



Information Booklet



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Peter Pan Pre School Mangerton

Peter Pan Pre School is a community based non for profit centre with a voluntary parent committee. Each term we hold a parent meeting at the centre usually around 7.00pm for Parents to become involved help make decisions about our small great preschool. Without these parent meetings we cannot operate. If you can only make one meeting for the year it's all helps. Meetings usually only go for an hour. It's a great way to communicate with our Educators and see how your child is going, as it's usually pretty busy at drop off and pick up times to gain feedback or have a chat.

Operational Hours

Monday – Friday

8:30am – 3:50pm

Closed school holidays and public holidays which are not charged

Pre School Fees

- \$33.00 per day for 4 year olds
- \$40 per day for 3 year olds.
- \$15 per day for health-care card holders or Aboriginal/Torres Strait Islanders

We are a registered care centre and claims can be made at your local Family Assistance Office. Take your paid Nil balance receipt to any family assistance office and they will assist you.

To secure your position at our centre there is a \$40.00 enrolment fee which is not refundable if you decline.

Philosophy Statement:

At Peter Pan Preschool children will be welcomed into child appropriate play spaces and offered rich learning experiences through play-based learning. A curriculum based on the Early Years Learning Framework where the children feel part of the preschool community by 'Belonging, Being and Becoming'.

Philosophy:

Here at Peter Pan Preschool we offer an environment where each child's well-being, independence and eagerness to experience new opportunities are fostered. We aim to give all children the tools for life-long learning. Through working in partnership with parents and caregivers we strive to develop confident children who experience caring, respectful relationships with peers and educators.

Our program is guided by the Early Years Learning Framework.

As Early Childhood Professionals we acknowledge the importance of time for children to explore and experiment through play, and develop awareness of their individual abilities.

The natural world is highly valued for its potential for learning through found materials. In partnership with the children educators, create child appropriate play spaces which encourage children's inquisitiveness. As we discover together in this collaborative process, individual opportunities for challenge and extension will be enhanced.

We value the importance of providing a Preschool program that encompasses the knowledge, skills and resources of parents, families and educators and the broader community. We believe that family involvement is an integral part of the everyday running of our preschool. We welcome the sharing of family experiences, cultures and ideas within our learning environment to enrich the children's development, learning and understandings of the world around them. We encourage an environment where staff and parents work together to foster mutual respect and support of each other through open and regular communications.

Preschool values and goals:

At Peter Pan, we believe in providing a safe, inclusive and nurturing environment where children, teachers and families are respected.

We value:

- high quality early childhood education delivered by qualified, experienced and caring Educators,
- strong family ties playing a major role in a child's early education.
- To provide a warm and caring environment for children and parents.
- To gather information from parents about specific interests and abilities of their children to maintain a collaborative approach to planning to ensure individualised and effective programs are developed.
- To provide a play-based program based on the Early Years Learning Framework curriculum implemented by the Australian Government Department of Education, Employment and Workplace Relations, using observation as the key to successful planning for individuals and the group. We work towards five major learning outcomes:
 - * children have a strong sense of identity,
 - * children are connected with and contribute to their world,
 - * children have a strong sense of wellbeing,
 - * children are confident and involved learners and
 - * children are effective communicators.
- To provide children with opportunities for open-ended learning where they are encouraged to explore and experiment with materials, to solve problems and work out issues for themselves.
- To foster and promote relationships and interactions where children develop their self-awareness and self-confidence.
- To provide aesthetically pleasing and organised play spaces.
- To encourage the sharing of ideas and the development of respect of one another as we listen and learn together.
- To establish an environment with children in which they are able to learn limits and boundaries of acceptable behaviour together.
- To establish an environment in which there are equitable opportunities for learning regardless of ethnicity, gender, ability, age or background.
- To offer appropriate images, resources and learning opportunities about the world to children so they develop respect and appreciation of diversity.
- To provide an environment which shows that children's play is a valued and meaningful learning tool and this will be reflected through the documentation of children's work.
- To regularly reflect upon our practices and continue to enjoy learning as adults.

meet your educators



Amy - Nominated Supervisor

Monday, Wednesday, Thursday, Friday

Hi – My name is Amy Lynam. I'm the nominated supervisor, which means I'm the person responsible for the day to day management of Peter Pan. I'm a mum of two children, Mitch and Amelia – they both keep me busy along with my husband Paul. I have been in child care for over 18 years in varying roles from room leader to supervisor. My previous job was at a private long day care centre.

Coming to Peter Pan in 2013 changed my view of childcare. Our community based preschool here at Peter Pan is like a little family. We have so many opportunities for families to be involved. Peter Pan is all about the children and how we ensure they have the best start to early education. I'm looking forward to meeting and getting to know you all.



Belinda - Educational Leader

Monday, Tuesday, Wednesday, Friday

Hi - My name is Belinda. I am a mum of two grown up children and have worked for over 35 years as an educator with children from 0 to 8 years old. I have worked in a variety of services, from long day care to family day care, to learning support with the education department. I have now been with Peter Pan for 10 years where I am the Early Childhood Teacher and Educational Leader.



Alison - Educator

Monday, Tuesday, Wednesday, Thursday

Welcome to Peter Pan! My name is Alison and I am a mum of boys – Harry, Carter and Ted. I grew up in Towradgi, where I now live with my boys and husband Daniel. In our spare time we enjoy the beach and spending time together as a family. I have worked in childcare for approximately 17 years. I feel very fortunate to be a part of this very special family. Thank you for entrusting us with your beautiful children. I look forward to getting to you and your family more.



Rebecca - Educator

Tuesday, Wednesday, Thursday, Friday

Hi! My name is Rebecca, or Beck as I'm usually called. I am a mum of 3 children, Thomas, Emelia and Max and married to Simon. After completing my childhood training. I then spent most of my working career in retail and admin. Peter Pan is a very special place for me and my family. My dad, myself and my three kiddies have all attended here and I have also been on the parent committee. This is my second year at Peter Pan as an official member of the educating team and I couldn't be happier. I am so excited to be a part of your little people's preschool life and getting to you know you all.

WHAT TO BRING DAILY:

- School bag
 - Peter Pan hat which is supplied by centre as part of your enrolment
 - lunch box – sandwich/ wrap/ leftovers which can be heated, fruit, crackers, yoghurt are just a few ideas.
 - Afternoon tea – this is a separate to your child's lunch box as it goes in the box in the fridge.
 - Please ensure these lunch boxes are keep the same. Children are able to locate their belongings a little easier if they don't change.
 - spare clothes labelled
 - drink bottle with water only
- please label **ALL** items which to pack for Peter Pan, we can return your child's belongings quickly and it's a good habit to get into with going to school. Name labels are available from Big w, Office works, stuck on you, identity direct just to name a few. Otherwise a label machine from Woolies or Kmart are a great investment.

Fee Payment Policy

AIM:

To ensure the financial viability of the centre through effective management of the payment of fees in a timely fashion.

IMPLEMENTATION

Payment of fees is required in one of two ways as agreed on your enrolment form.

- i. One lump sum payment made by week 8 of the current school term OR
- ii. Fortnightly payments.

Payment is accepted using cash or cheque at any ANZ branch or by electronic fund transfer (EFT).The Centre's bank details for direct deposit are:

BSB: 012-622

Account number: 24-360-6904

Institution: ANZ Bank Figtree

Annual enrolment fee of \$40 per family, annual fundraising levy of \$80 per family, payable in term 1 and a maintenance levy of \$20 per term per family. All monies are to be paid into the above bank account.

ELECTION OF PAYMENT/FEE PAYMENT

- This policy is displayed in our policy folder at Peter Pan Pre School.
- A payment election form is attached to your enrolment form where you can select your payment option.
- A reminder will be sent to those families who have outstanding fees. Please contact the Nominated Supervisor if you are having difficulties paying the fees. Overdue fees will incur a \$30.00 late fee.
- Fortnightly payments must be completed by end of term or \$30 late fee will be incurred.
- If your fees are unpaid, it will be outsourced to an independent body for the recovery of fees on behalf of the centre. The child/children will not be able to return to preschool until the fees are paid in full.
- Withdrawing your child in term 4 after week 4 you still will be required to pay for all of Term 4 fees. Unforeseen circumstances may arise and the nominated supervisor will take into consideration these situations.

FUNDRAISING LEVY

- The Fundraising Levy is \$80 per year per family, paid with your 1st term fees.
- Fundraising levy will be worked out as a percentage for those families which start later in the year.

MAINTENANCE LEVY:

- \$20 paid per term per family.

LATE PICK UP FEE

- The preschool hours are from 8.30am – 3.50pm. Late fee will be \$2/min based on the preschool clock.
- All families will need to have left the premises by 3.50pm.
- Late fees form will be completed on the afternoon of lateness, families and educators to sign noting time and money. Families will be given the late fee form before they leave.
- Late fees will need to be paid on your next preschool day and paid in cash to the Nominated Supervisor.

SUNSAFE CENTRE:

- All children to be sunscreen when UV rating is 3 and above.
- Families to sunscreen children on arrival.
- Educators will reapply sunscreen when necessary.
- Children need to have their sun safe preschool hat each day they attend.
- Families are to ensure children are wearing adequate sun safe clothing e.g. no shoulders exposed.

EARLY YEARS LEARNING FRAMEWORK:

- Our curriculum is based on the early years learning framework (EYLF).
- The framework is for all children to experience play- based learning.
- The learning program is responsive to children's ideas, interests, strengths and abilities and recognises that children learn through their play.
- Through the frameworks five learning goals educators will assist your child to develop:
 - 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.

GETTING TO KNOW YOU SHEET:

- A getting to know you sheet for your child may be used to gain more family feedback about your child.
- This sheet is used to get to know your child and help settle your child into Peter Pan Preschool.

For more information contact the Nominated Supervisor, on 4229 5197.

**Welcome to the Peter Pan Pre School
Community!**