



Welcome to Binnowee

Binnowee, which is an Aboriginal word meaning “a green place,” has been operating as a Kindergarten since 1935. Miss Winifred Macourt began the Kindergarten and operated it first from the home of Mr. S Oxley, near Thompson’s corner.

The land at 6 New Line Road was purchased in 1956 and the buildings officially opened in 1957. In 1972 extensions to the Kindergarten were completed bringing the Kindergarten to its present size.

Hours and Days of Operation

Binnowee is open between 9am and 3pm Monday to Friday during state school terms and is closed on all Public Holidays. We are a 2 unit preschool with 20 children in each class. Binnowee offers 2 or 3 day programs for 4 year old children and a 2 day program for 3 year olds. The 2 day programs are Thurs/Fri. Our 3 day programs are Mon/Tues/Wed. There are a limited number of 1 day placements for 3 and 4 year old children.

A Day At Binnowee

Our day usually begins with outside play, although this can change to suit weather conditions. A variety of experiences are programmed for each day, such as gross motor & movement challenges, construction activities, dramatic play, sand play, books, drawing and puzzles. We encourage physical activity as it is so important for children’s health and development. After morning tea we commence inside activities.

In planning our programs we try and cater for the interests and needs of all the children. The programs are flexible and may change depending on how the day is going. We welcome your feedback.

During inside-time the children participate in a wide range of activities such as home corner, block play, books, puzzles, toys, dough, art and craft experiences. We encourage the children to choose their own activities and we respect and support them in their choices.

Arrival and Departure

On arrival and departure you need to complete the sign in/out book located in the hallway outside your child’s classroom. Notice pockets are located in the hallway outside the locker room and should be checked for notes, receipts etc each day.

Pick up time is between 2.30 pm and 3.00 pm. If a child is not collected by 3pm a late fee may be payable. For your child’s safety, children will not be released into the care of people who are unknown to staff members. Staff need to be informed if someone other than yourself is to collect your child. The person collecting your child will be required to show photo ID (eg. Driver’s licence). Please write their name in the sign in/out book or phone the Kindergarten during the day to let us know who is collecting your child. Also please ensure your child knows who will be collecting them

What to bring each day.

- A bag your child can open and which is also big enough to contain craft items made during the day as well as all their belongings.

- A hand towel to hang in the locker.
- A drink in a refillable plastic container.
- Morning tea in a labelled plastic bag, separate from their lunch.
- Lunch in a labelled container which is easy for your child to open & handle. **Please do not send food that needs reheating.**

The children's morning tea and lunch must be stored in the refrigerator at preschool.

If you are providing home baked foods or processed foods that have no labelling you need to let us know the food contains no nut products. If staff are unsure whether an item of food contains nuts we will send it home with your child in the afternoon.

Please do not include cakes, chips, lollies, sweet biscuits, fizzy drinks or chocolate anything as we try to promote healthy eating habits in the children in partnership with you.

A complete change of clothes is required each day in case of accidents. Please ensure everything you send to preschool is labelled – even shoes!

What to Wear

We suggest children wear casual play clothes suitable for messy activities that are easy to undo for going to the toilet. Children need to be toilet trained before attending Binnowee.

We encourage sun safety awareness and ask that children's clothing provide adequate protection from the sun. We also ask that you apply sunscreen to your child's skin before coming to preschool each day.

Children also need to wear shoes they can safely run and climb in. Please do not allow them to wear shoes that easily fall off their feet whilst they are moving about.

Exclusion of Nut Products at Binnowee

No nut products may be brought to Binnowee.

We have children enrolled who are highly allergic to nut products. This is a **life-threatening allergy** for these particular children. It is possible that they may die if they come into contact with nuts or nut related products. This particular allergic reaction is called anaphylaxis. Please tell your family or anyone else who packs your child's Binnowee food about **not** including nuts in their lunch/morning tea.

If your child has peanut butter before coming to preschool please ensure that their face and hands are washed before coming to Binnowee. Sticky mouths or fingers easily spread peanut butter. Its presence on a surface such as a toy can be enough to trigger a dangerous reaction in a child who has an allergy to nuts.

In the interests of maintaining a safe environment for all children we have an exclusion policy of all nut products—especially **Peanut Butter and Nutella** or items of food containing **Almond Meal**.

Birthdays

Birthdays are of course very special occasions and you are welcome to send patty cakes or something appropriate to your culture for your child to share with the other children in their class on their birthday if you wish. Please remember—

NO NUTS or PEANUT OIL.

Performances

Special Performances at Binnowee are part of our preschool program. The cost of each performance will be added to the term's fees.

Immunization

Under the NSW Public Health Act 2010 parents are required to provide a copy of an Australian Childhood Immunization Register (ACIR) History Statement that shows their child's immunization is up to date **or** an immunization exemption form **or** an Immunization History form that shows their child is on a catch-up schedule. A child may not commence at Binnowee until this information is provided. We request that parents advise the Kindergarten of future immunizations as they occur. Copies of immunization records from the "Blue Book" are no longer accepted.

Medical

If your child requires medication at preschool please see your child's teacher. An individual medication record will be maintained in the medication book for this situation. Only medication prescribed by a doctor for your child will be administered. Should there be any difficulty please discuss the matter with the Director.

In the case of accidents or emergencies where the parent cannot be contacted staff will consult a doctor and/or dentist and/or call an ambulance if required. Details of accidents will be entered into the Accident Book and should be signed by the child's parent as soon as practical.

Please do not send your child to preschool if they seem unwell. It is difficult for them to enjoy their day if they are sick and they may infect other children and staff. If your child has symptoms of an infectious disease or appears unwell the Director may send them home.

Your child should not come to preschool if they:

- Have a temperature over 38°
- Have had an episode of diarrhoea or vomiting within the previous 24 hrs
- Have a rash you cannot identify
- Are coughing continuously
- Have a runny nose they are unable to manage independently or associated with other symptoms such as cough, headaches and pains
- Have head lice (until treated)
- Have impetigo
- Have been prescribed antibiotics in the last 24 hours
- Have been given paracetamol, Nurofen, cough mixture etc in the morning before preschool.

Parent Participation

Open Mornings Open Mornings are usually held once each term. On Open Mornings we invite you to spend some time with your child and have a glimpse of your child's preschool day Binnowee. Open Morning commences after drop-off with inside activities and finishes about 10.30am. However there is no obligation to stay until 10.30am – just stay as long as you like.

Washing Roster This consists of washing craft aprons, towels, tea towels, dress-up clothes etc. A bag of washing is taken home on either Wednesday or Friday afternoon and returned after laundering the next day your child is at preschool. Each family is asked to participate on the washing roster once during the year. A Roster is displayed on the noticeboard where parents can nominate which day they wish to take the washing. If you have difficulty in completing the required duty you are encouraged to discuss this with the Director.

Management

Binnowee Kindergarten is a Co-operative Society administered by a Board of Directors elected from the parent body. The Board encourages and welcomes the participation of parents at its meetings and social functions. The Board meets once a month, usually on the second Tuesday of the month at 7.30 pm.

Fees

Fees are set by the Board to cover the running costs of the Kindergarten and are payable in advance. Fee Statements will be placed in your child's notice pocket. Term 1 fees are due by the third week of term. Fees for terms 2, 3 and 4 are due in the first week of each term.

Fees can be paid by cash, cheque, money order or direct deposit via the Internet. Internet payment details will be included on your Fee Statement. Your child's name should be included to identify your payment when paying by direct deposit.

Fees paid by cash, cheque or money order should be handed to the Director or office staff.

If parents are having difficulty paying fees we encourage them to discuss this with the Director or the Clerical Assistant. Failure to pay fees will be referred to the Board of Directors and may result in the child's position at the Kindergarten being revoked.

Early removal: If a child commences at Binnowee but leaves before the end of the year a minimum of two "term weeks" notice is required. If we are unable to fill the position, 4 weeks fees will be payable. If a child leaves part way through term 4, full fees are payable for the whole of the term.

Early removal also results in the forfeiture of the \$100 refundable bond which forms part of your Acceptance fee. The bond is only refunded if your child stays for the whole year. This refund is applied to term 4 fees if you advise us by September 1 that your child will not be returning to Binnowee the following year.

Temporary Absence: If a child is absent due to illness or holidays full fees are still payable. If a parent wishes a position to be held vacant for their child in this situation then full fees are to be paid for the whole of the absence. It is not the policy of the Kindergarten to fill vacancies arising from such events with a temporary/casual enrolment.

Fees are not charged for Public holidays or school holidays when the Kindergarten is closed.

Childcare Benefit: Parents who are eligible for the Childcare Benefit will need to submit their fee receipts to a Family Assistance or Medicare Office. Please advise the Director or clerical assistant if you require further information

Financial Assistance: If your income falls below a certain level you may be eligible to pay reduced fees. Strict economic criteria apply. Please see the Director for further details if required.

Preschool Program

The preschool program is based on the Early Years Learning Framework. The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. We use this framework to develop learning programs responsive to children's ideas, interests, strengths and abilities.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming. Through the Framework we work to promote each child's:

1. Sense of identity
2. Connections with their world
3. Sense of well-being
4. Confidence and involvement in their learning
5. Communication skills

Children develop at different rates and this development is dependent on many factors including life experiences, learning styles, personality, attitudes, levels of readiness and maturity.

We promote the attitude that learning is fun. The basis of our philosophy is that children learn through play. We structure the learning environment so that children enjoy what they are doing and are successful in what they do. We try to build a close and supportive relationship with each child where they feel secure, valued and respected.

In this environment they will be ready to explore, make mistakes, take appropriate risks and experiment with many new experiences. They can practice and master a variety of skills and extend the boundaries of their world.

We promote self-respect and respect for the rights of others together with taking responsibility for one's actions. These goals are accomplished over time.

We want to do the best we can for your child. It is important to us that your child enjoys and learns from their preschool experience. We encourage you to speak with us about any concerns you may have or if you would like any information regarding your child's development. Throughout the year we monitor each child's development and welcome the opportunity to discuss your child's progress with you.