

PUTNEY PLAYGROUNDS KINDERGARTEN NEWSLETTER - JANUARY 2016



Welcome to all families for 2016!!!!

We hope that you all had a very enjoyable, restful holiday period and are ready to begin the New Year.

We would like to welcome all the new families who have started at Putney Playgrounds this year and look forward to getting to know each of you.

For all new children it may take a while for the children to settle in and feel comfortable, however with time the children make friendships and form relationships with their educators and peers. Don't worry too much if your child is upset as this is quite normal, please feel free to ring and enquire about your child at any time.

Attached to this email is a copy of the yearly entertainment program, keep this handy so you do not miss out on any of the special events. All shows that have a cost attached to them need to be paid in advance. An email will be sent to your current email address at least two weeks prior the visit so you have enough time to organise the payment. All payments need to be paid in cash and placed in an envelope with the show details and child's name on the envelope. If you have any problems paying this amount please see Miss Samar and some arrangements can be made.

FEES

All fees are to be kept up to date and at least two weeks in advance. Fees can either be paid weekly, fortnightly or monthly. A monthly and fortnightly invoice will be sent via email. Payments can be made by cash, cheque, automatic deductions, eftpos and credit cards. All cheques are to be made out to:

Essential Supply Company PTY LTD or Putney Playgrounds Kindergarten

All Visa and MasterCard transactions will incur a 1 % surcharge which will be applied to your fees when payments are being made. There will be no charge on direct debit transactions. For those parents who are on weekly, fortnightly or monthly manual credit

card deductions this will begin from 18th January 2016. If you have any questions please don't hesitate to contact me.

Late Fees - If your account is not paid in full by the end of each month an \$80.00 penalty fee will apply. However, if you are experiencing difficulties or your circumstances have changed then please speak to Miss Samar and arrangements can be made.

CCB AND CCR

Not all families are entitled to receive a percentage of their childcare fees; this depends on your family's income. For details on this and the 50% out of pocket expense rebate, please see Miss Samar. **Could all families please ensure that you have given Miss Samar their family CRN and your child's CRN number? If you have not done this then you will not be entitled to receive these benefits.**

HOURS OF OPERATION

Please remember that the centre is open between the hours of 8am-5pm. It is important that your child isn't dropped off before 8am or collected after 5pm for legal purposes. A late pick up fee may be incurred.

SIGNING YOUR CHILD IN AND OUT

All parents need to ensure they are signing their child in and out each day. The sign in and out sheet is a legal document and if this is not done, then your children CCMS OR CCTR can be affected.

EDUCATORS FOR 2016

Samar Khalaf -	Nominated Supervisor, Owner, Director and Diploma Trained Teacher (Monday to Friday) 9am-3pm
Li-En Lee -	Early Childhood teacher - Room Leader and Wombats focus teacher (Monday to Friday)
Jacque Bettridge -	Diploma teacher - Room Leader and Joeys / Possums focus teacher (Monday, Tuesday And Wednesday)
Carina Fallico -	Diploma teacher - Educational leader, Room Leader in Joey / Possums room and focus teacher (Monday to Friday)
Alaa Bahmad -	Diploma Teacher - Assistant Room Leader, Wombats Room -Child Care Worker (Monday to Friday)
Maria Moskofian-	Certificate 111 teacher - Assistant Child Care Worker (Monday and Friday)
Nicole Lewis-	Certificate 111 teacher - Additional Needs Teacher and Assistant Child Care Worker (Monday and Wednesday)
Meo Sakarin-	Certificate 111 teacher - Assistant Child Care Worker (Thursday and Friday)
Sophie Rae-	Child Care Trainee - Assistant Child Care Worker (Monday to Friday)
Joyce Wu-	Child Care Trainee - Assistant Child Care Worker (Monday to Friday)

GROUPING OF CHILDREN AND EARLY LEARNING YEAR FRAMEWORK

The children will be placed into three age appropriate groups with a designated educator. At the beginning of February you will be advised of your child's focus teacher. The three groups are as follows-

JOEY'S -	2-3 years Toddler Program
POSSUM'S -	3-4 years Pre-School Program
WOMBAT'S -	4-5 years School Readiness and Transition to School Program

The Daily Reflection Book will commence on the first day back, as well as the Daily Reflections Curriculum. The children's portfolios will not commence until mid February, by this time most of the children would have settled and become familiar with the daily routine.

Please familiarise yourselves with the information displayed on the noticeboards throughout the centre and on the Parents Display board as you enter the back playground. Copies of "Sydney Child" magazine and other brochures of interest are available for you to help yourselves to.

There are two daily reflection books kept near the sign in sheets, if you would like to take a look through these reflections for information on what your child did throughout the day. There are two books, one for the Joeys and Possums and the other for the Wombats.

Part of that curriculum is to develop a bond between the home and kindergarten. Therefore, we ask all families to contribute to the curriculum.

We ask all families to continue supporting the educators and the children through completing:

- **Weekend Forms** - A weekend form can be found on the Parent Information shelf and is completed by families on a week to week basis to let the educators know what your children and family has done on the weekend so we can link it to our program. This can also be emailed to the centre at putneyplay@optusnet.com.au
- **Parent Input Section in Daily Reflection Book** - Parents are encouraged to comment on the bottom of the day book to give educators feedback on the wonderful day the children have had including the various activities etc
- **Parents Reflection Book** - This is a new concept that has been implemented by the management and educators to ensure we are continually reflecting on our practices. This book can be found on the Parent Information shelf in the Wombats room and on the teacher's desk in the Joeys and Possums room. This is

an opportunity for families to comment in regarding the positive things they have seen within the centre or things that need to be improved on a day to day basis. For example if you see the educators involved in an exciting activity, let us know what you think so we can try this activity again.

Management and Educators have been reviewing the new policy manual and are familiarising themselves with all the new regulations that are included in the policies.

Please find attached a Family Input Learning Outcome sheet which needs to be completed and returned back to the centre by Friday 5th February 2016.

KINDERLOOP

As last year's parents know Putney Playgrounds has signed up to a safe and interactive communication site which is called Kinderloop. Parents are invited to join and are provided with up to date information on what children are doing throughout the day through photos and observations. Reminders are also posted to keep you all informed of events and the centre's program. Parents are encouraged to like and comment on the posts so we as educators know what you all think of our day at preschool.

Don't forget if you haven't given your email address please do so we can send you an invite to join. If you do not receive an email from kinderloop inviting you to join within the first few weeks of preschool please contact Miss Samar or Miss Carina.

If you have any questions regarding kinderloop please feel free to give Miss Carina or myself a call.

WOMBATS ROOM - SCHOOL READINESS AND TRANSITION PROGRAM

Effective from the beginning of the year all children who are going off to "Big School" in 2017 will be placed in our School Readiness Room (Wombats Room). There will not be a rest period because Miss Li-En and Miss Alaa, in consultation with Miss Samar, feels this time could be used more effectively to implement the EYLF and our School Readiness Program. We do respect that some children may need to rest or have a sleep during this time. If this is the case your child will be allowed to have a short rest/sleep upstairs in the Joeys/Possums Room. Also if you as their parents want them to rest/sleep please let Miss Li-En or Miss Alaa know.

WARNING

Never leave medication in your child's bag, please ensure that it is given to an educator who will place it in the kitchen and that you have written the appropriate information in the medication folder. We will only administer medication prescribed to the child by a doctor. The kitchen area is out of bounds and if you need to enter this area for any reason please see a teacher.

Could parents also please take their child's bag home each day even if your child is returning the next day?

FOOD (PLEASE REMEMBER WE ARE A NUT AND EGG FREE ZONE)

Please refer to the Food, Nutrition and Beverage Policy NQF NSW policy display on the parent information board or on page 20 in our centre's policy manual.

Provide your child with a healthy morning tea and lunch each day (for information on Healthy food idea's see Miss Samar or find brochure's in the Parent Information Section). Please ensure your child has a drink bottle and that all items are labelled.

Afternoon tea will be at 3:15pm, therefore if you will be collecting your child before this time there is no need to send afternoon tea.

Morning tea needs to be provided in a separate container to your child's lunch and afternoon tea. (All Labelled)

PARENTS & FRIENDS COMMITTEE

Over the next few weeks I am looking for any parents who are interested in being part of the Parents & Friends committee. This will involve at least one meeting every two months, organising fundraising with staff, attending events such as orientation and evaluating policies and procedures of the centre. If this sounds like something you would be interested in doing please give Miss Samar a call or email me at putneyplay@optusnet.com.au

ACCREDITATION & POLICY BOARD

If any parents have a spare five minutes in the morning or afternoon and are able to review or comment on the centre's policies, each month a new policy will be on display for your feedback. Information regarding National Quality Framework process is also available on the same board located at the main entrance to Joeys and Possums room.

PARENT ROSTER

At Putney Playgrounds, we welcome parent involvement. The centre has an Open Door Policy - which states that you are welcome to visit the centre at any time. We ask parents if interested to help contribute to the program, by way of ideas, skills, talents, and interests.

If you would like to come in and share your talents, please let me know or one of the educators know and we can arrange a time for you to come in. If you have any spare paper, empty containers for construction or anything which the children could use, please bring them into the centre.

SAFETY

Please remember to apply sunscreen to your child each morning before leaving the centre and that your child brings a brimmed hat at all times to kindy. This is extremely important and needs to be followed each day. The staff will once again reapply sunscreen on your child at least 20 minutes before going back outside in the afternoon. Children at Putney Playgrounds have limited outside play between 11am and 3pm each day.

Please ensure that when arriving or leaving the centre that you remember to shut the gates behind you and that you respect the neighbours driveways and do not park in or to close to their driveways.

We at Putney Playgrounds are committed to the High Quality Care of your children, we are available at anytime to discuss any concerns you may have.

I am available four days of the week Mon-Thurs 9am to 3pm. I am also available to answer any administrative questions when needed or concerns at any time and can be contacted on my mobile 0417 042 933.

We look forward to a great year ahead.

Kind Regards

Samar Khalaf - Director/Owner Putney Playgrounds Kindergarten