



Success
Pre-Kindy



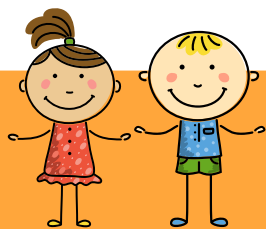
Enrolment Information

Parents Handbook

P 0409 295 363

E successprekindy@gmail.com

W www.successpre-kindy.wa.edu.au



The Success Pre-Kindy offers an educational based program in a warm and caring environment.

The Pre-Kindy provides a modified routine which helps to prepare children for the transition into formal schooling.

We provide class groups of up to 26 students per session. Sessions operate on Thursdays and Fridays, between 8:30am and 3.30pm throughout the year.



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Our curriculum is planned and implemented in accordance with the Early Years Learning Framework (EYLF). A learning through play philosophy is incorporated to provide children with the opportunity to explore their world in unique ways, while extending their knowledge through individual and supportive means.

Our Pre-Kindy is governed by the Education and Care Regulatory Unit (ECRU) of Western Australia. We align our services with the Education and Care National Law, the Education and Care National Regulations, and the Family Assistance Law. Additionally, we are registered with the National Quality Framework (NQF).

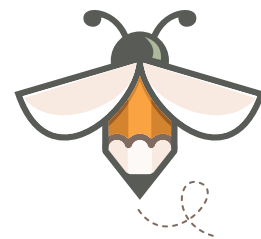
To learn more about the NQF and its impact on you and your child, please visit the **Australian Children's Education and Care Quality Authority website - www.acecqa.gov.au/families**

Our latest assessment and rating can also be viewed on the Australian Children's Education and Care Quality Authority website.

Success Pre-Kindy implement the Federal Governments guidelines on Cross Cultural, Non- Gender bias, along with the disability Discrimination Act.



Our Philosophy



CHILDREN HAVE A STRONG SENSE OF IDENTITY

At Success Pre-Kindy we strive to create an environment where families feel welcome, safe, and supported. We envision the centre as a home away from home where the children can experience a sense of belonging and ownership. Through a holistic approach to learning we embrace, nurture, and support every aspect of a child's being. We believe that children learn what they live and as Educators we strive to always model kindness, fairness and respect through our own actions and words.

We aim to help each child find their strengths, through ongoing assessment, planning and reflection. We strive to empower children by encouraging them to become their authentic selves.



"Free the child's potential, and you will transform him into the world".

- Maria Montessori (Nd)

CHILDREN ARE CONNECTED TO AND CONTRIBUTE TO THEIR WORLD

We celebrate diversity within our community by encouraging each family to share their culture and traditions. It is through the collaboration with families that we aim to work together to embrace a multicultural approach to our learning environment. We believe in the importance of each child showing pride in their inheritance. We work with various groups within the community to gain valuable experiences to show children the importance of, and to model acceptance of different cultures and social issues. Children are encouraged to care for their centre and the environment.

Sustainable and environmentally friendly practices are modelled where possible to maintain a respect for our environment.

CHILDREN HAVE A STRONG

SENSE OF WELLBEING

Our learning environment is designed to meet individual needs and we endeavour to see that every child's needs are met while at our centre. The emotional well-being of each child is supported and strengthened through discussion and learning activities. Areas of reflection or quiet time is available for those children who need it. We provide opportunities for the children to share ideas within the group and show pride in their achievements. Children are encouraged to share their experiences and views without prejudice.

CHILDREN ARE CONFIDENT

AND INVOLVED LEARNERS

We support children's learning through group and individual experiences where they explore open ended learning areas. Our centre is an environment where children can become directors of their own learning and are given the opportunity to explore the world through their own eyes. We aim to provide a learning environment that supports children's natural curiosity through exploration, decision making, hypothesising and collaboration. This is achieved by using natural and man-made materials. Children are encouraged to expand their thinking by transferring and adapting what they have learnt from one concept to another.

CHILDREN ARE EFFECTIVE COMMUNICATORS

It is our goal to help children express themselves confidently within group and individual play. We facilitate mat sessions that are important in gaining social and emotional skills as well as communication skills. We strive to develop positive communication through a diverse range of resources within our learning areas.

Our program

Success Pre-Kindy encourages children to learn for themselves using touch, sight, sound, taste, and smell, when experiencing the world around them.

Our learning through play philosophy provides experiences which enable children to strengthen key developmental areas such as gross and fine motor, language, maths, science, and cognition.

The activities will be varied and interesting corresponding to each child's developmental level. The children are given the opportunity to make choices through periods of combined inside and outside learning experiences.



Why is our Pre-Kindy unique?



We employ extra staff to cater for children's needs.



We involve animals within our learning environment such as our two Guinea Pigs, Piggy and Penelope!



We provide a sports and yoga classes to help develop children's co-ordination and physical development.



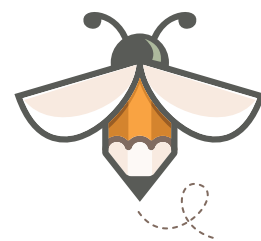
Our graduation ceremony at the end of the year is an opportunity for families to come together and celebrate the achievements and growth of each child.



Our fees are inclusive of all incursions and special events. More about these are provided within this enrolment booklet.



What our program involves



OPEN-ENDED LEARNING AREAS

These are areas of 'free exploration'. Various activities are set up to support the children's varying levels of development. These will incorporate cognitive, fine, and gross motor co-ordination along with language and cognitive support.

FOR THE LOVE OF ART

There will be learning centres where the children can decide what to make or do! Our collage table is an array of recycled material just waiting to be transformed. The painting area is available during morning sessions for the children to create works of art. Our 'Creation station' is a popular area where children can draw, write, and glue to their hearts content! In our program there is no 'right way' for a child to produce a piece of work and they will be encouraged to decide for themselves what the finished piece will look like.

DRAMATIC PLAY

Role-play is a major focus as this is where language, social and creative learning through play is best developed. Drama will be included outside as well as indoors with the use of props and resources to awaken children's imagination.

INCURSIONS

We invite members of the community to visit our Pre-kindy, to link with our program. These visits include animals from Miss Vanessa's home, the Success Primary School Dental therapist, South Coogee volunteer bush fire brigade and others community groups to support the children's learning. If you have any suggestions, skills or can volunteer your time, please let me know.

THEMES FOR LEARNING

Language and learning are also introduced through the implementation of learning topics and themes. Where possible a topic area is created for children to experience hands-on learning. This may be in the way of an 'incursion' where topic can be explored in a real-world sense.

LANGUAGE SUPPORT

To support the individual learning needs of each child, a visual timetable is used during the pre-kindy sessions. This approach helps children with speech delay, additional learning needs along with; our children with English as second language (ESL). Language is supported through interaction with educators and peers. We provide a language rich environment through group and individual mat sessions, news telling, group sharing, storytelling, visual posters, and social interaction. Our language sessions incorporate different methods of learning through visual and verbal prompts. This ensures that all styles of learning are catered for. The use of basic sign language is taught to demonstrate different ways of using our body to communicate.

REST AND RELAXATION

Part of our program involves time for relaxation and quiet time. The children are encouraged to rest their bodies after lunch for a 30minute session. This involves the children laying on rugs with their own pillow brought from home. The room is arranged to so that distractions are minimal and soft music or talking stories are played during this time. Should children fall asleep, we will gently wake them after 30 minutes. If they are unable to be woken, we will leave them until parent arrives. **Please note, we do not force children to sleep and believe that if children do sleep, that is what their body needs. A quiet area with cushions, books and hand puppets is always made available to children during the session to support sensory overload and emotional wellbeing.**

MUSIC AND MOVEMENT

We provide music throughout each session for the children to listen and dance to. Musical instruments are set up outside for children to explore sounds and rhythms. Body movement, singing and yoga are incorporated into the daily sessions to help strengthen body balance and coordination, along with language and sounds through singing and rhyming.

SPORT PROGRAM



Our pre-kindy prides itself on incorporating community groups to provide various opportunities for children to extend on their developmental skills.

Our sports program is facilitated by Coach Paul Riley from 'Kids Sport For Life'. Paul has been a part of the program since 2016 and does an amazing job with the children to promote gross motor and coordination skills along with social and emotional wellbeing. Research has shown that physical activity during the early childhood years supports the cognitive development of children.

FAMILY PARTICIPATION

We encourage and invite families to be involved in our centre in a variety of ways:

- Bringing ideas from home for our learning centres.
- Parents are encouraged to participate in incursions and join in activities when dropping off their child.
- If you can cook, play a musical instrument, dance or if there is any other interest, hobby, or talent you would like to share please let us know.
- We would love if you would like to share with us a part of your culture.
- We have a parent participation roster which is available during terms two and three.

ANIMAL INTERACTION

- Interaction with animals is encouraged but not forced. If your child has an allergy to animals, we will ensure that they do not come into contact with them.
- Hand wash or sanitiser is always used after contact with our animals.

As part of our emotional development, we have a guinea pigs "Piggy & Penelope", as our class pets.

At the beginning of the year, the children are introduced to their class pet. During term one, the children can interact and become familiar with them. The animals are kept in a cage for the children to observe and the cage is moved closer to the mat for circle time interaction, where the children will be able to feed them during session. We also have other pets come in from Miss Vanessa's home which include a Shih Tzu dog, called "Ted".



PRE-KINDY CLASS PHOTOS

During term four our formal class photos are taken thanks to 'Little Images' photography. This is a wonderful way of preserving your child's pre-kindy memories.

STAFFING ARRANGEMENTS

Success Pre-Kindy ensures that our staffing arrangements conform with the regulations of the NQF and the Education Regulation and Licensing Unit of WA. Our educator to child ratio is maintained at 1:5 (2.5-3 years) and 1:10 (3-4 years). Educators are employed to meet any needs of children enrolled. We have an Early Childhood Teacher and two Early Childhood Educators at the centre during session times.



SPECIAL EVENTS

The Pre-Kindy facilitates special events throughout the year which celebrates family, culture, and self. These events may include:

- Multicultural shared lunch
- Easter picnic
- Mother's Day pamper afternoon
- Grandparents Day afternoon tea
- Father's Day pamper afternoon
- Pyjama Day (*Pyjama Foundation gold coin donation*)
- Christmas party
- Graduation party



Other events may be included depending on the years scheduling. Any members of our families or special adults are welcome to attend these events via invitation.

ADDITIONAL NEEDS OF CHILDREN

Our inclusive learning environment is designed to support children with various additional needs. However, in the case of high needs, where a child needs specialist support which requires the focus of an individual educator, families will need to supply their own support person while their child is at pre-kindy. This policy has changed due to the pre-kindy not being eligible to receive any government support for children with additional needs and in the past, the pre-kindy has been covering the costs of additional resources. Unfortunately, due to these costs, the pre-kindy can no longer afford to provide these resources, such as extra educators for one child. Our Educators are experienced in supporting additional needs and where possible one-to-one learning is given to support individual needs of any child. However, due to the

OBSERVATIONS AND ASSESSMENTS

Ongoing observation and assessments are performed during the school year to help with planning of activities and to record your child's progress. All Educators are part of this process, and it is the responsibility of the Early childhood Educator to discuss any developmental concerns privately with families. Families are welcome to ask about how their child is progressing throughout the year. Activities taken home will have developmental outcomes attached to make families aware of how their child is developing. A 'progress report' is handed out at the end of the year to assist with transition into big school the following year.

RECYCLABLE RESOURCES

We always appreciate any paper, containers (washed), paper towel rolls, egg cartons, juice/milk bottle tops for collage, old Christmas or Birthday cards, or any other items you feel the children would have fun with their art. Where possible we use environmentally friendly products and encourage children to recycle paper products etc.



Health and wellbeing

Our program ensures that the health and wellbeing of each child is catered for, through ongoing communication between families and educators.

SETTLING PROCESS

Our settling process involves a collaborate effort between home and pre-kindy. It is normal for children to display separation anxiety at some stage of their early development.

- To help with the process of settling children, we advise families to bring their child along to our **Orientation Day** in January of the year they start to meet the educators, other friends in their class and become familiar with the learning environment.
- **Private orientations** can be booked during one of our sessions on a Thursday or Friday. The times available for these are 9:30am or 10am. Please contact Vanessa to arrange a time to visit.
- We also start the year with the first week being a **half session** with smaller groups to help children become settled.

Should your child become unsettled when you are leaving, an educator will comfort. Once they are settled, we will send a photo of your child engaging happily with their friends. If a child continues to be unsettled, the supervisor will contact you to arrange an early pick up. With new enrolments, a half session may be advised for the first class to observe how a child is settling. If a child settles well, then they can start a full class the following week. The settling process is flexible to each child's needs and ongoing support and communication with parents during this time is vital.

BIRTHDAYS

If you would like us to celebrate your child's birthday, you are welcome to bring in something special for them to share with their friends. Alternatively, please let us know when it is your child birthday, so we can sing 'Happy Birthday' to them. Please check with staff regarding food allergies.

MEALTIMES

Success Pre-Kindy practices good hygiene when handling food and follows the guidelines and procedures set out in the Western Australian Department of Health.

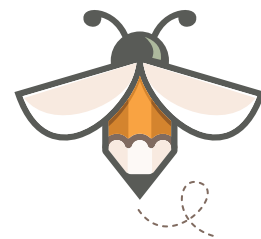
During our sessions, children engage in mealtimes such as morning tea and lunch time.

- **Morning tea** - Families are asked to provide a piece of fruit which will be cut up and shared during morning tea. Children are given the choice of plain rice crackers or plain Jatz crackers after fruit, which is supplied by us. Each child has their own bowl, and they are given a choice as to which fruit they would like to eat. Fruit is always served with gloves and tongs.
- **Lunch** - Children bring their own lunch with lunch boxes being stored in the kitchen. We also have access to a microwave if families prefer meals heated. Any leftover food is kept in the lunchbox to be taken home.
- Each child has access to their water bottles at each mealtime and at any time during the session. We encourage children to stay hydrated in accordance with our health policy.

TOILETING

At Success Pre-Kindy, we understand that the process of toileting can be a long and sometimes frustrating time for families. We aim to support families through ongoing communication of their child's toileting needs and endeavouring to support those needs within reason. We do prefer that children are already toilet trained and are comfortable to use the toilet. Educators will support children if needed when using the toilet. If a child has more than two accidents while at pre-kindy, they will be placed in a pull-up until they go home. Parents are asked to provide a change of clothes in their child's bag in case accidents happen. Constant reminders and encouragement to use the toilet is given throughout the sessions.





ALLERGIES

If your child has an allergy, we will need to be notified on enrolment. Once we are made aware of any allergies, we then take steps to ensure that those allergens do not come into contact with diagnosed children while at the centre. Parents will be made aware with an anaphylaxis sign placed on our notice board. Any Medical Action Plans are to be provided where medicines are to be kept at the centre for possible anaphylaxis. Each child with an allergy is given their own medicine pouch and all medicines are kept secure in a locked cupboard outside of session times. A 'Risk Management plan' is also completed after consultation with parent/carer as to what steps need to be taken to avoid any contact with known allergens. **Please note: Success Pre-Kindy is an 'Allergy aware' environment.**

MEDICATIONS

All medications must be handed to a member of staff and parent must fill out a 'Medical Authority Form' for medicines to be administered.

- The child's name must be printed on the label of the medication. Authority cannot be given for medications or treatments (such as eye drops, ointments etc) which have been prescribed for an adult or another child.
- We realise that some medications may be purchased over the counter and therefore do not carry Pharmacist's instructions. These will be given according to carer's instructions, however if there is any doubt the Supervisor in charge reserves the right to withhold the administering of medications.

ILLNESS AND INJURY

Parents are asked to keep infectious children at home. We cannot admit any child who is suffering from a communicable disease or condition which might affect the health of other children or staff members. Parents will be notified about the occurrence of any infectious disease (apart from diseases dealt with by the Commonwealth Privacy Act and the State Health Act) in either the staff or children.

Parents will be contacted if children are unwell and will be asked to collect their child. In the case of a child becoming ill or seriously injured at the Pre-Kindy, every effort will be made to contact the parent or emergency contact person. The supervisor in charge has the prerogative to call an ambulance in the case of an emergency and the cost will be borne by the parents.

For minor accidents, the parent or person authorised to collect the child will be notified when the child is picked up and asked to sign our 'Accident Report' form.

EMERGENCY EVACUATION DRILLS

Emergency evacuation procedures are displayed on the notice board and at each exit. If you are in the building at the time of a fire drill, or any emergency, you must evacuate the building with staff and children. Emergency drills are performed throughout each term to allow children and educators to become familiar with the procedure should a real emergency occur. This also is a requirement of our National Quality Standards (NQS). **As part of our regulations & licensing requirements, we perform the following drills each term:**

- Lock-down drill
- Fire drill
- Storm drill

HYGIENE

The staff encourage the children to follow simple rules of hygiene by promoting regular hand washing, care when eating and drinking and other basic rules of cleanliness. Success Pre-Kindy is cleaned and disinfected before and during sessions.

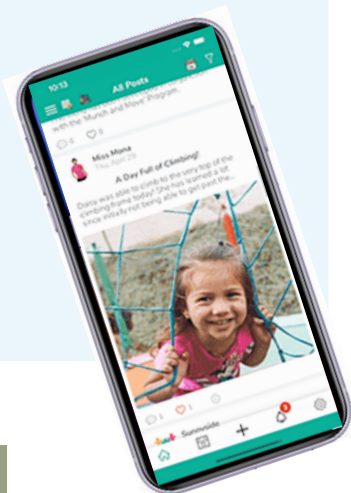
BEHAVIOUR

We aim to foster sociably acceptable behaviour by using a positive approach. Children are made aware of the basic rules that ensure the happiness and well-being of all the children at pre-kindy. If unacceptable behaviour occurs, children are encouraged to have a little supervised 'calm down time' for reflection and are soon reintroduced to activities. Corporal punishment is NEVER used.

Communication

'OWNA' APP

To provide the best connection between home and pre-kindy, we use of a professional sharing platform from OWNA. Information regarding the centre and aspects of each child's learning can be shared between home and pre-kindy. Families can download the app to sign their child in and out at sessions along with being able to view what is happening at the centre each week. Most correspondence will be able to be done via the OWNA app. An invitation to the app is provided at the start of your child's enrolment/attendance.



PRE-KINDY TO HOME

We have a Notice Board in the room on which we will often relate information, i.e., what we are talking about with the children, events coming up, and general information. A term newsletter and topic planner will be emailed out to enrolled families before the start of each term. All correspondence outside of school times, will be via email, text or OWNA.

Any photos used on the app will be done after permission is sorted from families. A Photograph Consent Form will be provided to families to seek authorisation for the use of children photograph in the business advertising/publicity throughout our business website, brochures, media articles and social media.

HOME TO PRE-KINDY

On enrolment, families will be given a 'Home to Pre-Kindy' booklet, which enables extra information to be provided about their child to help us get to know your child and articulate the planning of our program. On-going information regarding your child can be shared confidentially with an educator and recorded on their file if needed.

CEASE OF ENROLMENT / NOTICE OF WITHDRAWAL

Enrolments will automatically cease if a child does not attend a session in 14 consecutive weeks. If a child attends a session after 14 weeks or more, submission of a new enrolment will be required.

If parents wish to terminate their child's enrolment, **a two-week notice period must be given** to the service. Additionally, the child must attend their final booked session to ensure eligibility for claiming CCS. This allows us to notify the next family on our waiting list promptly, enabling them to start as soon as a position becomes available.

ATTENDANCE

Your child **MUST BE SIGNED IN AND OUT EVERY DAY WITH TIME RECORDED** on the centre's iPad placed on the outside table (front door). It is a government requirement that attendance and absences are recorded for each session.

PUBLIC HOLIDAYS

The Centre will be closed for Public Holidays. Fees will still be charged for sessions that coincide with a public holiday.

END OF YEAR SERVICE CLOSURE

Success Pre-Kindy operates year-round for 48 weeks, closing only for the Christmas and New Year break. We will reopen in mid-January. The centre will re-open at the start of Term 1, as per Education Department on WA.

POLICIES AND PROCEDURES

The Pre-Kindy has a set of policies and procedures that we adhere to, to ensure that we are compliant with the expectation of the regulatory and licensing board. These are also developed to ensure that the safety and well-being of each child, educator and visitor is taken into consideration within the centre. This file will be available for families to view at each session. Policies and procedures are reviewed annually and updated as required. Our 'Parent Feedback' book is available for parents to write any feedback, ideas, or suggestions that might be beneficial for the planning of the Pre-Kindy program. Parent feedback can be also given through the OWNA app.



"Play gives children a chance to practice what they are learning" - Fred Rogers



"Developing a child's motor skills are extremely important, because motor development is actually the mediator of cognitive, social and emotional development" - Cosyplay.co.uk



Enrolment Process

To place your child on the enrolment list, an enrolment form needs to be completed and sent back as soon as possible to avoid disappointment. Enrolments will be accepted 2 years in advance of your child's starting year.

Please ensure Medicare number is included on the enrolment form.

PRE-KINDY OPEN DAY / ORIENTATION DAY

Success Pre-Kindy hosts an annual Open Day for families interested in learning about our program and exploring our learning environment. This event lasts for 2 hours and welcomes new families who are considering our services and seeking information prior to enrolment.

Orientation Day is also held once a year, typically in mid-January, for families with enrolled children. This 2-hour session allows families to collect the Welcome Pack, which contains important information needed before classes commence. It is also an opportunity to meet our educators, as well as other families and children in the same year group.

Information about both Open Day and Orientation Day is advertised on our website, social media platforms, and via email.

PRE-KINDY PRIVATE ORIENTATION

We offer private orientations for families who cannot attend the Open or Orientation Day. This provides an opportunity to visit our facility and meet our educators before enrolling. Private orientations are available on Thursdays and Fridays at 9:30 or 10:00 am throughout the year. Please schedule an appointment by contacting the director, Vanessa, via email or phone.

ENROLMENT

Families will receive Parent Handbook, the service fee schedule and an electronic enrolment link. Submission of enrolment is necessary to secure a place for your child on the class list. Birth Certificate and Medicare Immunisation history statement must be attached to the enrolment form. It is a legal requirement that every child is up to date with their immunisations to be eligible for CCS.

For families seeking the Child Care Subsidy (CCS), applications should be submitted through your MyGov account. Parent's CRN number will be required to complete CCS application. Enrolment can be submitted while awaiting on CCS confirmation.

Enrolments are accepted 2 years in advance of your child's starting year.

CONFIRMATION OF ENROLMENT

Once the enrolment is received, an enrolment confirmation email will be sent to the parent/guardian to confirm enrolment details, booking dates and parents will be required to sign an Enrolment Agreement with the service. Once this agreement is signed, the service will start the admission process which will include the following steps:

- The service will lodge an Enrolment Notice through Owna on the Child Care Subsidy System.
- The service will provide families with a booklist and a Welcome pack containing important information in preparation for commencement of classes.
- The family account and Enrolment ID for the child will be created on Owna. An individual PIN for each person listed on enrolment as authorised person to deliver and collect the child will be sent by email.

- Families entitled to received CCS must sign and lodge a Complying Written Arrangement (CWA) through Owna. This step is crucial for ensuring you receive your CCS entitlements.
- Confirmation of enrolment details will be generated through the parent's MyGov account. Parents **MUST CONFIRM THE CHILD'S ENROLMENT** through their MyGov account prior to the start day at the service.

ADMISSION FEE

A \$60.00 non- refundable administration fee is payable on acceptance of a position and holds the enrolment for your child.

BOOKING/SESSION FEES

To secure a spot in the class, a Holding Fee equivalent to 2 weeks of the Gap fee for booked sessions must be paid in advance. This fee should be paid via electronic transfer to the business bank account, which will be provided after confirmation of enrolment. If you are unable to pay the Holding Fee in advance, please contact the director to discuss alternative payment options. The Holding Fee will be refunded if all accounts are settled in full when the child leaves the service. Please notify us via email of your nominated bank account for the refund.

PAYMENT OF FEES

Fees are to be paid fortnightly and payment must be processed in advance for every session that a child is enrolled. This includes sick days and family holidays. Fees are not to be charged by the service if it is closed for operations.

If your booking falls on a public holiday, families are still required to pay normal fees. The Child Care Subsidy will be paid for sessions that fall on public holidays.

At anytime you are concerned about your child or any matter relating to the centre please feel free to make an appointment or contact the director.

0409 295 363

successprekindy@gmail.com

successpre-kindy.wa.edu.au

**Success Regional Sporting Complex
359 Hammond Rd, Success**

For grievances which can't be reconciled through the above process, these are able to be referred to the Education and Care Regulatory Unit.

1st Floor, 111
Wellington Street, East Perth WA6004
P (08) 6210 3333 or F (08) 6210 3300



A statement of usage, (receipt) will be issued to families at the end of each period.

If you would prefer, payment in advance for longer periods is acceptable.

METHOD OF PAYMENT

Payment can be done online or by electronic transfer to the nominated account detailed on the invoice. If you would like to set up the payment of your fees by Direct debit, please sign Direct Debit Request form through the Owna App.

UNIFORM

A Pre-Kindy uniform is available to purchase at Orientation Day and during the Term, however it is not compulsory. Uniform items are: T-shirt (\$25), jumper (\$37), and hat (\$18). Cash preferable.

AUTHORISED PERSONS TO COLLECT YOUR CHILD

On our Enrolment Form you have been asked to list authorised person/s to deliver and/or collect your child to/from the pre-kindy. If there is a change to this the Principal/Supervisor must be notified immediately in writing (email or text). An emergency contact must be provided, who is not family, unless no other option is available.

ATTENDANCE

It is legal requirement for children TO BE ELECTRONICALLY SIGNED IN AND OUT EVERY DAY OF ATTENDANCE using the parent or guardian's individual pin. IPAD for this purpose will be placed at the service's signing table (front door). Timesheets are also to be ELECTRONICALLY SIGNED by the parent or guardian

to verify attendance at the end of each week.

In the unexpected situation or due to unforeseen circumstances internet connection is unavailable, Attendance Records printed sheets will be provided for families at the service signing table.

ABSENCES

If a child is absent and does not attend on the starting date confirmed on the enrolment, Child Care Subsidy will not be paid until the child attends the first session.

If families have given Notice of withdrawal, but the child does not attend the last booked session, Child Care Subsidy will not be paid for any day after the child's last physical attendance at the service.

Families are entitled to 42 absence days per registered child each financial year. Child care Subsidy is paid for these days, provided the child is booked and fees have been charged.

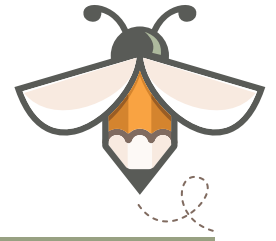
Once the initial 42 days are used, additional absences can be claimed. Supporting documentation may be required for the approval of these additional absences.

ILLNESS OR HOLIDAYS

In the event of your child not attending the Pre-Kindy due to family holidays or illness you must still pay daily fee to secure your child's place.

Please call, text, email or app to let us know when your child will be absent due to illness.

Note: We will not allow any child to leave the pre-kindy unless prior authorisation has been obtained from the parent or guardian. Any change must be made in writing, over the phone or noted on the sign-in sheet.



Success Pre Kindy is responsible for ensuring compliance with all obligations under the Family Assistance Law. The main payment that assists families with childcare costs is the Child Care Subsidy. Except for certain exceptions, this subsidy is paid directly to providers, resulting in a fee reduction for families using the service. Families then pay a co-contribution, known as the gap fee, directly to Success Pre Kindy. This amount is the difference between the fee charged by the service and the subsidy received.

Additionally, the Additional Child Care Subsidy, part of the Child Care Safety Net, aims to provide the most vulnerable and disadvantaged children, including those from regional and remote communities, with access to quality early childhood education and care.

UNDERSTANDING CHILD CARE SUBSIDY (CCS)

The Child Care Subsidy (CCS) is the primary method through which the Government assists families with childcare fees, focusing on providing greater support to low- and middle-income families. The CCS comprises three main aspects:

- **Eligibility:** Determining an individual's eligibility for the subsidy.
- **Coverage:** Identifying the types of childcare and sessions of care covered by the subsidy.
- **Entitlement:** Calculating the amount of subsidy payments.

UNDERSTANDING ADDITIONAL CHILD CARE SUBSIDY (ACCS)

The Additional Child Care Subsidy (ACCS) offers extra fee assistance to support vulnerable or disadvantaged families and children, recognising the vital role of quality child care in a child's health, wellbeing, and development, as well as the importance of continuity of care. ACCS is a top-up payment to the CCS and typically covers all childcare fees, except for the ACCS (transition to work).

The ACCS includes four elements:

1. **Child Wellbeing:** ACCS granted to families needing practical help to support their children's safety and wellbeing.
2. **Grandparent:** ACCS granted to grandparents who are the primary carers of their grandchildren.
3. **Temporary Financial Hardship:** ACCS granted to families experiencing temporary financial hardship.
4. **Transition to Work:** ACCS granted to families transitioning from income support to work.

Providers play a crucial role in identifying children who require extra support through ACCS for Child Wellbeing. While providers are not involved in applications for other types of ACCS, they can encourage eligible families to contact Centrelink for additional assistance.

For more information, visit: <https://www.education.gov.au/early-childhood/resources/guide-additional-child-care-subsidy-child-wellbeing>

Your child's day

SESSION OUTLINE

This may vary according to the children's needs, interests, or the weather.

8:30am	Door opens/ your child finds name and chooses a box for belongings. Unpack bag and spend some time doing activities with your child.
8:45am	Bell to signal goodbyes and sitting on mat: Welcome and roll call.
9:15am	Free flow learning, inside and outside.
10:15am	Tidy up and language mat.
10:30am	Wash hands for fruit time/ eating our fruit.
10:50am	Free flow learning, inside and outside Programmed art activity.
12:15pm	Tidy up and language mat.
12:30pm	Wash hands for lunch/eating our Lunch.
1:00pm	Quiet/ relaxation time
1:30pm	Quiet play (inside or outside)
2:00pm	Tidy up and language mat.
2:15pm	Songs, rhymes, body movement, group interactions and games.
2:30pm	Afternoon tea (crackers)
3:00pm	Pack up belonging and tidy up backpacks.
3:10pm	Animal Interaction.
3:20pm	Hand out art activities and goodbyes.
3:30pm	Doors open for end of session.

WHAT TO BRING TO EACH SESSION?

- A bag with name clearly marked and a change of clothes included.
- A piece of fruit for morning (to be placed in the cane basket on drink table).
- Named water bottle to be placed on the drink table.
- Please name all footwear, clothing, and lunch boxes.
- Parents must supply named hats for outside play.
- Each child will have their own sunscreen to be applied before session by parents.

ON ARRIVAL

On arrival the parent or person responsible for your child is required to sign and record arrival time through the Owna app.

ON DEPARTURE

On departure the parent or person responsible is again required to sign and record your departure time. This procedure is a legal requirement for security and licencing and regulation purposes.

It is very natural for parents to feel a little anxious on your child's first day. You would be able to help your child the most by not transferring this anxiety to them.

You are always very welcome to phone any time and check that your child has settled in and is happy. Please refer to our settling process for more information.

Please contact us if you are running late for pick-up. We can then let your child know why you are late and avoid any distress.



Success Pre-Kindy is a privately owned Early Learning Educational program which specialises in 3 & 4-year-old Pre-Kindy. Our Pre-Kindy is licensed by the Education and Care Regulatory Unit and adheres to the ACECQA regulatory guidelines.

The Pre-Kindy employs an Early Childhood Teacher and two qualified Educators.

Thank you for inquiring with us at Success Pre-Kindy.

Any further queries regarding the information in this booklet, please feel free to contact the principal Vanessa de la Mata.

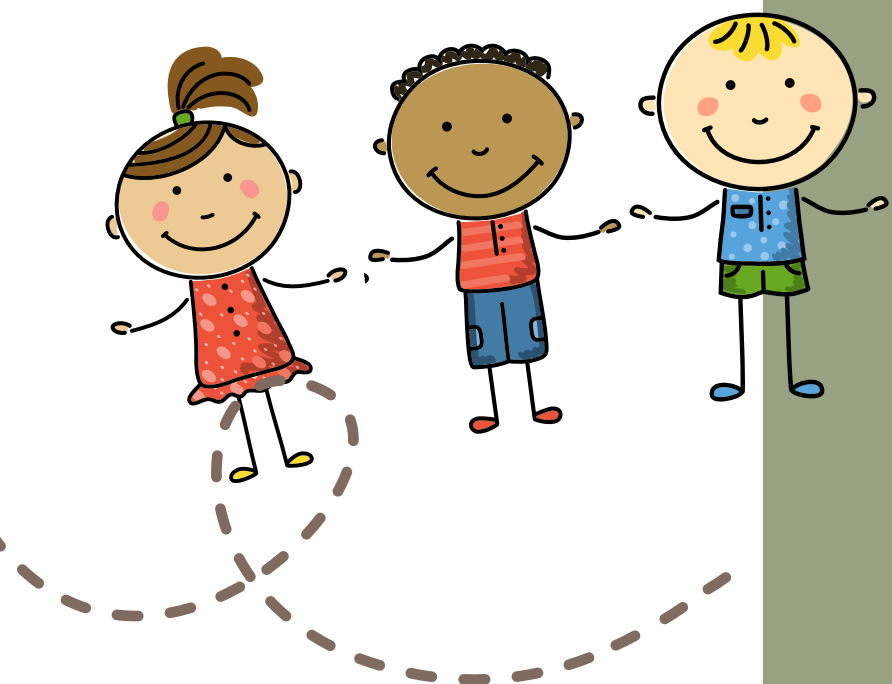
P 0409 295 363

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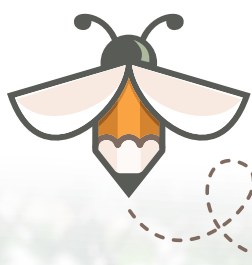
W successpre-kindy.wa.edu.au

**A Success Regional Sporting Complex
359 Hammond Rd, Success**

We look forward to your involvement in our Pre-Kindy.



- Vanessa de la Mata
& Family



Success Pre-Kindy

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