



HUNTERS HILL PRESCHOOL FAMILY HANDBOOK

2024



WELCOME!

Welcome to Hunters Hill Preschool. We look forward establishing relationships with your family and being part of your child's educational foundations.

This handbook will act as a reference point for you in terms of information about our structure, routines, and details of the day to day happenings at our preschool. If you would like more detailed information please don't hesitate to contact the preschool Director at director@huntershillpreschool.com.au.

Address:	9 Church Street Hunters Hill NSW 2110 (Enter from Herberton Avenue)
Telephone:	9817 1871
Email:	director@huntershillpreschool.com.au
Website:	www.huntershillpreschool.com.au
Hours:	Open Monday to Friday 8:15am to 3:45pm Closed NSW School and Public Holidays

ABOUT US

How Hunters Hill Preschool operates

Hunters Hill Preschool is a community-based, sessional preschool managed by a Parent Executive Committee. We are a not-for-profit service, which means that surpluses are re-invested into the preschool for our community. We are approved to operate by the Department of Education under the Education and Care Services National Law and Regulations and have been rated Exceeding by them.

We educate 58 children a day, over two sessions. We run three set classrooms and are proudly a traditional setting, with experienced teaching teams working with each group.

All parents of enrolled children automatically become members of the Association and vote to elect the volunteer members of our Executive Committee at the Annual General Meeting towards the end of Term 1.

The Executive Committee meets monthly, makes all major legal, financial, employment, planning and policy making decisions and are accountable to the Department of Education and their members.

By being part of the Executive Committee, you have a direct voice in the early education of children. The Executive Committee consist of a President, Vice President, Secretary, Treasurer, Maintenance Convener, Social Convenor, Assistant Secretary and Extra Committee Member. Please consider sharing your skillset with our community in this forum.

Please see our Governance and Management of the Service Policy for more information.

Our Philosophy

The community of Hunters Hill Preschool acknowledge that the Wallumedegal people are the traditional custodians of this land. We commit to including Indigenous cultural awareness and values into our community and acknowledge that our learning is ongoing. We will continue to seek and foster connections with indigenous elders and communities.

We uphold the UN rights of the Child and believe that children are successful, competent, capable learners and have the right to be treated with dignity and respect. We are governed by the Child Safety Standards. We create an environment where children feel safe, heard, and protected.

We provide a setting which values inclusion and cultural competence and instils a sense of belonging in our community through values of support, education, and nurturing.

Our teaching team curates a play-based program in partnership with our children and their families, embracing the Early Years Learning Framework as the foundation of our curriculum. We are committed to ongoing learning, critical reflection, and continuous improvement to ensure innovative, inclusive, sustainable, and meaningful pedagogy.

We value authentic, reciprocal relationships with families. We are committed to supporting and developing partnerships with them as we share the nurturing and education of their children. As a community-based organisation, we have grown over the last 75 years. We strive to ensure that our strong governance is centred around giving generations of local parents a voice in the early education of their children.



2024 Team

Service Provider: Hunters Hill Preschool Inc

Nominated Supervisor &
Director: Marrianna

Educational Leader Wendy

3 Day Team Teachers: Danielle
Rebecca
Sevan

3 Day Team Educators Chris
Inga
Rima

2 Day Team Teachers Claudia
Kimberley
Michele

2 Day Team Educators May
Rima
Sue

Inclusion Support Coordinator Kylie

Inclusion Support Team Inga
Marnee
Michele
Sally

Support Team Cathy
Junko
Millie
Ping

Financial Administrator Meredith

Typical Daily Routine

The following is a general guide to a preschool day, outlining the sequence of activities that take place. The times indicated are approximate as we try to be flexible and respond to the children's varying needs and interests. The sequence may also vary between classrooms.

TIME	Routine
8:15 - 9:30am	Children arrive, unpack bags, and say goodbye to parents.
9:30am	Indoor or Outdoor Play Classes will start their day either inside or outside. This is organized on a rotating basis. During this time, teachers teach individually and in small groups while children play freely at activities planned from their interests and the Outcomes and Principles of the Early Years Learning Framework.
11:00am	Morning Tea The children gather for morning tea (brought from home) and a drink. This may be at tables or picnic style.
11:20am	Indoor or Outdoor Play Groups swap around.
12:45pm	Pack Away At this time, the children help to pack away indoor and outdoor activities.
1:00pm	Group Time At this time, teachers will teach the whole group together. This may be through stories, songs, dances, group games, experiments, discussions, drama. Lunch (brought from home) Rest Time Those children who need to, may sleep at this time. Other children will listen to relaxing music, stories read out loud and/or stretching yoga exercises, depending on their needs. Quiet Indoor Activities
2:30pm	Children get ready to go home. Shoes and socks on, collecting artworks, packing bags, etc.
3:15pm	Children who have not been picked up have afternoon tea.
3:45pm	Preschool is closed and all children have left preschool.

OUR PROGRAM

What is an Educational Leader?

“The educational leader in children’s education and care services has an influential role in inspiring, motivating, affirming, and also challenging or extending the practice and pedagogy of educators. The role is a collaborative endeavour involving inquiry and reflection, which can significantly impact on the important work educators do with children and families.” (ACEQA)

At Hunter’s Hill Preschool, Wendy Richards is the Educational Leader and has dedicated time to ensure that our Educational Program and Practice continues to grow and change with each child moving into our context.

Curriculum Programming and Documentation

The Early Years Learning Framework (known as the EYLF) is the national early learning curriculum framework for all children aged 0-5 years. The curriculum at Hunters Hill Preschool comes from The EYLF, our knowledge on the way children develop and your child’s interests and strengths.

The EYLF sees early childhood as a time of:

- *Belonging* – children feel they belong because of the relationships they have with their family, community, culture and place.
- *Being* – childhood is a special time in life and children need time to just “be” – time to play, try new things and have fun.
- *Becoming* – young children learn and develop from an early age which shapes the type of adult they will become.

There are five learning outcomes in the EYLF, that we work with you to help your child to develop. They are:

- A strong sense of their identity;
- Connections with their world;
- A strong sense of wellbeing;
- Confidence and involvement in their learning; and
- Effective communication skills.

We will communicate with you about your child’s program and learning using the EYLF in:

- Documentation of children’s learning, which will be emailed to you regularly.
- Documentation displays on classroom walls.
- Summative assessment of your child’s learning that all families receive once a year followed by a parent/teacher interview; and



- Transition to School Or Learning and Development Statements (where applicable) will be sent home in term 4.

Family Participation

Hunters Hill Preschool is a community run Preschool. This means that we rely on the support and involvement of families for our business model to function. As well as volunteering for positions on the Executive and Social Committees, families are invited to attend the Annual General Meeting (usually held in March) and the Association Meeting (usually held in August) and can contact the Director or Executive Committee at any time to provide feedback or communicate concerns. See *Feedback and Complaints Policy*.

We also encourage families to become directly involved in their child's classroom, Health Orders permitting. In Terms 2,3 and 4 all families are invited to spend some time in their child's classroom. This may look like a shared experience or group time with your child's class. Please talk to your child's teacher to organise these visits.

At Hunters Hill Preschool we greatly value family feedback on their child's program and learning documentation. You can do this by contacting your child's teachers.

The Preschool Social Committee also organises events for families who are members of the preschool community. These vary from year to year but have included the Welcome BBQ, a parents' only social event, Grandparents' Day and a Christmas party.

Policies

Our policies are displayed in the Policy Manuals folder located on the front verandah of the classrooms and downstairs in the office for easy access by families. Should you require a copy of any policy please ask the director who will be more than happy to provide you with one.

We review our policies every three years. As representatives of the parent community, the Executive Committee approves all policies before they are published and then made available on the verandah for families. All families will be informed by a note in their note pocket or by email at least 14 days prior to any changes to our policy that may have a significant impact on:

- (a) Our service's provision of education and care to any child enrolled at the service;
- (b) Families' ability to use the service.
- (c) Any change that will affect the fees charged or the way in which fees are collected.

Fees

The Executive Committee sets fees on an annual basis with the aim of keeping any fee increase to a minimum and in accordance with the NSW Department of Education's Start Strong Funding Guidelines for community preschools.

A subsidised fee is available for equity children i.e. children from:

- families holding a current Australian Government Services Australia Low Income Health Care Card or Pensioner Concession Card with the enrolled, dependent child listed on the card;
- families whose enrolled child has a disability or additional need; or
- families who identify as Aboriginal or Torres Strait Islander.

If any of the above criteria apply to your child, please contact the Director as soon as possible.

The Executive Committee has set 2024 fees as follows:

- Children born on or before 31 July 2020: **\$67.50 per day**.
- Children born after 31 July 2020: **\$90.50 per day***.
- Equity children, regardless of age: **\$51.00 per day**.

**Preschools that have children enrolled that are 'Non-School Eligible' for 2025 (born after 31/07/2020) are entitled to Start Strong funding for those children BUT those families will pay a higher fee as the preschool is not eligible to receive the same amount of Start Strong funding as it does for those children enrolled in preschool in the year before school.*

As a result of the NSW Government's 2024 Start Strong Affordable Preschool Initiative, families who provide a fee relief declaration form electing to access fee relief from Hunters Hill Preschool, will save up to \$4,220 in 2024.

The fees at Hunters Hill Preschool become:

3 Day Program (Mon, Tues, Wed)

- **\$14.75 per day** for 2 days per week and **\$67.50 per day** for 1 day per week
- Equity child: **\$0.00 per day** for 2 days per week, **\$47.50 per day** for 1 day per week

2 Day Program (Thu, Fri)

- **\$14.75 per day**
- Equity child: **\$0.00 per day**
- Children born after 31 July 2020: **\$37.75 per day**

PLEASE NOTE THAT THIS IS AN 'OPT IN' SYSTEM – YOU MUST SUPPLY US WITH A FEE RELIEF DECLARATION TO QUALIFY FOR THESE SUBSIDISED FEES.

More information can be found here:

[2024 Start Strong for Community Preschools program guidelines \(nsw.gov.au\)](https://www.nsw.gov.au/2024-start-strong-for-community-preschools-program-guidelines)

Fees are payable in advance for each term. Your account will be forwarded to you at the commencement of each term. Payment may be made by credit card, BPay or direct online transfer into our Westpac general account (BSB: 032185, Account number: 502766).

Fees must be paid by or on the date shown on the invoice. Hunters Hill Preschool is a non-profit organisation which relies on fees to cover expenses. Non-payment of fees may result in the cancellation of the child's position, in accordance with our Association's Constitution. Families experiencing financial difficulty can make alternative payment arrangements with the Financial Administrator, at the discretion and approval of the parent management committee.

Hunters Hill Preschool is not a childcare provider and as such is not approved to receive the Child Care Subsidy on behalf of families. Please see <https://www.dese.gov.au/child-care-subsidy> for more information.

HOLDING DEPOSIT

At enrolment time you are required to pay a holding deposit of \$300. This will be refunded to you by deduction from your child's last term's fees. In the event your child does not complete the year, the holding deposit will be refunded provided we receive 4 weeks' term time notice in writing. The holding deposit will not be refunded if your child does not commence preschool after she or he has been enrolled.

MAINTENANCE

A \$60 maintenance levy is added to each term's account. This levy assists in paying for the general maintenance and upkeep of the preschool. The maintenance levy is set by the parent management committee.

CAPITAL WORKS

A \$60 capital works levy is added to each term's account. This levy assists in paying for improvements and upgrades to the preschool. The capital works levy is set by the parent management committee each year.

INCURSIONS

A \$10 incursions levy is added to each term's account. This levy assists in paying for the educational activities provided from external providers on preschool premises. The incursions levy is set by the parent management committee each year..

SUN HAT

At the beginning of the year, each child will be issued with a sunhat. There will be a \$10 fee included on term 1's account.

Fundraising

Like all community run preschools, Hunters Hill Preschool relies on fundraising to supplement government funding and preschool fees to cover our Capital Improvement Works. The preschool has a Capital Works Levy that covers some of this, but the Social Committee also organises a small number of events and fundraising activities. Many of these events are significant social and community building opportunities and we encourage all families to attend these events.

Arrivals and Departures

The children can begin to arrive at preschool from 8:15am. It is essential that you sign your child in via EnrolNow on the tablets at the classroom door. These are official records that we are required by to law to keep. We also use them when we have emergency evacuation practices and if your child is not signed in, there is no record that they are in the Preschool.

Please settle your child into an activity and say goodbye before leaving. This assists us in creating a consistent morning routine for the children. We also ask that you say good morning and goodbye to your child's teachers so that we know we have responsibility for your child.

If your child is going home with somebody other than yourself, you must;

- inform a staff member
- OR
- phone/email during the day to give us the information.

Anyone that we do not know by sight who comes to collect your child will need to provide photo identification (Driver's License). **We will not allow your child to go home with an unauthorised person.**

All children must be collected and off the premises by 3.45. Please do not leave it to the last minute to collect your child. Our license is strictly 8.15am-3.45pm.

See Arrival and Departure Policy for more information.

What to Bring

Please write your child's name on everything that comes to preschool.

We work hard to minimise our rubbish at Hunters Hill preschool. We compost our organic waste and ask families to choose to send their child's food in recyclable containers rather than using plastic wrap or prepackaged food.

Each day your child will need to bring:

- **Preschool Hat** (this can just stay in your child's bag).
- **Morning tea** in a labelled container your child can open.
- **Lunch** in a labelled container your child can open.
- **Water** in a labelled drink bottle.
- **Sheets/towel** labelled and in a pillow slip or small bag (these will stay at preschool for the week, going back into your child's bag on their last day of the week to go home for a wash).
- **Spare clothing** labelled (please check this clothing every now and then for seasonal changes and because often the clothing that fits children in February no longer fits them in November).
- **Backpack** that is able to fit all items comfortably inside.



Clothing and sun protection

We are a SunSafe Preschool and therefore have clothing guidelines set in our Sun Protection Policy guided by the Cancer Council of NSW.

Your child must always have their shoulders covered, wear their school hat (Children are allocated a coloured sun hat depending upon the classroom they are in. **Lilly Pilly**, **Wattles** and **Blue Gums**) and be otherwise dressed to play.

Children are NOT to wear items that will restrict their play OR could result in harm. These include:

- Drawstrings;
- Hoods;
- Loose clothing;
- Scarves;
- Thongs; and
- Healed or backless shoes.

Please note: Midriff, crop or singlet tops/shoestring strap dresses do not provide enough sun protection and therefore are not recommended.

If children come to preschool in clothing that is not sun safe, we will provide them with appropriate clothing from the spare clothes collection.

SUNSCREEN

SPF30+ Broad Spectrum sunscreen is provided on each sign in table throughout the year. We ask that families apply sunscreen to their child when they arrive at the beginning of the day. We will reapply sunscreen after four hours should it be required.

Please see our Sun Protection Policy for more information.

Please note that your child will engage in messy play and art experiences throughout the day. While we take care, we take no responsibility for their clothes being stained during this play so ensure you do not send your child in any items that are of value to you.

Lost Property

Each locker room contains a lost property box for the children in that class. Please check this box regularly for missing items because at the end of each year all unclaimed clothing is donated to charity. **Ensure you label all of your child's items.**

Healthy Eating

Hunters Hill Preschool is committed to providing a safe environment for the children enrolled in our centre. Our Nutrition Policy states our commitment to promote healthy eating at preschool. We ask that you support our policy and send food that is healthy and not overly processed.

Some ideas include:

- Fruit (fresh and dried)
- Vegetable sticks
- Cheese
- Yogurt
- Crackers
- Sandwiches/Rolls
- Salads
- Rice, pasta and noodles
- Dips
- Raisin bread
- Popcorn
- Pikelets



We ask that you do **not** send:

- Nut products E.g Nutella, Peanut Butter.
- Chips
- Lollies
- Biscuits
- Cakes
- Chocolate

If unsuitable foods are included in children's lunchboxes, they will be encouraged to eat the most nutritious items first and families will be reminded of our Nutrition Policy and the National Healthy Eating Guidelines and offered a copy.

Children will have access to fresh drinking water in a jug on the verandah as well as their own drink bottles at any time.

Please note that we do not heat up any food. Please consider this when packing lunches.

HUNTERS HILL PRESCHOOL IS A NUT FREE ZONE



We **do not allow** nuts or nut products at preschool because we have children enrolled who may have potentially fatal anaphylactic reactions to nut products. If nut products are included in a child's lunchbox, children will be offered a sandwich from the preschool.

Please see our Nutrition and Dietary Requirements Policy for more information.

Parking Guidelines

To ensure the safety of our children, please adhere to the following guidelines during drop off and pick up times.

1. Do not cut in front of people at the drop off zone.
2. Do not do U-turns in the driveways around the preschool.
3. Do not double park.
4. Do not leave your car in the middle of the road and bring your child to the gate.
5. Do not park across driveways.
6. Hold your child's hand when walking to and from the preschool gate.
7. Please ensure the preschool gate has latched firmly behind you.
8. **It is illegal to leave children in cars unattended. Please do not leave siblings in the car while collecting your child.**

Raising and resolving concerns and giving feedback information

Would you like to give us some feedback or do you have a problem with our service?

While we constantly strive to provide a quality service for your child, problems do happen. If you are not happy with any part of our service or would like to give us some feedback, we would like to hear about it because it helps us to make our preschool better.

How do I make a complaint or give some feedback?

Firstly, talk to a staff member – Each room has an Early Childhood Teacher who is the Room Leader; often problems can be sorted out by having a discussion. (Any complaints are treated with respect and kept confidential).

What if the problem is not solved?

If the problem is not solved, or you don't feel comfortable talking to the Room Leader, the next step is to speak to the Director. The Director will determine with you how the issue is to be managed and the time frame that this is to be done by. This can be done in person, in writing or over the phone. The contact details of the Director are:

Marrianna Francis
Hunters Hill Preschool - 9 Church St, Hunters Hill 2110
Phone: 02 9817 1871
Email: director@huntershillpreschool.com.au

If the complaint is significant, we are required by law to formally notify the Regulatory Authority, NSW Early Childhood Education and Care Directorate, Department of Education and Communities. Should this happen, a formal meeting will take place and an agreed written management plan will be developed by you and the Director.

What if I am not happy with the Director's decision?

If you are not happy with the decision, Hunters Hill Preschool has an Executive Committee that deals with problems that may be harder to solve.

To ensure accuracy, these complaints should be put in writing, addressed to the Executive Committee and emailed to the president at president@huntershillpreschool.com.au

How long will it take to get an answer?

The Executive Committee will try to solve the problem as soon as possible; contact will be made within 10 working days.

What if I am still not happy?

If we have not been able to resolve the problem, contact:

The NSW Early Childhood Education and Care Directorate, Department of Education:

Postal address: Central Licensing, Early Childhood Education and Care Directorate, NSW
Department of Education and Communities
Locked Bag 5107, PARRAMATTA NSW 2124

Phone: 1800 619 113 (toll free) or 02 8633 1810

Email: eccd@det.nsw.edu.au

Please see Complaints and Feedback Policy for more information.

Child Protection

The NSW Department of Education gives clear and specific guidelines regarding our actions on Child Protection Issues. All staff at Hunters Hill preschool are trained to recognise the signs of possible harm to children.

We are mandatory reporters and as such are obligated to report any incidents of suspected abuse to the Department of Family and Community Services and the Police.

Please call the **Child Protection Helpline – Ph 132 111** if you have any concerns about the safety or wellbeing of any child. If you need support to prevent harm, please contact **CAPS Child Abuse Prevention Service**, which is a telephone counseling service on 1800 688 009.

Hunters Hill Preschool is also a Childsafe Organisation.

A child safe organisation is one that creates a culture, adopts strategies and takes action to promote child wellbeing and prevent harm to children and young people.

Please see our Child Safety Statement below, outlining our commitment and how we embed Child Safety at Hunters Hill Preschool.



Child Safety Statement

Hunters Hill Preschool is a Child Safe Organisation. All children have a right to feel and be safe. We are committed to the safety and wellbeing of all children. We are committed to providing a child-safe and child-friendly environment, where children are safe and feel safe.

Hunters Hill Preschool INC. is committed to:

- A zero tolerance of child abuse.
- Believing and reporting allegations or safety concerns in alignment with our regulatory requirements, policies, and procedures.
- Ensuring that the processes to respond to complaints of child abuse are child focused.
- Maintaining an environment where children's safety and wellbeing is at the centre of thought, values, and actions.
- Upholding an emphasis on genuine engagement with and valuing of children and young people.
- Adhering to conditions that reduce the likelihood of harm to children and young people.
- Sustaining conditions that increase the likelihood of identifying any harm.
- Embedding child safety in our preschool leadership team, governance body and culture.
- Enabling children to participate in decisions that affect them.
- Valuing children's input.
- Keeping our families and communities informed and involved.
- Upholding equity and always taking diverse needs into account.
- Ensuring that people working with children are suitable and supported.
- Equipping staff with the knowledge, skills, and awareness to keep children safe through continual education and training.
- Reviewing the physical and online environments to minimise the opportunity for abuse to occur.
- Continuously reviewing and improving our policies and procedures in relation to child safety.

Our Executive Committee, Nominated Supervisor and Team Members will use a child safe lens to inform policy and practice to adhere to this commitment.

Injury at Preschool

Although every care is taken to prevent mishaps, accidents still may occur which involve your child. All of our staff members have current first aid training and are experienced in managing the minor injuries that may occur. Upon request, a list of the first aid and other health products used by the preschool is available for your information and first aid kits can also be inspected on request. The following procedures will be followed for those children who are injured at preschool.

Team members will:

- Respond immediately to children.
- Have knowledge of individual children's allergy and immunisation status.
- Where relevant implement children's Medical Management Plans.
- Record any incident, injury, trauma or illness on the Incident, Injury, Trauma and Illness as soon as possible but no later than 24 hours afterwards.
- Notify Parents/guardians of the child as soon as practicable, but not later than 24 hours after the occurrence.

Management of a child with an injury

Team members will:

- Assess injury.
- Provide reassurance and ensure children's emotional and physical wellbeing is always paramount.
- If injury is minor, administer first aid and provide comfort to the child.
- In the case of a more severe injury, which is not an emergency, administer first aid, notify the child's family as soon as practicable and request the parents/guardians make arrangements for the child to be collected from the service.
- In the case of a serious medical emergency administer first aid, then seek further medical attention or call an ambulance for a child if required. Any ambulance costs is at the individual families expense.

Procedure when an ambulance is called

The Nominated Supervisor will:

- Contact as soon as possible, child's parents/guardians or if not available contact other persons as authorised on the child's enrolment form.
- Ensure ongoing supervision of all children in attendance at the service.
- Notify insurers.

Team members will:

- Accompany the child in the ambulance when parents/guardians are not present.
- Take child's enrolment form.

Please see Incident, Injury, Trauma, and Illness policy for more information.

Illness at Preschool

The best place for sick children is home in bed. Please give your child a chance to rest at home should they be suffering from a runny nose they cannot manage themselves or a possible infectious disease. We follow the recommended exclusion periods as published by the National Health and Medical Research Council. These are available on the internet or from the preschool.

Please ring the preschool to let us know if your child will not be attending for the day. Please also report any contagious diseases that your child contracts.

If your child becomes unwell at preschool, we will observe the following procedure:

- If a child appears very unwell (eg convulses, vomits green fluid, stops breathing, loses consciousness, has persistent very high fever) call an ambulance.
- If a child is unable to participate in the normal activities of the preschool:
 - Contact the Director.
 - Contact child's authorised person to inform them of the illness signs, or to request the collection of the child; and
 - Separate unwell child from other children by encouraging them to rest on a bed and be supervised until a parent/guardian or another authorised person arrives.
- In response to a child registering a high fever (above 38°C), follow *Treatment for Fever Guidelines*:
 - Watch the child and monitor how they are feeling.
 - Give clear fluids.
 - Ensure child is not overdressed but avoid cold water sponging.
 - With parents' permission (see Agreement Checklist in enrolment folder) administer paracetamol, only if deemed necessary because child is in pain or extreme discomfort and family or emergency contacts are not able to be contacted (See Administration of Medication Policy for Guidelines for the Administration of Paracetamol).
 - Record symptoms and temperature on Injury, Incident, Trauma and Illness Record.
- Take steps to break the chain of infection including.
 - Remind a child who is coughing or sneezing to do so into their elbow.
 - Ask a child who covers their mouth with their hands to wash them.
 - Wash own hands after blowing a child's nose or touching an ill child.
 - After the sick child has left, wipe down bed with disinfectant.
- Inform parents of conditions of exclusion policy (see Infectious Disease Policy); and if appropriate follow Infectious Disease Policy.
 - Pandemic guidelines would supersede this policy if applicable.

Management reserves the right to exclude any child from the preschool until they have a doctor's clearance if the Responsible Person deem this necessary.

Please see Incident, Injury, Trauma and Illness Policy and Infectious Diseases Policy for more information

Medication at Preschool

If your child needs medication to be administered at preschool, please talk to your child's teacher. They will give you a form for you both to sign. Unless this form is completed, we are not legally allowed to administer medication, except in emergency circumstances for asthma and anaphylactic allergic reactions.

Please do not leave any medication in your child's bag. All medication needs to be handed to a staff member for safe storage. We can only administer medication that is:



- Before the product expiry date.
- In its original container.
- Accompanied by directions from a medical practitioner.
- In the name of the child.

Please see Administration of Medication Policy for more information.

Children with Medical Conditions

To help us meet the medical needs of children with ongoing medical conditions, for example asthma, allergies, diabetes, it is important that we are notified of them. If your child has an ongoing medical condition, you will be required to complete a Medical Conditions Risk Management Plan with the Director or WHS Officer to ensure that we fully understand the triggers and symptoms of your child's condition.

Before your child starts preschool, we will also require an Individual Medical Management Plan prepared by a Medical Practitioner and your child's medication.

Please see Medical Conditions, including Asthma, Anaphylaxis and Diabetes Policy for more information.



PRIVACY INFORMATION FOR FAMILIES

Collecting and managing your information

Hunters Hill Preschool is committed to maintaining all personal information provided by its children, families, staff, management, volunteers, students and community in accordance with our Confidentiality and Privacy Policy and the Australian Privacy Principles.

Each family, staff, volunteer and student and committee member are provided with a privacy collection statement upon enrolment or commencement of employment.

This statement outlines the type of personal information collected by us and how information is acquired, used and shared. We will not sell personal information to any third party. See our full Privacy and Confidentiality Policy for detailed information or contact us on (02) 9817 1871 or director@huntershillpreschool.com.au.

What is personal information? How is it collected and why?

Personal information is information that personally identifies an individual, such as a name, residential or email address and includes information relevant to the enrolment process, waitlist application, banking information, billing records, documentation of a child's learning and development and recorded information regarding complaints.

Publicly available information such as information on a public website profile is not considered personal information.

Hunters Hill Preschool only collects personal information when individuals specifically and knowingly elect to provide this, such as when individuals enrol a child in the service, pay fees and provide health or family information to support the inclusion of a child.

Hunters Hill Preschool complies with the Payment Card Industry Securing Standards (PCIDSS) when handling credit card transactions and securely stores all personal banking details in accordance with our Fees policy.

What information is collected	How we collect information	Why we collect this
Medical information, health and immunisation	<ul style="list-style-type: none"> • Waitlist form • Enrolment form • Employment record • Immunisation history statement • Health care cards – Medicare and health fund information • Accident, Illness and Injury Forms 	To ensure the health and safety of every child and as a requirement under Family Assistance Law and the NSW Public Health Act 2010.
Income and financial details, includes banking information	<ul style="list-style-type: none"> • Waitlist form • Enrolment form • Employment record • Fee payment and purchases • Tax File Number 	For the provision of the service and as required under Family Assistance legislation and as per Funding Agreements with the Department of Education and Communities.
Contact details of family and emergency contact information	<ul style="list-style-type: none"> • Waitlist form • Enrolment form • Employment record • Updated details form 	Required under the <i>Education and Care Services Regulation</i> .
Children’s developmental records	<ul style="list-style-type: none"> • Observations • Assessment of children’s learning • Programming documents • Communications with families 	Required under the <i>Education and Care Services Regulation</i> and to provide a high quality early childhood education for children.
Health Care Card Status	<ul style="list-style-type: none"> • Waitlist form • Enrolment form • Employment record 	Required under Funding Agreements, employment and Income Tax legislation.
Legal information	<ul style="list-style-type: none"> • Enrolment form • Employment record • Court orders or AVOs 	Required under the <i>Education and Care Services Regulation</i> .
Employment, marital status and nationality	<ul style="list-style-type: none"> • Enrolment form • Employment record 	Required under employment legislation and to provide priority of access under commonwealth and state legislation.
Qualifications	<ul style="list-style-type: none"> • Employment record • Certified copies of documents 	Required under the <i>Education and Care Services Regulation</i> .

Working with children check, criminal history check	<ul style="list-style-type: none"> • Employment record • Originals of documents 	Required under the <i>Education and Care Services Regulation</i> .
Staff entitlements	<ul style="list-style-type: none"> • Payroll records • Tax File Number 	Provision of entitlements.
Any information required to be recorded under the National Law and Regulations, the Family Assistance Law and other relevant information collected to support the enrolment of a child.	<ul style="list-style-type: none"> • Waitlist form • Enrolment form • Employment record • Complaint's record 	Required under appropriate legislation.

Direct Communications

Hunters Hill Preschool uses individual's personal information to send information by post, email or telephone. Families are provided with an opportunity to elect not to receive such information through written notification to the preschool and on the enrolment form.

If you do not wish to receive direct communications, contact the Director on (02) 9817 1871 or director@huntershillpreschool.com.au

What happens with personal information?

Hunters Hill Preschool will strive to let individuals know how any personal information will be used at the time of collection. No personal information will be used to establish contact with them regarding other aspects of the organisational business. The preschool will not sell or trade individuals' personal information to other third parties.

The preschool collects and uses personal information generally to provide individuals with the information and services they request, to provide appropriate and relevant information pertaining to the education and care of a child and to continue to improve service quality.

What types of information will be disclosed to the public or other agencies and when and why would this happen?

We may disclose personal and sensitive information to preschool staff, for the specific purpose of the care and education of your child. Only the Director or their delegate will have access to any financial information pertaining to any family using the service. We may be required to disclose personal information about your child and family to a third party in the case of a medical emergency, for child protection reasons or if therapists and other professionals outside of the preschool are involved with your child, for example speech pathologist, occupational therapists and counsellors or a request from the regulatory authority or an authorised officer.

This will only be done where there is a legislative requirement to do so or you have given written consent. When an intervention service is assessed as necessary to work with families and children, parents will be requested to provide written permission for those services to share information and discuss matter concerning the safety and wellbeing of the child and family. We do not disclose your personal details to third parties for their own marketing purposes.

Where is personal information stored?

Personal information is stored in a safe and secure manner, using locks and a password protected computer. Information is backed up electronically and securely stored. Data will not be altered or destroyed except as required under the Education and Care Services Regulation.

Hard copy information is stored at the preschool, which is secured to prevent entry by unauthorised people. Any personal information not actively being used may be archived, in accordance with regulatory requirements.

Personal information will remain stored in accordance with the NQF record keeping requirements.

Access and updating personal information

Individuals may ask to access, update or delete personal information held about them at any time. Reasonable steps will be taken to verify an individual's identity before granting access, making any corrections to, or deleting information. If a customer wishes to make a complaint, please refer to our Complaints Policy.

Individuals requiring access to, or wanting to update personal information, can contact the Director on (02) 9817 1871 or director@huntershillpreschool.com.au.

How long is your information stored?

We store information according to the legislation; this varies for different types of information.

- Records relating to the death of a child must be retained until the end of the 7th year following the death.
- Records relating to an incident, illness, injury or trauma suffered by a child whilst being provided care within the service are kept until the child is 25 years of age, for example Medication forms, medical records, Incident, injury, illness and trauma reports.
- Records relating to the child's enrolment at the service will be retained for 3 years, for example Attendance records, excursion forms, child enrolment forms, child assessments.
- Records relating to the nominated supervisor or staff member of the preschool will be retained for a period of 3 years after the last date on that record, for example staff attendance records, records of educators working directly with children, records of responsible persons, volunteers and students attendance.

Families are provided with their child's developmental records at the end of the year or when the child leaves the preschool.

How is your information disposed of?

The preschool takes responsibility for the destruction of records by shredding or pulping through an external secure provider.



**Again, we would like to welcome your family to the Hunters Hill
Preschool Community.**

**Thank you for choosing us to be part of your child's educational
foundation!**

If you have any questions at all, please do not hesitate to contact us.