Welcome to all our new families who have joined us this year. Our educators this year will be Elizabeth Burton, Director, Melissa Todd, full time teacher and Shannen Watson is our part time teacher, working with Group 1. Lynn Watmore is full time ECW (Early Childhood Worker), Sophal Kong will be doing Preschool Support and also supporting the Khmer children and Lien Tran will be providing bilingual support.

You will have noticed that we are in the process of having a new bathroom built. There will be an extra toilet and sink for the children and a disabled access bathroom. We have had a hand washing sink installed in the kitchen and the entrance will permanently be on the side of the building. The front door will be closed in to make space for a new art sink. We have been told the work will take up to a month to complete. Thank you for your patience with the current toilet and building arrangements. We will also be looking at some developments to our outdoor environment this year. It will be wonderful when it is all complete!

The children have settled in well this week. We have been focusing on routines, listening and following directions, caring for belongings and tidying up. Please help us by making sure you teach your child to pack up after themselves and to care for their belongings. This can be done by ensuring you follow through on instructions that you give your child. Encouraging them to sit at the table and finish meals is also important and a good social event as you talk about the day and what has happened. At lunchtime the children have a placemat and sit at the tables, for snack times we usually sit on a mat outside, weather permitting.

The children will gradually begin to form friendships and become confident in their communication with educators and their peers. They are learning our names and the children's names. It does take time to develop friendships and for the children to develop social skills, and we will be working on this throughout the year. Please encourage your child to talk to us if they have a problem so that we can help them to sort it out.

All children are individuals and some cope better than others with separation from their families. Some families have more opportunities for their children to socialise with others before they begin preschool. Please feel free to discuss with staff how to help your child cope with separation from their family as they begin preschool. It is important, even if your child is upset, that you do say goodbye and not sneak out, as they need to develop trust and understand that you will be
returning. Never leave without telling your child as they do not know what is happening. Leave your child with an educator and go quickly when you have said goodbye as delaying your departure can often make leaving harder. Sometimes all they need from us is a quick hug and help to find an activity and then they are fine. Picking your child up early is also a good tip as we do recommend building up the time that you are apart. If you are concerned please ring throughout the day to see how they are going. Communication with us is important as we are here to help with the transition to preschool.

Our timetable consists of a combination of inside and outside play, large groups, small groups and relaxation times.

On very hot days we will be keeping the children inside or only allow them in shaded areas especially during the hottest part of the day. We will also have lots of water activities to endeavour to keep the children cool. Please send along spare clothes as children may get really wet.

We do still have some vacancies and we will have an increased capacity once our toilet facilities are completed.

**Session Times**

- **Group 1** Monday and Wednesday 8.45-3.30
  and Friday mornings, odd weeks 8.45-11.45
- **Group 2** Tuesday and Thursday 8.45-3.30
  and Friday mornings, even weeks 8.45-11.45

As educators need to set up before and after sessions please make sure you **stay outside with your child until the session begins**, and collect children promptly at the end of session. Please discuss any issues with us. Please also inform us if your child is going to be absent, either in person or with a phone call in the morning. Do you have time to read a book, play a game or do an activity with your child before you leave?

**AGM**

Our Annual General Meeting will be held on Friday 10th March. We will be supplying a Subway lunch at 12.00pm, meeting starts 12.30pm. Everyone is welcome to attend as we would love some new committee members. Our committee is responsible for decision making in relation to finance, fundraising and curriculum and parents’ input is vital. We **need members** for our new committee and we **cannot** run the preschool without a committee. **Meetings will be held twice a term on Fridays at 12.00pm and are very informal.** We will need a treasurer this year. If you have experience with handling money, banking and writing receipts and have some time to help us we would appreciate it. Please see Elizabeth if you require more information on the committee.

**Sun Safety**

We are a Sunsafe Centre and we do have a policy that suitable hats are **to be worn when outside. This includes adults**. Children will be required to play inside if they do not bring their hat. We have hats for sale for $6.00. See an educator if you would like to purchase one. Sunscreen will be applied at lunchtime. Please ensure your child has sunscreen applied before coming to kindy. Children do need to have their shoulders covered. Tank tops and shoestring straps are not appropriate.

**Footwear**

Thongs are not recommended for kindy as they do not provide support for the foot. We do encourage children to put their own shoes on so can you please **practice at home**.
NO NUTS
Remember we are a NUT FREE Centre. Please don’t send anything containing nuts – including Nutella or Peanut butter sandwiches for lunch.

Birthdays
Please do not send birthday cakes. We will celebrate your child’s birthday with a play dough cake.

Snack and Lunch Time, Fruit Sharing and ice packs
Please remember to send along ONLY fruit or vegetables for snack time. If you have a concern about this please see an educator. Please read our healthy food policy for lunch ideas.

Friday is our fruit sharing day. Please place whole fruit in the big square bowls on the outside table when you arrive so that we can cut it up to share later. Do you have spare time to help cut up the fruit? We do need parent helpers for both groups so educators can spend time with the children. Please let us know if you can help.
Please ensure your child’s lunch is kept cool with an ice brick. We do have some for sale.

Water
Remember to send along only water for your child to drink while at kindy. Do not send cordial, milk drinks or juice.

Fees
Fees are now due. Please place your child’s fees in a fee envelope (next to the fees box) or through BSB. Centrelink payment forms are also available. Please see Lynn. Write your child’s name and payment details on the envelope and place it in the fees box in the middle room. Invoices will be placed in pockets next week. Please ensure you have the correct money as we do not always have change.
Fees are $90 per term.

Literacy Kits
Literacy kit borrowing will be on Tuesdays and Wednesdays. We encourage everyone to borrow a book. Books can be returned on any day and placed in the return box. Staff will be available to help with borrowing.
Please take care of the literacy kits and ensure they are only used with adult supervision. Please ensure that you read to your child every day.

Washing Roster
Can you wash a few towels, tea towels and smocks on the weekend? Please fill in the washing roster on the outside table and remind us if we forget to give you the washing bag.
Salisbury Downs Primary School
On Friday mornings, we will be taking the children to the Salisbury Downs Primary School to visit the school, play on the playground and go to the library. Going down to the school does help your child with transition next year to school. Even if they don’t go to Salisbury Downs they will be learning about the culture of school. We may also attend other events at the school during the year. If you have some spare time it would be good to have parent helpers to walk with us.

Sweeping and Raking Leaves
Leaves are a big problem for us. They often need to be swept daily. If you ever have time to help with sweeping and raking or to help with our veggie garden it would be much appreciated.

Odd Jobs
If you ever have any spare time to help with odd jobs at preschool eg helping to prepare collage materials, your help will be much appreciated.

Paintings and Art work
Please remember to take home your child’s art work and collage. Some of it will be hung up and then placed in their portfolios. Please regularly check the art box and the shelf by the collage table.

Have your child’s details changed?
If your child’s details eg medical records, address, phone number, or emergency contact person and/or number have changed since enrolment, please advise a staff member so that records can be updated.

Toileting
Does your child know how to press the button to flush the toilet and then wash their hands?

Sleep
What time should your child be going to bed? Four year olds need around 11 hours sleep a night and so they should be in bed by 8pm.

Naming Belongings
Please ensure that all your child’s belongings are named, including bags, hats, lunch boxes and drink bottles. We have a lost property box under the sign in table which fills up quickly! Please check it if you are missing something.

Please do not hesitate to talk to staff if you have any issues or concerns.

Thank you,

Elizabeth, Melissa, Shannen, Lynn, Sophal and Lien.