

Information

Welcome to Muswellbrook Pre-School Kindergarten Incorporated. We hope that your association with the Pre-School will be a happy and rewarding experience for both you and your child.

We hope the information presented will be of assistance to you as your child prepares for Pre-School. If you have any queries please feel free to speak with any staff members.

Administration

Muswellbrook Pre-School Kindergarten is incorporated under the Associations Incorporation Act and is a non-profit organisation.

The Pre-School is licensed and funded by the Department of Community Services, with the license being held by the President of the Management Committee. Our local Department of Community Services contact details are: P.O. Box 289 Muswellbrook or phone 6543 2455.

Committee

The Pre-School is managed by a 'Management Committee' comprised of parents and interested members of the community who work in a voluntary capacity. All committee positions are elected at our Annual General meeting. To be eligible to be elected, a person must have paid their membership fee to become a member of Muswellbrook Pre-School which is payable on enrolment of your child at the centre.

All Parents and interested community members are welcome to attend committee meetings which are held monthly at the Pre-School. Any suggestions or concerns about the management of the Pre-School can be expressed at these meetings.

Immunisation and Birth Certificate

Parents are required to provide a copy of their child's birth certificate as well as proof of their immunisation status. Immunisation is not compulsory, however, in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak. In such an event, Pre-School fees are still required to be paid if the child's placement is to be held.

Insurance

The Pre-School has comprehensive insurance to cover Public Liability which covers parents and volunteers working on the Pre-School Premise in an unpaid capacity. Children are covered for personal accident.

Fees

Funding for Muswellbrook Pre-School is provided by: New South Wales Department of Community Service, income from children's fees, fund raising and other sources. Accounts are issued and parents can nominate to pay by the term, or by regular monthly, fortnightly or weekly payments.

To ensure the viability of the Pre-School and our ability to meet our budget commitments, parents must comply with the following requirements:

Fee bond: Two weeks fees which is payable at the time of enrolment and refundable at the end of the year or when your child leaves the service. The bond will only be refunded if your fees are up to date.

Membership fee: A fee to become a member of the Pre-School

Holidays/Absences: Fees are not payable for Public Holidays or school holidays, however fees are payable for any other absences.

Withdrawal: Two weeks notice in writing must be given when withdrawing your child.

Overdue fees: Overdue fees may result in your child's placement being terminated. If you are encountering difficulties paying fees, then arrangements need to be made with the Director.

Fee Review: Fees are subject to periodical review.

Fee Subsidy

Subsidies are available for children of families on low incomes on a term by term basis. Details and application forms are available from the office.

Childcare Rebate

The Commonwealth Government provides a rebate to assist parents who are working, actively looking for work, studying or training. The scheme assists with child care costs for children under the age of 13. The rebate can be claimed from any Centerlink office at the end of each term. Please advise the office if you need a child care rebate receipt.

Regulations

Arrival and collection of children

Parents are asked to bring their child to the class teacher at the start of the session and to collect them from the teacher at the end of the day. You are required to record your child's arrival and departure times in a register in the classroom. Under no circumstance is a child to be left at the gate or outside the classroom. Please note that children can only be collected by a parent or person nominated on your enrolment form unless we have written permission detailing other arrangements. If a staff member is not familiar with the person collecting your child, they will ask for photo identification. This is to ensure the safety of your child.

Toys

We ask that all toys are left at home as we provide ample resources for the children to use and we can not take responsibility for lost or damaged toys.

Parking

All Pre-School parking must be confined to the Hill Street car park. Parking is not permitted in Hillview Avenue. Please only use the disabled parking if there is a genuine need to.

Smoke free zone

The Pre-School building, grounds and car park are smoke free zones.

What to bring to Pre School

- A large backpack to fit all your child's belongings and art work.
- A lunch box (no cooler bags as they are placed in the fridge) which has a nutritious morning tea and lunch eg sandwich, small salad, dried fruit, cheese.

Please no nuts or peanut butter sandwiches as the Pre-School is 'a nut free zone'

- A pull top bottle with water in it is preferred.
- A sun hat (to be worn in cooler months as well)
- Clothes to play in that are comfortable, can get paint on and encourage independent toileting.
- Shoes that encourage the child to become independent.
- No thongs as they make climbing and running dangerous
- A complete change of clothes right down to socks.
- A fitted cot sheet in a drawstring bag, for resting. No plastic bags for safety.

Make sure all your child's items have been clearly labelled with their name as many lunch boxes, shoes and clothing items are identical.