

# Sun Valley Preschool



42b Hill Road, West Pennant Hills, 2125

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[info@sunvalleypreschool.com.au](mailto:info@sunvalleypreschool.com.au)

Monday-Tuesday 8:30am-4:00pm

Wednesday, Thursday & Friday 9am-3pm

## Information Booklet

# Our Mission Statement

**S**

Sun Valley Preschool strives to provide a fun centred family atmosphere.

**U**

Under professionally trained staff, the preschool aims to provide “best practice” methods which recognises the unique character of each child.

**N**

Nurturing young Children to develop self-esteem and confidence is an important feature of the centre.

**V**

Virtues of friendship and respect for the rights of others are encouraged and rewarded.

**A**

Assistance to each child to reach his or her own level of competence and potential is a priority,

**L**

Literacy and numeracy are introduced in a playful manner making...

**L**

Learning both stimulating and enjoyable.

**E**

Every child is treated fairly and equally, free of any form of discrimination, ensuring...

**Y**

Your child is loved and cherished as if they were in their own home.

## **Welcome**

Welcome to Sun Valley Preschool. This information booklet has been compiled to help you and your child during the preschool year. Please read it carefully so that you understand the way your preschool operates.

## **Management and Administration**

Sun Valley is a community based, government funded, not-for-profit preschool. It is administered by a management committee comprised of elected parents. The preschool is funded from fees and a subsidy from the Department of Education & Communities.

Day to day operation of the centre is the responsibility of the Nominated Supervisor. If you have any problems or questions about the centre or your child, then an appointment should be made to discuss these with the Nominated Supervisor.

Sun Valley has several written policies on all aspects of the administration and operation of the centre. These are available for viewing by any interested parents.

## **Our Sun Valley Staff**

Our centre staff consist of an Early Childhood Teacher Nominated Supervisor (Bachelor of Teaching) and Diploma in Children's Services qualified teachers.

Sun Valley's team of staff develop and implement a sound early childhood program which supports each child's learning and development.

The preschool is licensed and funded by the Department of Education and Communities (DECS).

Sun Valley Staff Consists of:

- Director & Nominated Supervisor – Mrs Natalie Saliba
- Education Leader - Mrs Natalie Saliba (*Bachelor Degree of Early Childhood*)
- Administration Manager – Airin Budiman
- Miss Melissa – (*Diploma Teacher*)
- Mrs Michelle – (*Diploma Teacher – Studying ECT*)
- Mrs Sophia – (*Diploma Teacher*)
- Mrs Dushanthi – (*Diploma Teacher*)
- Mrs Lucy - (*Bachelor Degree of Early Childhood*)



## Sun Valley Preschool Philosophy

*Sun Valley aims to provide a warm, caring, and homely atmosphere where children feel welcome and secure. We strive to enable our children to become independent learners, capable of constructing their own view of the world around them. We recognise that each child is an individual, with unique interests, strengths, and abilities. Through EYLF we build on these interests, knowledge, experience and background.*

### Environmental

*Children at Sun Valley are taught environmentally sustainable practices, to promote a sense of responsibility, respect, wonder, participation, and a sense of connection with the land. Through education, Sun Valley seeks to protect the natural environment, preserve resources, and secure the viability of our world for generations to come.*

### Embrace

*Educators at Sun Valley embrace all children through inclusiveness, stability, and security, creating a sense of belonging for all children. Children are taught to celebrate difference and value diversity. Children actively embrace Aboriginal and Torres Strait Islander culture and respect and acknowledge them as our First Nations People daily. We honour and recognise the rich culture inheritance of the Darug People.*

### Nurture and Play

*We recognise that children learn through experiences of touching, moving, listening, seeing and hearing. We support concrete learning through active play and promote 'hands on' experiments, predicting and observing. We maintain a balance between experiences which are initiated by the children, thoughtful intentional teaching, as well as spontaneous learning. Our key is flexibility and taking advantage of teachable moments. We value equally indoor and outdoor play, individual and group activities, inspiring the development of autonomous investigation and independent learning. Our learning environment supports the development of making choices by means of voting, independent thought and decision making, taking on challenges, exploring ideas and inquiry, in a play-based context. We at Sun Valley preschool integrate technology such as Smart Board and Bee-Bots into our daily program to prepare our kids for the digital life that lies ahead of them. Technology is intentionally emersed by our educators, within the framework of developmentally appropriate practices.*

### Connections

*We foster relationships that support children to feel a sense of belonging, see themselves as valued, unique, powerful, and constructive contributors to our community. Our open channels of communication enhance a bond between Sun Valley and our families. The home context and cultural backgrounds of our children are valued as integral parts of their learning. Therefore, we work in partnership and aim to develop a sense of trust with parents. Educators, when planning in collaboration with parents, take into consideration children's individual developmental stages and uniqueness.*

### Relationships

*Social interaction and emotional regulation are a focus at Sun Valley. Children are provided with a holistic approach to equip them for a positive transition to school. Not only academically, most importantly for their emotional and social readiness. We support our children to foster skills in sharing, turn taking, co-operation, negotiation and working well with others. Children's rights are respected, protected, and fulfilled. Children have the right to equality and respect and for their voices to be heard.*

Reference: Families, Children, Staff, Code of Ethics and UNICEF A Summary of the Rights under the Convention on the Rights of the Child.

## **Preschool Hours**

The preschool operates 2 different programs.

The first is the 2-day program, Monday and Tuesday group designed for 3–4 year-olds, 8:30am-4:00pm.

The second is the 3-day program, Wednesday to Friday designed for 4–5 year-olds for the year prior to formal schooling and operates 9:00am to 3:00pm.

We operate during the NSW Department of Education school terms with school holidays and are also closed on Public Holidays. Each group caters for twenty-seven children, per day.

## **What to Bring**

Each child is allocated a locker with a picture symbol and a name tag, so they have something familiar to recognise their locker and to make them feel like the 'Belong'.

Children need to bring a bag, which they can open, close and carry themselves. A bag big enough so that your child can successfully pack all their belongings in themselves. The bag needs to contain the following items:

- Morning Tea & Lunch (and afternoon Tea for the M/T group) in separate labelled containers, (e.g. sandwiches and fruit - ***please no nuts, chocolates, chips or lollies***).
- Drinks in labelled bottles – which are available to the children throughout the day and can only contain water.
- Spare change of clothes, appropriate for the weather. ***Please label all clothing.***
- A labelled wide brim sun hat - ***all year round***. Beanies are welcomed in the cooler weather.

## **Sleep and Rest Time**

Monday & Tuesday: Rest time: a small cushion or pillow. (*Cot sized sheets and a blanket can also be provided upon parents request for their child to sleep*).

Wednesday-Friday group will engage in Relaxation.

## **“Nut Free” Policy**

For safety/health/allergy reasons, the preschool has a “nut free” policy. Please do not send any nuts or “nut based” products to the preschool. This includes spreads such as Peanut Butter or Nutella.

## **Toilet Trained.**

Due to the building not containing a 'Nappy Change Facility', we ask for all children to be toilet trained. We are inclusive of children with Additional Needs and a 'Toileting Plan' will be put in place for those children which will be developed by both the preschool teachers and the child's family working together.

## **Health and Safety**

It is essential for the health, safety and comfort of all the children and the efficient running of the preschool, that the following be adhered to:

- If your child is ill, please keep them at home - you don't want your child getting sick from another child, so please keep your sick child at home too.
- If medication is to be given during the day, please inform a staff member and complete the details in the OWNA App. Medication must be kept in the **original** prescription bottle.

## **Illness**

A child will need to be excluded from attending Sun Valley if the child:

- Has a green runny nose
- Has a temperature or has had a temperature in the past 24 hours
- Has been vomiting or had gastro in the past 24 hours
- Has started a course of antibiotics in the past 24 hours.

*If a child has a letter from a doctor giving clearance for symptoms that seem contagious but are not, the child will be allowed to attend.*

## **Allergies/Medical conditions**

Please ensure that you let the Director know if your child has any allergies, medical conditions or special religious requirements as soon as possible. There are several documents that needs to be completed before your child starts preschool.

## **Other Important Notes:**

- Please advise the Director ***and*** your child if another person is to collect your child. Proof of identity, such as a driver's licence, will be requested if the person is not known to the staff and or is not on the authorisation to be picked up list.
- We are a Munch and Move Certified preschool who promote 'Healthy Eating' habits for our children. **Please do not include nuts, chips, chocolates, lollies or juices or fizzy drinks** as it is important that we begin teaching children healthy eating habits. Only water is allowed in their drink bottles and 'Nude Foods' are always a recommended option.
- All items brought to the centre should be labelled with your child's name. Please check that you collect everything each day, as lost property can be difficult to identify.
- Please discourage your child from bringing toys from home, as they inevitably become lost or broken.

## **Fees for 2024/2025**

Term fees are based on the number of scheduled days, (number of weeks in term by session days less any public holidays)

Daily fees are still charged for any non-attendance, e.g. child sick or away for any other reason. Including holidays taken during the preschool term.

Accounts will be issued at the commencement of each term and **will need to be paid within 14 days of the invoice notice**. Payments are only accepted via Electronic Transfer. Payment details will be included on your invoice. Direct Debit and Credit Card payment options will be available soon through our new software system OWNA.

A full terms notice period **must be given for termination of your child's placement at the preschool, unless arranged otherwise with the Director**.

The fees schedule for the year is determined annually based on funding received from the State Department of Education and the CPI annual increment. Eligible families may also apply to receive the NSW Government Start Strong Fee Relief to reduce their term fees. Note that the Start Strong funding will only apply if the grant is continued by the State each year.

## **Fire Drills and Lockdown procedures.**

At the beginning of the year, we discuss the importance of 'How' and 'Why' we do various drills and lockdowns. These are practiced twice per term and families are notified.

## **Photos and Child Protection**

Your child's photos will be displayed in various places throughout the year. For example displayed around the room and sent out on our OWNA App within our daily highlights. Please have a chat with the Director if you have any concerns with your child's photo being shared. Upon orientation, you will be asked to sign a confidentiality agreement that you will not save or share any images of other children, besides your own. Immediate withdrawal of your family will occur and police contacted if this agreement is broken. Child protection laws and Child Safe Standards are at the core of our preschool values.

## **Birthdays**

Birthdays are a very special occasion, and the children love to celebrate with their preschool friends, so feel free to send in a cake/jelly cups etc and we will celebrate it at morning tea with the children. Our children receive a birthday crown and a birthday certificate on their birthday.

Please remember that if your child has allergies or special dietary or religious requirements, please let the staff know at the beginning of the year or if their circumstances change during the year. We can then make other arrangements which will still allow your child to participate in birthday celebrations. **You will be asked to provide the preschool with 'allergy friendly treats' that your child can have to feel a part of the celebration.**

## **Parent Roster**

The preschool program is built around parent participation during our activities. Our centre depends upon your help, so please place your name on our roster. This roster is located on the notice board in the foyer. Mums, Dads or even Grandparents are welcome. It is recommended you obtain a volunteers WWCC number to ensure we uphold high Child Safe Standards.

If you have any talents, interests or skills such as playing musical instruments, cooking, craft, reading books, or would just like doing an activity with the children, please let us know.

## **Fundraising / Consumables Levies**

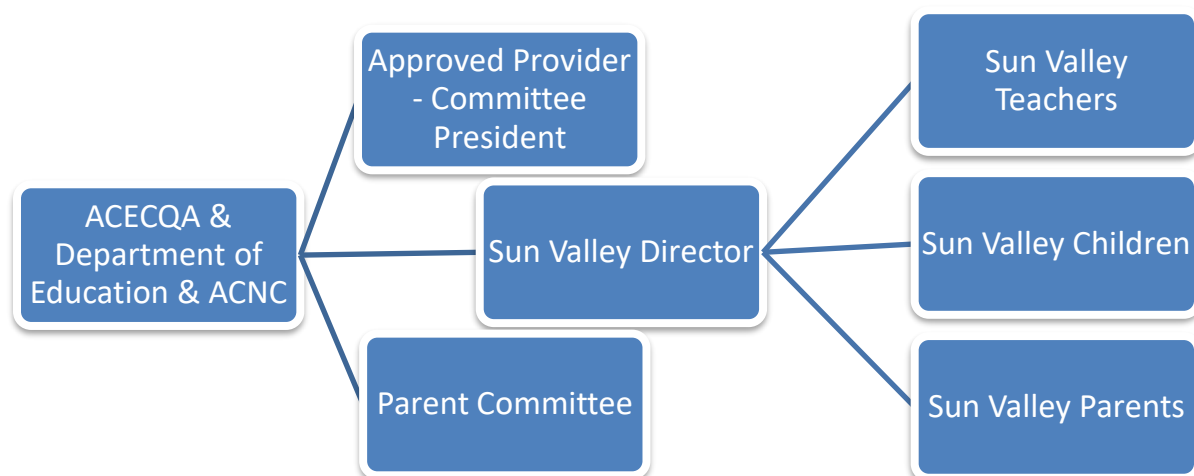
The Preschool Sector is undergoing great change in relation to the funding we receive from the State Government. We have had to introduce a "Fundraising Levy" of \$70 per family. This Levy will be invoiced in our term 1 fees. This will enable Sun Valley to update and purchase resources for the children. We have also had to introduce a Consumable Levy of \$70 per family. This is invoiced with your Term 2 fees.

## **Our Management Committee**

Policy making, finance, fee collecting, staffing, maintenance and general management are the responsibility of the Management Committee. Meetings are generally held once each term, or as needed. All parents are invited to become involved on the committee. The committee includes representatives from all sessions.

***If you are interested in becoming involved, it is necessary to attend the AGM, or express your interest to the staff before the AGM in March.***

We hope you will feel welcome to have a say in how the centre operates. The more input we get from parents, the better our chances are of achieving a happy and productive environment for all our children. Please refer to the Diagram below for the Governance Structure of Sun Valley Preschool





## **Suggestions & Complaint Handling Policy**

The preschool wishes to give parents the opportunity to provide input into the preschool, which ultimately improves the quality of our service. Any issues, suggestions or ideas for our programme and/or complaints can be either discussed with the director or a Management Committee member. The appropriate email address for complaints and suggestions handling is [info@sunvalleypreschool.com.au](mailto:info@sunvalleypreschool.com.au) or [committee@sunvalleypreschool.com.au](mailto:committee@sunvalleypreschool.com.au) or a private message post via the OWNA App can also be made.

## **Waiting List & Enrolment Fees**

Children's names may be placed on the waiting list from the date in which they turn two years old. We have a sibling policy in which siblings will get a priority over other waitlisted members. There is a \$30 waitlist fee (non-refundable) which is charged at the time of applying to add your child to our Waitlist. The waitlist application and payment is to be made via the OWNA Link.

At the time when you are given an Enrolment Offer, we require an Enrolment Fee payment of \$350.00 to secure your position. This payment becomes your 'Bond' and it will be refunded to you on your Term 4 invoice, prior to leaving for formal schooling. If you stay for a 2<sup>nd</sup> or 3<sup>rd</sup> year at Sun Valley, your 'Bond' payment will roll over to the following year. When leaving Sun Valley for formal schooling, you can also choose to 'donate' your bond to the preschool or a portion of it. A full term's notice needs to be given to us in writing to advise us of your child progressing onto formal schooling the following year.

## **Social Activities**

We try to encourage everyone to be involved with the preschool. There are many opportunities available to do this such as parent nights, information nights, Special Person's Day, Welcome Afternoon Tea, school holiday play dates and Family Day. Our parent committee also create a 'Sun Valley Family' WhatsApp group where playdates and friendly reminders etc can be made.

## **Policies:**

A copy of the policies can be found in the foyer area. Please feel free to have a look at them at any time. Your input is always welcome. They will also be uploaded to our OWNA App in the coming months.

## **CCMS System – OWNA:**

Sun Valley Preschool now utilise the application OWNA for the childcare management software system. Once you complete your Enrolment form you will receive login details for this portal and a parent 'Cheat Sheet' with instructions on how to download the App and use it. This App is our communication hub and where our program reflections are shared with families.



We look forward to having you join our  
Sun Valley Preschool  
community soon.



Kind Regards,  
**Natalie Saliba**  
Director  
Sun Valley Preschool

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