



Duntroon Community Centre
Gymkhana Road Duntroon ACT 2600
Ph: (02) 6265 9411 Fax: (02) 6265 9063
Email: duntrooncc@hotmail.com
www.duntrooncommunitycentre.org.au

WELCOME TO DUNTROON PLAYSCHOOL 2012 FOR 3 AND 4 YEAR OLDS

Introduction

The Duntroon Playschool is a licensed early childhood program endorsed by the A.C.T. Office of Children, Youth and Community Services. The Playschool program is a non-profit community service, run by the Duntroon Community Centre Inc. and is partially funded by a Defence Grant.

To be eligible, children must be three years old. Whilst preference is given to children of Defence families, we are able to accept enrolments from the general community when vacancies exist. The Duntroon Playschool Placement policy details how placement priorities are allocated.

Playschool Staff

- | | |
|---------------------------------|-----------------|
| - Community Centre Coordinator; | Jenny Lean |
| - Playschool Teacher; | Danielle Kibel |
| - Teacher's Assistant; | Dianne Spandler |

Enrolment

Please ensure your enrolment form is completed and returned to the Community Centre as soon as possible. A \$50 non-refundable deposit is required at the time of enrolment to secure your child's place in the Playschool. This deposit will be deducted from the first term's fees. Children can be enrolled for up to three days per week, dependant upon vacancies and placement priority, however two days per week is recommended as ideal for this age group.

Fees

The fees for Playschool consist of several components:

- \$18.50 per session for the term
- \$15 per year annual family membership of the Community Centre

Additionally a \$100 parent participation levy is charged at the commencement of Term 1 and is refunded at the end of the year (if you have met your commitments as detailed below).

Fees for the full term must be paid by the third week of each term. If the fees are not paid then the child's position will be cancelled (UNLESS the committee has deemed there to be extenuating circumstances and a suitable arrangement has been agreed to between the party concerned and the committee) and offered to a child on the waiting list. The prompt

payment of fees is important to the Playschool, as the staff's wages are paid from the fees. If a child is withdrawn from the Playschool, there will not be a refund for the remainder of the term's fees. Fees can be paid by direct debit, cash or cheque (payable to Duntroon Community Centre) only. No credit card or eftpos facilities are available. An invoice will be issued at the start of each Term.

Playschool Times

Playschool operates Monday to Friday during A.C.T. school terms from 9.30am to 12:30pm.

Please bring your child into the Centre and sign the attendance book every session, both on arrival and departure. This is the parent's/carer's responsibility. The attendance book acts as an emergency evacuation roll. Signing your child in and out (and your name/accompanying sibling names if you are on the parent roster) ensures that we have accurate details of children (and others in the building) when practicing or conducting fire and emergency evacuations.

If a different person is collecting your child, please remember to tell a staff member and make a note in the diary located in the bag room, of the change. We will not release a child into the care of another person without written permission.

Children must be collected by 12:30pm. If you are running late, or an emergency arises, please contact the Centre.

What to Bring to Playschool

- A backpack
- Water in a drink bottle
- A healthy snack (eg. Sandwich, fruit, vegetable sticks, yoghurt)
- A change of clothes, including underwear (and socks if worn)
- A warm coat and beanie for winter
- A sun hat
- Please ensure your child has sunscreen on prior to the session starting

PLEASE NO NUTS OR PEANUT BUTTER

Please dress your child in play clothes (we do messy activities) that they can manage when going to the toilet.

Remember to label all possessions and clothing with your child's name. Check the Lost Property Box in the bag room regularly. Should you need to obtain labels, please note that the Centre has an ongoing fundraising relationship with Identikid. Labels can be ordered easily online and posted to you personally free of charge – please quote fundraiser code '1090' in the relevant part to ensure that the Centre receives 15% commission.
www.identikid.com.au

Please **do not bring toys** or precious belongings to Playschool as they may be broken or lost. Things made at home, wildlife and all descriptions, postcards, photos etc. are very welcome.

Birthdays

Children may celebrate their birthday at Playschool by bringing a cake or patty cakes to share with the other children.



Library

We have an adult and children's library, so please feel free to borrow books whenever it suits you and your child; once a week, fortnight, or term. Please provide a library bag (an old pillowcase will suffice) to help protect the books travelling to and from Playschool.

What We Believe

- That each child is special, unique and is deserving of individual observation, planning and attention.
- That Early Childhood is the most important time in a child's development, providing the foundations for lifelong learning.
- That children are active learners who learn best when motivated, enthusiastic and given lots of opportunities to play, investigate, experiment, design and test ideas.
- That parents play an important and valued role in the education of their children.

The Playschool Program

The Playschool program is planned to cater for each child's interests and to foster the development of certain abilities, attitudes and skills which will assist in their educational progress.

Children are helped:

- To use language and communicate with others
- To make friends
- To form basic concepts which will help them understand their world
- To share and cooperate with others
- To develop self confidence and independence
- To develop physical skills

Daily Routine:

1. Greeting Time
2. Indoor learning experiences and activities
3. Music and movement
4. Snack
5. Outdoor play
6. Story/mat time
7. Time to go home

Health

If your child is sick please keep him/her at home. If your child feels ill during the session we will notify you. Please let us know if your child has been exposed to any communicable/notifiable disease.

If your child has an Asthma or Allergies Plan, or other medical condition, please provide written details to the staff with appropriate responses to the condition. The staff will only administer medication if the necessary medical authorisation forms have been completed and the medication provided to the staff.



Management Committee

A voluntary committee manages the Duntroon Community Centre which operates the Duntroon Playschool. All parents are encouraged to offer their services as a member on the Management Committee and all parents are invited to attend committee meetings held each month at the Community Centre. Fresh faces and fresh ideas are an important part in keeping the Community Centre an interesting and exciting place for your child to be part of. The Community Centre also coordinates a number of other activities for the rest of the family, including playgroups for younger children, craft groups, movie nights etc. For more information on these activities and more, please contact the Coordinator, Jenny Lean.

Parent Participation

Parents play an important and valued role in the education of their children. Parents can join in the Playschool program and 'life' of the Duntroon Community Centre by:

- Participating on Parent Roster
- Reading newsletters and notice boards
- Collecting 'junk' materials
- Discussing any problems or worries
- Assisting with working bees
- Participating in fundraising activities
- Offering to share any hobbies, interests or expertise you may have

In order to maintain an acceptable staff to child ratio at Playschool, two parents/carers are required to assist at each Playschool session. Parent duties include helping with craft activities, assisting with morning tea and light cleaning during the session.

Parent Participation Levy

As we are a not for profit organisation supporting the needs of our families, we need our families in turn to help support us. The day to day running of our centre relies heavily on the support of you.

By paying your parent participation levy, currently \$100 per year, you in turn have made a commitment to our Centre to assist us with all of our house keeping. At the year's end, after you have fulfilled your obligations, your parent participation levy is refunded to you. Why do we have a parent participation levy? To encourage all our families to participate in fundraising, working bees and parent helper rosters throughout the year.

Your obligation to our centre as a Play School Parent is to be a parent helper with Playschool twice a term OR 8 for the year and two working bees for the year. (A working bee is either spring cleaning the centre or working at one of our fundraising activities.) Although this could feel like a big commitment, it really isn't, and you must remember that participating is also a great way to meet the many other people who also use our great centre.

If you have any questions please feel free to talk to the Playschool teachers, the Centre Coordinator, Jenny, or a member of the Committee. We hope you enjoy your association with Playschool and the Duntroon Community Centre.

Last reviewed/approved: 6 September 2011

