

WILLOUGHBY COMMUNITY PRESCHOOL INC.

The Preschool has been assessed as “Exceeding” in all National Quality Standards for Early Childhood Education and Care.

PHILOSOPHY

The Preschool provides quality care in an educationally rich and caring environment for young children of our community aged three to five years. Principles and practices of the Early Years Learning Framework for Australia “Belonging Being & Becoming” underpin our practice that is focused on assisting all children to make progress in relation to learning outcomes.

PROGRAMME

Experienced Early Childhood Teachers lead the development and implementation of the curriculum and are supported by qualified educators to ensure the establishment of clear goals and expectations for teaching and learning.

Willoughby Community Preschool values play-based learning as it provides young children opportunities to explore, learn and understand the world around them. Storypark is a secure online digital platform used to record children’s individual learning stories, interests and development in the educational program, as well as progress in meeting the outcomes of the Early Years Learning Framework.

The Preschool recognises the important learning that takes place prior to the age of six years. Children are regarded as resourceful and capable and encouraged to be actively involved in their own learning, mastering skills at their own pace, with the aim of developing children’s agency, self esteem and love of learning.

The Preschool promotes awareness and acceptance of individual differences, valuing and welcoming cultural diversity and children and families with additional needs.

LICENCE

The Preschool is licensed for 45 children per day aged between three—five years. This group is divided into two classes. The Preschool operates 48 weeks per year as an extended hours Preschool under the Federal system and those eligible will be able to claim Child Care Subsidy (CCS). The hours of operation are 8:00am - 4:00pm. Children attend three days (Monday, Tuesday and Wednesday) or two days (Thursday and Friday).

EDUCATORS

Our Preschool offers children consistent, experienced, qualified teachers to support their learning and development. Each class has an early childhood teacher supported by qualified childcare educators. The Preschool chooses to provide a higher proportion of teaching staff per child than minimum levels set by the National Quality Framework.

All educators participate in ongoing professional development and the annual appraisal process.

DAILY REQUIREMENTS

Children bring a bag, a nutritious morning tea, lunch and drinks and a full change of clothes that is kept in their individual locker. The Preschool has a healthy eating and ‘nut free’ policy. A Preschool hat will be given to your child on their enrolment to be worn all year round. The Preschool is an approved Cancer Council Sun Smart Centre.

FEES

Fees are adjusted annually, or when necessary. Fees for 2019 are \$83 per day for the 9:00am-3:00pm program and \$105 for the 8:00am-4:00pm extended hours program. Fees are invoiced fortnightly and paid via a direct debit facility from your nominated bank account or credit card.

WAITING LIST

Children’s names can be registered on a wait list from birth using the Preschool’s Wait List Form accompanied with a non-refundable fee.

A receipt will be issued and should be kept as your record of registration.

The Preschool must be notified in writing or email, of any changes to the details given on the Wait List form. This includes change of address and personal details.

You are welcome to view the Preschool environment any day between 8:00am - 9:45am when one of our educators will be available to accompany you. An appointment may be made outside these hours that is mutually convenient.

ENROLMENT

Mid year, the Director offers placements for the following year. To be eligible, a child needs to be three years of age before the start of the Preschool year and toilet trained.

In determining allocation of places, priority is given to four year olds commencing school the following year. Consideration is given to the child's position on the waitlist, if a sibling of the child has previously attended the Preschool, working parents, children with a cultural and linguistically diverse background, or an additional need and the available resources of the Preschool.

Two or Three day positions will be offered, with children accepted into the three day program going to school in the following year. A letter of offer will be forwarded to the address provided. To secure the position parents need to understand and sign the acceptance and acknowledgement section of the letter and return it together with the acceptance fee by the due date indicated in the letter of offer.

Upon receipt of the acceptance fee and signed acknowledgement slip, an enrolment pack will be forwarded to you. Please complete and return all required documentation by the due date.

An Orientation is held in November when your child can explore the Preschool in the security of your presence.

PRESCHOOL MANAGEMENT

The Preschool is a community-based, not-for-profit organisation incorporated under the Associations Act. Parents or community members are elected to the Management Committee and oversee the direction and financial matters of the Preschool. The Director is responsible for the day-to-day administration and operation of the service and the educational program.

PARENT INVOLVEMENT

The Preschool welcomes and needs the participation of all parents in a variety of ways: committee involvement, our parent participation program in the classroom, working bees, and roles as class parents. Our Preschool community is underpinned by a great sense of friendship and partnerships which are strengthened through various casual and more formal social events.

LOCATION

The Preschool is located in the grounds of the Naremburn Community Centre at:

7-9 Central Street
Naremburn NSW 2065
Phone: 9437 4260
Email: director@wcp.org.au
www.wcp.org.au



**WILLOUGHBY
COMMUNITY
PRE ★ SCHOOL INC**