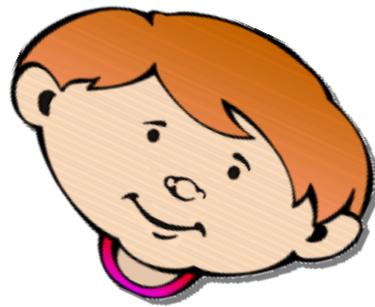


# Christopher Robin Preschool Kindergarten



# Parents Handbook

**125 Vimiera Rd, Eastwood 2122**

**Telephone: 9876 3834**

**Mobile: 0422 860 419**

## WELCOME

**Thank you for inquiring about placing your child in our centre.**

**CHRISTOPHER ROBIN KINDERGARTEN** is a privately owned and operated Centre, licensed, accredited and supervised by the Department of Community Services. Their supervision encompasses the building, indoor and outdoor equipment, staffing, planning and programming, and administration records.

The accreditation ensures the safety and hygiene of the centre.

The school was established in 1968 & licensed in 1969. We have experienced qualified teaching staffs that are supported by a full-time assistant.

Our daily routine follows a timetable and program specifically designed and suitable for children's age and needs.

Our policies, program and daily planning (full details of the timetable on the board), are available at the school & all parents are invited to discuss any aspects of these with the staff.

Parent meetings are usually held each term, with a guest speaker or displays and discussions about current events at the school.

## INFORMATIONS FOR PARENTS/GUARDIAN

Please check that you have completed the Enrolment Form & return it to school as soon as possible. Family details should include details of parents or guardians residing at the same address as the child being enrolled.

## ENROLMENTS

Enrolments may be made at any time. Parents are invited to visit the school at an arranged time to meet the staff & familiarize themselves with the operation of the school. **A NON-REFUNDABLE FEE OF \$50 IS CHARGED ON ENROLMENT.**

## DOCUMENTS REQUIRED

When you enroll your child at this school, you will need to provide:

- \* Birth Certificate or passport documents
- \* Court Order (if applicable)
- \* Immunization Certificate

## LUNCH

You are most welcome to bring Sandwiches or Rolls with meat, salmon, tuna, cottage cheese, grated cheese, mashed or curried egg, fish, peanut butter, vegemite and finely shredded cabbage. Baked beans or spaghetti, soups, salads, baked vegetable, fruit -fruit salad, yogurt or custard. Fruit bars, muesli bars, tiny biscuit, Yakut, etc.

## FEES

We are an approved Child Care Provider. Benefits are available to parents who qualify (Ring Family assistance office Tel. 136 150 for more details).

### TERM FEES ARE PAYABLE IN ADVANCE

The full term fee or first part payment (half the fee) is due on the first day of attendance each term. Two week's holding deposit fees paid on placement is deducted from your TERM FOUR FEE. **Public holidays and any days absent during term (including parent's holidays) are payable.**

<b>FEES</b>	DAILY RATE	\$ 80.00	for	ages 3-5 years	7:30 - 5:30 pm
	DAILY RATE	\$ 90.00	for	ages 2-3 years	7:30 - 5:30 pm

It is necessary to give FOUR WEEKS notice of termination of attendance, or fees will be charged in lieu of notice.

## PARKING

Our flow-through driveway will accommodate five cars of parents leaving or collecting children. The marked spaces are NOT for parent or visitor parking. The double yellow lines on Vimiera Road do not allow kerbside parking. There are spaces in many nearby streets. Neighbours will not tolerate parking in their private driveways, on front lawns or grass verges. For the safety of all children we ask that parent's park legally and safely at all times.

## CLOTHING

Children play at a wide variety of activities. Some are messy & dirty. Please dress your child in clothes allow the child freedom and comfort. Long dresses restrict movement and are dangerous when the child is active on the Centre's equipment. Children need to wear clothes that they can "manage" and are encouraged to put on their own socks & shoes. Children need a set of clothes (including underclothes) in their bags to change into in case of accidents.

**PLEASE ENSURE ALL CLOTHES, SHOES & SOCKS ARE LABELED.**

## BIRTHDAY

You are most welcome to celebrate your child's birthday at the centre. If you would like to bring a cake to share, please inform us and we will organize with you a small party for your child. Please bring your camera if you would like us to take some photos for your child. Please provide cakes with icing on top and NO cream fillings. If you are planning to do a birthday party at home, we can help you with names of your child's friends.

## PROGRAMME AND PLANNING

The program at Christopher Robin has been devised to suit the needs of the children. It varies from class to class as children & society changes. The main aims are:

- ▶ To enable each child to enjoy the learning activities presented.
- ▶ To encourage each child to respond to the learning environment.
- ▶ To help children relate to each other. To make friends, to cope with larger groups, to be a leader and a follower.
- ▶ To help each child acquire basic skills using their senses.
- ▶ To provide opportunities for creative development.
- ▶ To encourage children to find their talents and develop them.
- ▶ To provide routines for daily living that will help to cope with the outside world.
- ▶ To present a wide range of activities for children to explore.
- ▶ To help children devise a philosophy of living suitable to the needs of themselves and their families.
- ▶ To strike a balance between child-centered & adult-centered activities.
- ▶ To encourage children to be realistic in their attitudes, opinions and demands.
- ▶ To help parents enjoy the pre-schooling process through observations, discussions, meetings and interviews.
- ▶ To keep an informal record of each child's progress so that planning will be relevant and so that parents can know how their child is developing.
- ▶ To provide parents with the opportunity to discuss the program with the staff whenever necessary.

### NOTE TO PARENTS

Your children are central to the success of the pre-school. If you have any questions or concerns, large or small, please talk to their teacher.

Drop off time is not appropriate for a meaningful discussion so we can always arrange a mutually suitable time, perhaps after school hours, for a longer and quieter discussion.

### Parents Help

In the past, the centre has sought the assistance of parents in a variety of areas. If you have any special expertise, which may be helpful to the centre, please do not hesitate to offer your services. Activities such as excursions and fundraisers to purchase equipment are carried out from time to time.

## THINGS TO REMEMBER

- Remember to LABEL all items of clothing.
- Provide a COMPLETE CHANGE OF CLOTHING DAILY.
- Please PUT AN APPROPRIATE SUN HAT in your child's bag.
- A cut lunch in a labelled container; no lollies or chocolates.
- Hand towel with a loop and a good size drink bottle. Both must have the child's name for identification.
- A bag sized so that it will hang in the lockers. A bag that the child can open and close by her/himself is essential.
- Remember to SUPPLY A COTTON LINER for your child for rest time. Two cot sheets or similar is suitable. A name will help each child identify their sheets. Wash your child's sheets weekly, and don't forget to bring them back the following week. Please keep sheets in good order & repair as a comfortable sheet helps make sleep come more easily.
- A small (cot size) rug in winter months, please label.
- Lockers are provided for your child's belongings. Please check them daily & clear them out at the end of every week.
- Please do not bring toys from home, except cuddly toys for sleep/rest time.
- If gumboots are worn, please send slippers or dry shoes for inside.
- Please sign your child IN and OUT daily - we are legally required to have accurate records of all children on the premises and it is important for safety purposes.
- Please read information sheets, they are there to keep you informed with your child's development.
- Many children like to bring loved objects, interesting bits and pieces, known books to show at pre-school. Please label these as they go on the "show and tell" table.
- Contributions to the Nature Collection are always welcome.
- Parents - a telephone call to explain child's non-attendance is greatly appreciated before 8:30 am or as soon as you can.
- Please keep your fee account up to date as late fee charge will automatically apply.
- Please be sure to pick up your child on time - remember the late fee penalty.

## Internet Banking

ANZ Bank  
Account No.: 4981 83018

Branch No.: 012 287  
Account Name: A & M Hanna