



Yangebup Family Centre

Welcome to our Pre-Kindy Program. Below is some information regarding our program. Please read through this and speak to staff if you have any further questions.

Centre Management

The Yangebup Family Centre Inc is managed by a committee of parents, centre users, and interested community members. Meetings are held on the 4th Tuesday of most months at 7pm. Please contact office staff if you would like more information.

Office Staff

Manager	Samantha Williams
Children's Services Co-ordinator	Joanne McGillivray
Finance & Administration	Julie Taylor

Term Dates

- | | |
|----------|-------------------|
| • Term 1 | 10 Feb – 11 April |
| • Term 2 | 28 Apr – 4 Jul |
| • Term 3 | 21 Jul – 26 Sep |
| • Term 4 | 13 Oct – 12 Dec |

Pre-Kindy Staff

Early Childhood Teachers	Rebecca Apelgren (Tues/Wed) Jo Salmond (Fri)
Educators	Lisa Gallon (Tues/Wed/Fri am) Merridee Lawrence (Fri pm)

Aims of the Program

- To promote a love of learning
- To familiarise children with the routines of kindy
- To enhance emotional, physical and intellectual development
- To encourage social interaction
- To develop independence

Our program is based on the Early Years Learning Framework (EYLF). It is developed through the children's interests and includes play-based learning as well as intentional teaching. Please take the time to look at the program displayed on the wall each week.

Communication

We will be using our childcare software system called Xplor to communicate during the day, sharing the children's adventures with you. We will be using a feature called Playground to share observations and more. You can communicate with the teachers through the app or email, they try their best to get back to you as quickly as possible.

What to Bring each Day

- A bag – an eco-shopping bag style is ideal to promote independence
- A waterproof bag for wet clothes
- At least one change of clothes
- Sunsafe hat (available to purchase from the office if you don't already have one)
- A healthy snack for morning tea and lunch packed in a lunch box. This is to be kept in your child's locker so please ensure it contains an ice-block to keep the food cold if it's required.
- Water bottle

Sun Protection

- The children will spend time outdoors throughout the day. Please ensure you apply sunscreen before attending and it will be reapplied after lunch. If your child requires an alternative sunscreen, you are able to provide this – please speak with staff.
- It's also important to dress your child in protective clothing such as t-shirts rather than singlet tops. Pre-Kindy t-shirts and hats are available to purchase from the office.

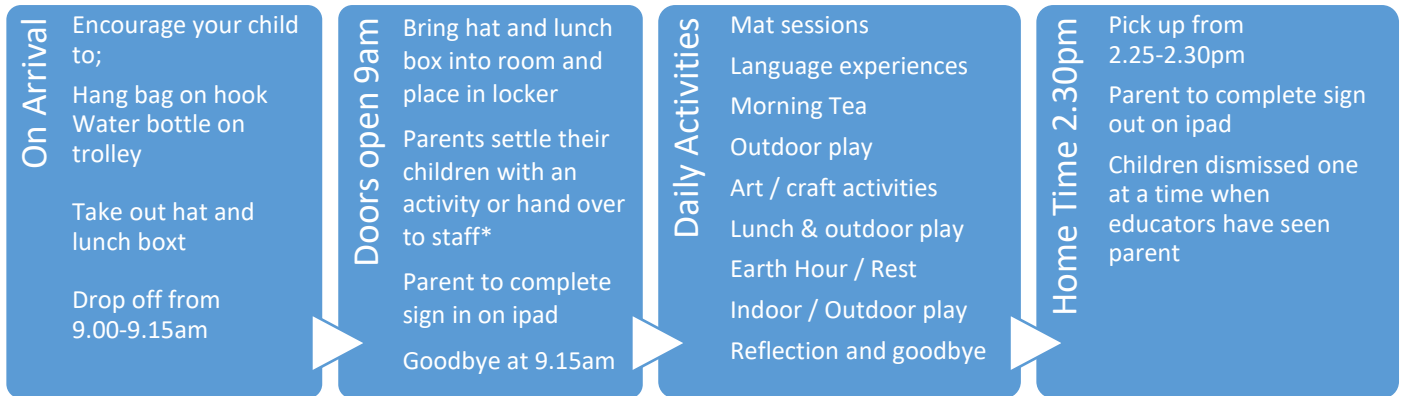
Meal Times

- Our educators will assist your child to learn what is to be eaten when, to ensure they don't eat everything in their lunch box at morning tea. It's great if you can get your child to help you prepare their lunch box and discuss with them what is for morning tea and what is for lunch.
- Please pack healthy food! We do not encourage lollies, chocolates etc. Throughout the program we teach the children about healthy living and the importance of eating well and exercising so please assist us by ensuring they have fruit and water each day as well as nutritional food.
- We have a NUT AWARE policy. It is important that you respect this as we do have children who will react severely to any nut products. This includes peanut butter, Nutella and muesli bars that contain nuts.

Parent Roster

- We welcome parents to join us for a couple of hours in the morning on a roster based system. This is available for Term 2, 3 & 4. Term 1 is a settling in term with educators building relationships with the children.
- We also encourage parents or family members to come in and share their interests, culture or experiences with us. If you work in an industry that the children would be interested in such as emergency response, medical, dental etc please speak to staff and organise a time to visit.

The Daily Routine



** If your child is unsettled, don't rush, just wait until an educator is ready to assist you. Always say goodbye! It is much harder to settle a child when a parent has left without telling them they are leaving. Educators have a lot of experience dealing with unsettled children. If your child does not settle, we will contact you, you are very welcome to call the Centre and check on your child.*

This routine is very flexible and will be adjusted according to the weather, children's interests and needs and the variety of experiences planned for each session.

- The children will be dismissed one at a time when educators have seen the parent.
- Children will not be dismissed unless the person collecting them is on the enrolment authorisation form. If your child is to be collected by someone different, please let educators know in the morning or call the Centre throughout the day. If we are not familiar with the person collecting they will need to bring photo ID.

Fees

Bookings are made on a term basis. Fees must be paid at least two weeks in advance. Any absent, holiday or sick days will be recorded as an allowable absence and fees must still be paid. Two weeks written notice must be given if you decide to withdraw your child from Pre-Kindy and fees are still payable for this period. Statements will be issued fortnightly and payment is required at least two weeks in advance.

Online payment of fees is preferred. You can enrol through Xplor for Direct Debit or choose Pay Now or you can pay by direct deposit. Cash payments are not accepted.

Direct Deposit Details

BSB: 016 454

Acc No: 2559 65605

Reference: Surname, Program

Best wishes for a great year!