. If your child is distressed when you are leaving, we will be there to help. In most cases this does not last long after the parent/guardians departure. If your child remains distressed, staff will give you a call.

Please remember that it is important that you say goodbye to your child when you leave. Let your child know that you will return as this will help reassure your child. Giving them a time that they are familiar with helps them to understand the time frame, for example, "I will be back just after lunch " or " before we pick up the big kids from school". It is important to be on time at the end of the day as children can become upset when everyone else is going home and they remain. Please talk to staff if you are having any problems.

Please do not forget to fill out your child's All about me sheet included in the enrolment pack. This helps teachers prepare activities and resources that best meet your child's interests and needs. It helps us learn more about your child and family and to work on some learning goals together.

OUR EDUCATIONAL PROGRAM



CSMP approaches teaching with a child centered philosophy based upon the principles and practices outlined in The Early Years Learning Framework - Belonging, Being and Becoming.

Our Philosophy is interwoven into our program and practices, and implemented with the children each and everyday. Our program aims to provide an engaging environment that provides opportunities to extend and scaffold on each child's existing skills and ability. Our program ensures that children's individual knowledge, strengths, ideas, culture, abilities and interests are the focus of the program.

Our teachers use a range of strategies including: intentional teaching, responsive teaching, critical reflection, scaffolding and child directed learning in our programs.

Our teachers and educators take a planned and reflective approach to implementing the program for each child. Assessments and planning are developed and delivered as part of an ongoing cycle of observation, analysing learning, documentation, planning, implementation and reflection.

We aim to keep families informed about their child's progress in the program through a variety of different ways: verbal conversations, emails, the program is displayed daily, record of observations can be viewed on request from families. A learning portfolio documenting each child's learning journey will be sent home at the end of each year for you to keep. Please speak to the teacher at the venue if you would like to view the portfolio during the year at a time convenient for both you and staff.

Parents are encouraged to ask about their child's development and collaborate with staff in setting goals for their child in the program.

For information about the Early Years Learning Framework, please follow the link below

<https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

A MESSAGE FROM THE EDUCATORS

A Day at Preschool

Your child has unpacked their bag and is ready to begin. Where to now?

Every day at preschool your child will be involved in numerous learning activities. All these activities aim to benefit your child's development whether it is social, emotional, cognitive, language or physical skills. The weekly program will give details as to what we are doing and why.

Our program is flexible as we aim to respond to children's interests, which are forever changing.

During the day your child will have the opportunity to play. Children's play is children's work. We all need to respect a child's right to play and feel secure in the knowledge that through this play the children are continuously exploring and making new discoveries.

Your child will have the opportunity to be involved in:

Dramatic Play This may be a police person, fireperson, doctor, hairdresser or cook a dinner for a family of five. The language and cooperative play skills that are developed in the area make it a valuable part of the day.

Creative Arts You may receive numerous paintings, drawing, collage, weaving and threading to take home and display. These activities develop creativity, strengthen hands, and build fine



motor skills. Show them off with pride.

Outdoor Play

Outdoor play allows the children to run, jump, climb and play more rigorous games. A popular time of the day.

Group Time

A time to share stories, music, drama, movement and spend time together with our friends. Good practice for big school but more importantly a lot of fun.

Construction

Children develop their fine motor and problem-solving skills as they manipulate materials to build all sorts of things.

Sensory Experiences

The Messy ones! The children will enjoy slime, goop, finger painting, water play and more.

CLOTHING

Aim

To ensure that all children attending preschool are clothed appropriately to promote safety, comfort, independence, and full participation in the preschool program.

Strategies

Play clothes: Parents are encouraged to dress children in “play clothes” for preschool. Clothes should be comfortable, so they do not restrict movement during play, and practical, so children can manage fastenings for independent dressing and toileting. Children should be dressed in clothes that are able to get messy at preschool. Aprons are available to protect clothes, however clothes may get messy during outdoor play or when children are using craft materials.

Loose fitting clothing is best to assist your child to develop their independence when toilet training.

Spare clothes: Each child should have at least one full set of season appropriate clothing in their bag each day. In case of toileting accidents, spills or changes in weather, children need a complete set of spare clothes including socks, underwear, and outer clothes.

Children are encouraged to wear clothes that provide maximum protection from the sun. Singlet tops and dresses without sleeves are not to be worn.

Children are encouraged to bring a warm jumper or jacket, a raincoat, and a spare pair of shoes (if necessary) for outdoor play during the winter months. The staff will monitor the weather to ensure that children are dressed appropriately throughout the day. Please do not dress your child in thongs or gum boots. Socks & joggers are encouraged to maximise gross motor skills.

DAILY REQUIREMENTS

An adequately sized school bag containing:

- Lunch and morning/afternoon tea in a regular sized lunch box (all food containers are refrigerated during the day, so insulated containers are not required). We strongly encourage the use of reusable containers and food wraps. Please consider a lunch box that your child can



manage, it is a great idea to practice opening and closing lunch boxes with your child at home, this will build their confidence in the classroom.

- Sunhat with a broad brim or SunSmart Legionnaire cap
- Large drink bottle (water only) 600mls is ideal
- “Crunch & Sip” - please pack a separate piece of fruit or veggies for our early morning “fuel break” This is kept in your child's bag not the fridge. It is offered between 930 and 10am so it will not spoil.
- A reusable “wet bag” for any wet or soiled clothes is encouraged
- Change of clothes (full set, not just underwear, including socks)
- An extra jacket for unexpected cool weather
- Whilst sunscreen is provided, if your child has sensitivities or if you prefer to use your own sunscreen, we ask that you provide sunscreen and inform staff. Apply sunscreen prior to arrival and staff will top up during the day.

Eco-friendly suggestions:

- Reusable toxin-free lunch container made from stainless steel or food-safe bamboo
- Reuseable, non-toxic sandwich and snack bags made from waxed fabric, such as beeswax
- Reusable stainless steel water bottle

When considering these options, please remember that your child's self help skills are developing and it is important for items to be manageable.

NUTRITION

Aim

To supervise and assist children in receiving a safe and nutritious diet in accordance with Australian Dietary Guidelines & Get up & Grow: Healthy Eating Physical Activity for Early Childhood.

To provide an environment that promotes relaxed and enjoyable mealtimes that are consistent with family and cultural values while encouraging children to sit and engage with their peers.

Teaching children to have an awareness of good nutrition.

Providing information to help families in choosing food that provides children with the best nutrition for overall good health and development.

Implementation

Staff are happy to support families and parents in selecting suitable nutritious food for lunch boxes. We also provide ideas and links to sites that have creative lunchbox ideas in our Newsletters.

Parents will be advised if their child is not eating or if an item that is not appropriate has been packed in their lunchbox. Children are supervised and supported in correct handwashing procedures before handling food or



eating meals or snacks. Food will be stored and served at safe temperatures.

Children are supported to sit and eat with their peers in a friendly and relaxed atmosphere. Staff routinely sit with the children at mealtimes and encourage and model healthy food choices. Cultural food choices will be recognised and supported by the service and families are encouraged to share their thoughts and values with respect to food and mealtimes. Each child will be encouraged to bring a piece of fresh fruit, dried fruit, cheese, or vegetables to eat at morning or afternoon tea.

NO chips, nuts, chocolate, peanut butter, nutella, lollies or rollups should be included in the lunch box.



Healthy Lunchbox suggestions:

- Sandwiches/wraps/rolls
- Sushi
- Fritter or vegetable slice
- Savory crackers/rice crackers with toppings
- Vegetable and cheese sticks with dip
- Salad with cold meat/cheese
- Fresh fruit/dried fruit

Please leave treats for home.

PEANUTS – All our venues are **NUT FREE**

Aim

To protect the children in our preschool who may have allergies to peanuts and other nut products.

Rationale

Early Childhood Education professionals have a responsibility for the health and welfare of the children in their care. Due to the incidence of peanut allergy in young children in the community it has been agreed that children should not be exposed to nut products whilst at preschool. This policy is provided to protect those children at preschool who suffers from any allergies to peanuts or similar products.

Statement

Children at preschool should not be placed in any situation or environment that could endanger their life, therefore, it is our role to notify and educate staff and parents about the dangers that peanuts and other nut products may pose to those who suffer from allergies to these products. Parents will be advised of the policy and encouraged not to provide any peanut or other nut products, even if they are not harmful to their own child.

Strategies

Staff will be educated about the dangers that can be associated with peanuts and similar nut products to children/adults with severe allergies. Information will be passed on to parents to educate them about the increase in severe allergies to these products and the life-threatening dangers they pose.



Parents will be requested not to send any nut products to preschool. Products such as peanut butter, Nutella, snack bars and any other products that contain nuts or peanuts listed in the ingredients will not be allowed at preschool. This will protect staff and children that may suffer from these allergies. This does not include products that contain the warning “may contain traces of nuts”.

Parents of children who have a known allergy to nuts or peanuts will be consulted prior to enrolment regarding their child’s ASCIA management plan.

SUN SAFETY



At Central Shoalhaven Mobile Preschool, we follow best practice guidelines to protect children, and educators from the damaging effects of sun exposure. CSMP is registered as a SUNSMART service and follows the recommendations of the Cancer Council of Australia.

All children and staff must wear a hat to protect themselves from the sun while outside. Acceptable styles of hat include Legionnaire style caps, a bucket hat with brim of at least 5cm and broad brimmed hats. No baseball style caps please, as they do not provide sun protection on the neck and ears.

Sunscreen is provided at preschool, however if your child requires a particular sunscreen due to allergies, sensitivities, or family preference, we ask you to please provide your own sunscreen and that you inform staff. It a good idea to apply sunscreen at home prior to arriving as it should be applied ½ hour before playing outside.

MEDICATION

Medication will only be administered with written parent/guardian permission, as per our Administration of Medication Policy.

Staff will ensure:

- that medication is prescribed by a registered medical practitioner and within the expiry date.
- medication is in its original container with the original label including the name of the child for whom it is prescribed.
- the medication is used in accordance with the label and instructions.
- they have written consent from parents/guardians before administering any medication (the only exception is in the case of asthma & anaphylaxis emergency or if administered by emergency services).
- that a medication record is kept for each child enrolled at the service.
- that two staff members witness the administration of any authorised medication.

A short-term medication form must be completed at the beginning of every day that a medication needs to be administered. This form needs to be filled and signed by both parent/guardian and a witnessing staff member.

The parent/guardian must sign an authorisation form, allowing staff to administer the medication. No staff



member can administer any medication without authorisation. If your child has a condition that requires regular medication (e.g. diabetes, epilepsy, asthma, etc), you will be asked to complete a long-term medication form, allowing staff to administer the medication, along with a risk minimisation plan, communication plan and a medical management plan.

If your child has a condition this must be included on the enrolment form, or the preschool advised in writing on diagnosis.

Medical management plans and medication authorisation forms need to be updated regularly. If a medication or dosage needs to be changed, the preschool must be notified, and a new form and plan completed.

If your child does not respond to the medication, you will be contacted and may be requested to collect your child immediately. If it is a medical emergency, emergency services will be called first.

NO MEDICATION CAN BE LEFT IN BAGS AT ANY TIME

ALL MEDICATION MUST BE HANDED TO STAFF DIRECTLY AND LOCKED IN A CHILDSAFE CONTAINER.

IMPORTANT If your child suffers from any medical conditions, including allergies, please let us know!

ACCIDENTS

The utmost care is taken of the children whilst attending preschool. Staff will follow our Administration of First Aid Policy if any accidents occur that require first aid.

Staff will ensure:

- parents/guardians are contacted as soon as possible if a serious incident has occurred that requires first aid or emergency services to attend.
- all accidents and illnesses will be recorded, and parents asked to sign this form to ensure the information has been passed onto families.
- all permanent staff have up to date first aid qualifications.

Please ensure we have current contact phone numbers, addresses and emergency contacts. In the case of emergency, it is crucial that this information is up to date. If there are any changes, please inform us immediately.

BEHAVIOUR GUIDANCE AT PRESCHOOL

Our preschool is an inclusive provider who strives for high quality education and care for all children. We value



being able to provide high quality educational programs for preschool children of varying levels of need and ability. We also recognise the importance of maintaining a safe classroom and workplace for all children, staff and visitors for the preschool.

Where possible our preschool operates above legal ratio requirements providing a minimum of 3 staff to 20 children per day. This enables us to provide more support to children who may need it. We strongly encourage families to be open and transparent with any interventions they may be seeking (for example speech therapy, occupational therapy, assessment and diagnosis of any conditions) so that we may be able to offer additional supports to the classroom your child will be learning in.

Our preschool is supported by the Sector Capacity Building Program to better our practices in inclusion and ask for all families to consider consenting to the provider (currently KU Inclusion Support) to observing your child in the preschool environment. KU Inclusion Support professionals can provide invaluable guidance to support your child in many areas of development including school readiness.

We do at times have to implement a Behaviour Guidance Plan for children and emphasise that this is to create the best outcomes for all children at preschool. A Behaviour Guidance Plan will formalise how our preschool staff support your child in the space and achieve optimum engagement for your child.

Ongoing behaviour which poses a significant risk of harm to others in the care environment may result in reduction of hours, days or cessation of enrolment.

Our Behaviour Guidance Policy is available via the Kinderm8 Portal which you will have access to once your enrolment is finalised and confirmed.

ABOUT KU SECTOR BUILDING PROGRAM



The NSW Sector Capacity Building Program is a training and consultancy support program for preschools delivered by a range of qualified providers across NSW as part of the NSW Department of Education funded Preschool Disability and Inclusion Program. The Sector Capacity Building Program is available to all NSW community preschools and the support and training provided reflects each preschool's circumstances and needs.

The key objectives of the Sector Capacity Building Program are to:

- Increase educators' capacity to include children with disability and additional needs on the same basis as their peers
- Increase educators' capacity to provide specialised transition to school supports for children with disability and additional needs
- Enable equitable education outcomes for children with disability and additional needs consistent with the five outcome areas of the Early Years Learning Framework (Identity, Connectedness, Wellbeing, Confident and Involved Learners, Communication)
- Support educators to understand the external support options for children with disability and additional needs, and how these supports can be used to complement the preschool program.

INFECTIOUS DISEASES

CSMP is committed to providing a safe and healthy environment for all children, staff and visitors. Staff will follow our Dealing with Infectious Diseases Policy and recommendations from Staying Healthy: Preventing infectious diseases in early childhood education and care services. 5th Ed. Available online at:



<https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

If a child is displaying ANY cold/flu type symptoms (including a cough and/or runny nose), parents/guardians will be contacted and asked to collect their child from preschool.

Parents must inform the preschool Director if a child has been tested for Covid-19 and supply evidence of the result of the test. COVID-19 Action plans are in place when deemed necessary by management and staff.

The following are the minimum times that a child must be excluded from preschool if they contract the following diseases. Children will be allowed to return to preschool before these times have elapsed if a Doctor's Certificate is presented stating that the child is no longer infectious.

ILLNESS	CHILDREN WHO HAVE ILLNESS	THOSE IN CONTACT
CONDITION	EXCLUSION OF CASE	EXCLUSION OF CONTACT
Campylobacter infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
Cryptosporidium	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Fungal infections of the skin or nails (e.g. Ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Glandular fever (mononucleosis) Epstein-Barr virus (EBV) infection		Not excluded
Hand, foot, and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice

CONDITION	EXCLUSION OF CASE	EXCLUSION OF CONTACT
------------------	--------------------------	-----------------------------



Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service. The child must be collected and treated before returning to preschool	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded

CONDITION	EXCLUSION OF CASE	EXCLUSION OF CONTACT
-----------	-------------------	----------------------



Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded

CONDITION	EXCLUSION OF CASE	EXCLUSION OF CONTACT
-----------	-------------------	----------------------



Toxoplasmosis	Not excluded	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics, or specialist TB clinics
Varicella (chickenpox)	Excluded until all blisters have dried – this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease, otherwise not excluded
Viral gastroenteritis (viral diarrhea)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Vomiting	Exclude for 24 hours after last episode	Not excluded
Worms	Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred	Not excluded

CONCERNS OR COMPLAINTS

Any concerns or complaints are encouraged to be taken up with the person involved. Request to have a chat with staff so they can arrange an appropriate time for both parties to engage in a conversation in a private setting.

Alternatively contact the Director or the Executive Management Committee.

Director email: director@shoalhavenmobilepreschool.com.au

Committee email: csmp.committee@gmail.com

If still unresolved you can contact our regulatory body:

Early Childhood Education and Care Directorate

Locked Bag 5107

Parramatta NSW 2124

Email: ececd@det.nsw.edu.au

Phone 1800 619 113

ASSISTANCE



If you require any assistance with the content of this document, please speak with one of our staff members and they will help.

T.I.S

Translating and Interpreting Service

24-hour telephone service: Phone 131 450

T.I.S can assist preschool parents, carers, and guardians with translating information into the first language of their family.

We are looking forward to sharing your child's preschool journey

Please call if you have any questions

02 4423 0571

0491 616 182

