



# **Brentwood Preschool Parent Information Booklet 2021**

**Brentwood Pre-school Association Inc.  
60 View Mount Road, Glen Waverley, 3150  
Phone/Fax: 9560 2735**

**[glen.waverley.brentwood.kin@kindergarten.vic.gov.au](mailto:glen.waverley.brentwood.kin@kindergarten.vic.gov.au)**

**[www.brentwoodpreschool.com.au](http://www.brentwoodpreschool.com.au)**

ترحيب (Arabic)

καλώς ορίσατε (Greek)

Chào mừng (Vietnamese)

欢迎 (Chinese)

ברוך הבא (Hebrew)

आपका स्वागत है (Hindi)

welkom (Dutch)

selamat datang (Indonesian)

benvenuto (Italian)

## **Welcome to Brentwood Preschool!**

We look forward to you joining our kinder community and hope that your family enjoys their time at Brentwood Preschool.

We strive to ensure all children and adults at Brentwood are treated equitably and with respect, regardless of their background, ethnicity, culture, language, beliefs, gender, age, socioeconomic status, level of ability, additional needs, family structure or lifestyle.

Thank you for taking the time to read our Information Booklet. We hope you find it useful in gaining an understanding of Brentwood Preschool. Please keep it in a safe place and use it for future reference. If you have any queries please ask one of the members of our Committee of Management or one of our educators.

accueil (French)

歓迎 (Japanese)

환영 (Korean)

willkommen (German)

powitanie (Polish)

bienvenido (Spanish)

நல்வரவு (Tamil)

ยินดีต้อนรับ (Thai)

karşılama (Turkish)

## CONTACT & LICENSING INFORMATION

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### **Brentwood Pre School Association Inc.**

60 View Mount Road, Glen Waverley, 3150

Phone/Fax: (03) 9560 2735

[glen.waverley.brentwood.kin@kindergarten.vic.gov.au](mailto:glen.waverley.brentwood.kin@kindergarten.vic.gov.au)

[www.brentwoodpreschool.com.au](http://www.brentwoodpreschool.com.au)

<b>ABN</b>	57 359 841 140
<b>Consumer Affairs Victoria Registration No</b>	A0008946L
<b>Licence Number</b>	3713
<b>Approved Provider</b>	Brentwood Pre School Association Inc
<b>Approval Number</b>	PR-00001383
<b>Name of Service</b>	Brentwood Kindergarten
<b>Service Number</b>	SR-00003845
<b>Educational Leader</b>	Mrs Karen Newton
<b>Nominated Supervisor</b>	Mrs Karen Newton

## PROGRAM TIMES

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### **3-4 YEAR OLD GROUP**

6 hours in total

Monday & Friday

9:15am-12:15pm

### **4-5 YEAR OLD GROUP**

15 hours in total

Tuesday, Wednesday & Thursday

9:15am-2:15pm

### **TERM DATES**

Term 1: January 27<sup>th</sup> \* to April 1<sup>st</sup>

Term 2: April 19<sup>th</sup> to June 25<sup>th</sup>

Term 3: July 12<sup>th</sup> to September 17<sup>th</sup>

Term 4: October 4<sup>th</sup> to December 17<sup>th</sup> \*

\* please note both the first day of the year and the last day of the year (Jan 27<sup>th</sup> & Dec 17<sup>th</sup> ) are

Teacher Only Days. Children have these days absent from kinder.

### **PUBLIC HOLIDAYS (NO KINDER)**

Easter Monday

Monday 5<sup>th</sup> April

Labour Day:

Monday 8<sup>th</sup> March

Anzac Day:

Sunday 25 April

Queen's Birthday:

Monday 14<sup>th</sup> June

Melbourne Cup Day:

Tuesday 2<sup>nd</sup> November

## FEE INFORMATION

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### 3-4 YEAR OLD GROUP

- \$100 deposit payable upon acceptance of place (deducted from Term 1 fees)
- \$435 per Term (includes incursions)
- \$100 Refundable Maintenance Contribution – payable with Term 1 fees & refunded (if eligible) in Term 4 as separate payment (not deducted from fees)
- No Concessions available in 3 year old group

### 4-5 YEAR OLD GROUP

- \$100 deposit payable upon acceptance of place (deducted from Term 1 fees)
- \$490 per Term (includes incursions)
- \$100 Refundable Maintenance Contribution – payable with Term 1 fees & refunded (if eligible) in Term 4 as separate payment (not deducted from fees)
- Concessions may apply

Fees are payable in advance of each term & invoices will be issued electronically via email. Preferred payment method is Direct Debit as per the bank details listed below. Payments also accepted via cheque, but NO CASH.

### BANK ACCOUNT DETAILS

**Bank:** Bendigo Bank

**Branch:** Pinewood, Victoria

**BSB:** 633-000

**Account No:** 157008350

**Account Name:** Brentwood Pre-School

For more fees information please refer to the 'Fee Information for Families' and 'Statement of Fees' provided with your Information Pack. Also refer to our Fees Policy available in the Preschool foyer or on our website.

## PHILOSOPHY

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Brentwood kindergarten is a place where children, families and early childhood professionals are valued. We believe kindergarten is a special time in a child's life and a place where children are recognised as being effective and competent learners.

**Our play based curriculum: supports the Victorian Early Years Learning and Development Framework (VEYLDF) along with the National Early Years Framework (EYLF) and is based on the following principles..**

- Optimal learning occurs within a stimulating indoor/ outdoor learning environment all year round
- All children are individual and are empowered when given choices and opportunities to explore their own ideas, see meaning in what they are thinking and solve problems through open-ended play experiences
- Children are citizens of our community with rights and responsibilities for being valued as constructive contributors to our kindergarten community
- Every child has the right to experience success in their learning and development
- Secure attachments and trusting relationships are the fundamental foundations for learning
- Children have opportunity to become caring citizens and motivated learners who are able to enjoy respectful, positive relationships with others now and throughout life

- Our learning environment respects and values diversity of individual learning styles, abilities, interests, heritage and values of individuals and families in our community

**Our kindergarten values collaborative relationships with families and respects that parents are the first and foremost teachers of their children. Our Educators work in partnership with families to achieve common outcomes for all children. In our work with parents we:**

- Understand respectful and caring relationships contribute to the delivery of effective learning experiences
- Recognise parents as the child's first and most influential teachers;
- Use each families understanding of their child to support shared decision-making about each child's learning and development
- Respect, celebrate and value the individual backgrounds and unique culture and customs of families
- Communicate each child's learning along with group learning through formal and informal discussions, portfolios, program diary, reflections and electronic communications.
- Encourage families (including extended family members) to become actively involved in our program

**We view our kindergarten community as part of our wider local community. We believe it is important to:**

- Support children and families to connect with each other
- Connect with local child and family support services
- Connect with and develop relationships with local services in the community
- Value and understand our Australian Aboriginal and Torres Strait Islander culture along with the diverse cultures of our current families
- Contribute to the ongoing training and development of high quality educators and teachers through welcoming pre- service teacher placements from universities.
- Support the inclusion of work experience school students in the educational program.

Our centre is committed to making the world a safer and greener place for all and believes in encouraging sustainable living practices and healthy lifestyles amongst our children and families. Emphasis is placed on the use of natural and recycled materials, wise water usage, recycling, composting and creating a strong sense of responsibility for all living things through hands on caring for animals and plants

At Brentwood we are committed to employing qualified and experienced Early Childhood Professionals and support the development of professional knowledge that enables educators to provide the best possible learning and development opportunities, which reflects Early Childhood Australia's Code of Ethics.

It is our hope that all children in our programs are happy and excited about coming to our kindergarten and that all families feel valued and develop a sense of belonging to our kindergarten community.

## **OUR COMMITMENT TO CHILD SAFETY**

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Our organisation is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our thorough policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Our organisation is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Our organisation has thorough human resources and recruitment practices for all staff and volunteers.

Our organisation is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

## **PROGRAMS**

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Our programs follow the Victorian Early Years Learning and Development Framework (VEYLDF) along with the Early Years Learning Framework for Australia - Belonging, Being, Becoming (EYLF). Both documents are available to be viewed online by following the links at [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au) or [www.deewr.gov.au](http://www.deewr.gov.au). At various times of the year, incursions are planned as an extension of the kindergarten program. They may include visitors to the pre-school, e.g. drama programs, duck hatching. Incursion costs are included within the fees charges for each term.

## **EDUCATORS**

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All educators at Brentwood are qualified early childhood professionals. All educators have up-to-date first aid, CPR, Epipen, asthma and anaphylaxis qualifications. Educators complete regular professional development and training, and update all qualifications as required. All educators have current Victoria Police and Working With Children checks or VIT registration

### **Educational Leader/4-5 Year Old Educator – Karen Newton**

Karen has a Diploma in Early Childhood and a Graduate Diploma in Special Education plus more than 20 years of experience in kindergarten teaching. She has a special interest in creating inviting play spaces and extending each child's individual interest. Karen is also the Educational Leader and is the

Nominated Supervisor for our licence with the Department of Education and Early Childhood Development.

### **3-4 Year Old Educator – Susan Natoli**

Susan has a Diploma and a Bachelor in Education and many years of experience in kindergarten teaching. Her welcoming smile & enthusiasm for education is a great asset for Brentwood.

### **Co-Educators - Kirsten Haynes & Angela Catania**

Angela holds a Diploma in Children Services . Angela has a love of playing with children and helping them learn through those experiences.

Kirsten holds her Cert III in Early Childhood Education and loves being at Brentwood and especially enjoys spending time with the children and being part of their growth and discovery of themselves and the world around them.

### **ADDITIONAL NEEDS ASSISTANT**

Sometimes an additional needs assistant is employed through the KISS Program to help facilitate the inclusion of a child with additional needs into the kinder environment. The additional needs assistant works in cooperation with the educators and all children in the group.

### **STUDENT TEACHER PLACEMENTS, WORK EXPERIENCE STUDENTS & VOLUNTEERS**

Brentwood recognises the importance of contributing to the ongoing training and development of high quality children's services educators by accepting student teacher placements in our centres. Student teachers are supervised by our educators and their placement coordinator and are not permitted to be alone with children at any time. Acceptance of students is always dependent upon the present needs of the children.

Brentwood supports the inclusion of work experience school students in the educational program. This can be arranged upon request from a school liaison officer and in consultation with our Nominated Supervisor. Our centre may also accept placement of volunteers, following an investigation of their commitment and personal qualities, background and attributes. All volunteers must hold Police and Working With Children checks. Volunteers work under the guidance and supervision of the Nominated Supervisor and our educators and are not permitted to be alone with children at any time.

## **GENERAL INFORMATION**

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### **STAGGERED INTAKES**

To assist your child with the transition into our program, our 3 Year Old Group begins the year with a staggered intake. This allows more time with each child and family, thus enabling the children to more quickly develop trust and relationships with the staff and feel secure within the environment. In your Information Pack there will be a leaflet listing the times for you and your child to attend an Interview and following sessions.

Our 4-5 Year Old group start all together from the beginning of the year. If staff or parents believe it would be better for individuals to have a staggered start, this can be discussed together.

### **WHAT FOOD TO BRING**

#### **• 4-5 year old group**

Your child will have lunch and morning tea at pre-school. Lunch and morning tea should be sent in 2 separate containers clearly marked with your child's name and which may be easily opened by your child. A clearly named drink bottle should also be sent along with WATER ONLY.

All food sent to kindergarten should be healthy and nutritious such as fruit, sandwiches, yogurt, rice, pasta, cheese, vegetables, sushi, dry biscuits, healthy muffins. In hot weather, consider freezing the water or putting a cold pack in the lunch box to keep it fresh and cool. Leftovers will be sent home in your child's lunchbox to show you how much they have eaten. Please save chocolate, lollies, chips, biscuits and other sweet foods for a treat at home.

#### **• 3-4 year old group**

The three year old group will have their morning tea at kinder. We ask parents to provide morning tea in a lunch box or container, clearly marked with your child's name on it and which may be easily opened by your child. A clearly named drink bottle should also be sent along with WATER ONLY.

Morning tea should be healthy and nutritious such as fruit, vegetables, and cheese.

Please support our risk minimisation plan and refrain from sending nut products in your child's lunch or morning tea. Peanut butter, Nutella, nut bars all pose a threat to children with anaphylaxis. Please refer to our Anaphylaxis Policy, a copy of which is available in the foyer or on our website.

### **BIRTHDAYS**

We acknowledge the importance of special occasions such as birthdays in a child's life and invite you to celebrate your child's birthday at preschool with a cake, cupcake or other treats. Should you wish to do this, please provide enough for all the children to share. Your family is more than welcome to join us. Please support our risk minimisation plan by providing a list of ingredients and refrain from sending any nut products.

### **HATS AND BAGS**

All children attending Brentwood Preschool will be given a sun hat and kindergarten bag at the commencement of the year. We ask that all children use these rather than bringing their own bag and hat from home. Our hats meet the requirements of our Sun Protection Policy, a copy of which is available in the foyer or on our website. Hats must be worn between 1st September – 30<sup>th</sup> April, plus any days of a UV Index of 3 or more. If your child loses their hat during the year, a new one may be purchased from the kinder for \$5.00.

The bags allow for independence with looking after belongings as they are large and easily opened by the children.

### **CLOTHING AND SHOES**

Your child should wear comfortable and safe clothing and shoes, appropriate to the weather and activities during their day at preschool. Educators will try to ensure children are dressed



appropriately for the weather at all times. As part of our indoor/outdoor policy, during the session children will go outside for part of each session so a warm coat is often required in winter.

Children also need comfortable clothes that allow them to develop self help skills for dressing and undressing. Your child will be encouraged to wear protective clothing for messy activities such as painting. Please send along a change of clothes for your child. We have limited spare clothes but children often feel more comfortable in something of their own should the need arise.

Shoes must be safe for your child to run and climb in. Shoes need to have a good grip so there is no risk of tripping or slipping. Runners with good grip are the most appropriate. Shoes such as gumboots, thongs and dress shoes are inappropriate for playground wear.

### **SUN PROTECTION – SUN SMART (1<sup>ST</sup> SEPTEMBER – 30<sup>TH</sup> APRIL PLUS DAYS OF UV INDEX 3+)**

Our centre is a member of the Sunsmart Early Childhood Program. We have a comprehensive Sun Protection Policy, a copy of which is available in the foyer or on our website. As part of that policy, the responsibility for protecting children from sun damage is shared between educators and parents.

Educators will:

- ensure that when outside, all children wear an appropriate wide brimmed hat (provided by the Kinder)
- assist children to apply a broad spectrum water-resistant sunscreen lotion rating not less than 30+
- include in the program discussions about sun protection and encourage children to be independent in sun safe behaviour
- model sun-protective behaviour

We ask parents/guardians to:

- dress your child in appropriate sun protective clothing including shirts/dresses with sleeves
- apply a broad spectrum water-resistant sunscreen lotion rating not less than 30+ to your child before you arrive at Kinder
- ensure hats given to you by the Centre remain in your child's kinder bag
- sign permission on the enrolment form for educators to apply sunscreen to your child's skin
- provide SPF 30+ broad spectrum water-resistant sunscreen if your child is unable to tolerate the centre's sunscreen. Please clearly name personal sunscreen and leave it with the educators.
- model sun-protective behaviour yourself. **Parents volunteering at kinder are required to wear a hat, sunscreen and sun protective clothing.**

### **SIGN-IN/OUT SHEETS**

Parents are legally required to note the time of arrival/departure of their child from the centre and to initial each entry. This is to be done in our sign in book located in the foyer. The full name of the person collecting your child must be written in the appropriate column of the sign in book each morning.

### **PERSONS AUTHORISED TO COLLECT CHILDREN**

On your child's enrolment form you must provide the names, addresses and telephone numbers of persons authorised to collect your child. Children may only be collected and signed out of the centre by people nominated by their parent/guardian as being authorised to collect their child. It is your responsibility to notify the centre of any changes to the authorisation.

There is a specific Authorisation Procedure to be followed if you require someone other than an authorised person to collect your child. This procedure is contained in our Delivery and Collection of Children policy, a copy of which is available in the foyer or on our website.

## **CUSTODIAL AND RESIDENT CONFLICT**

Parents who wish to restrict another parent or family member from collecting their child must provide a certified copy of any court order to the centre upon enrolment or immediately following issue by a law enforcement agency. Educators will respect and adhere to the restrictions stated in the order while respecting each individual's right to privacy.

Should a restricted person attempt to collect the child, the Nominated Supervisor will secure the safety of all children, educators, parents and visitors, and notify the police. The resident parent will then be contacted. Should a resident parent not have a court order and a restricted adult attempts to collect the child, every effort will be made to delay the restricted adult while the resident parent is contacted.

## **AUTHORITY FOR TREATMENT**

A child may only be enrolled at preschool when the parent/guardian has authorised the service to seek emergency, medical, hospital and ambulance service. All costs involved in emergency medical treatment are the responsibility of the parent. If the Nominated Supervisor or Responsible Person of the kindergarten authorises ambulance attention, transport or medical treatment, the parent will be notified as soon as possible by that person.

## **INJURIES**

If a child sustains an injury at the service, first aid is administered immediately and the parent is informed of the incident. All incidents are recorded and parents are asked to sign these forms when the educators have informed them of the incident. Small knocks and scrapes will be reported to the parent at collection time. If the incident is serious and/or requires parent or medical assistance, a parent will be notified as soon as possible after the incident.

In the case of an incident requiring an ambulance or doctor, the Nominated Supervisor or Responsible Person will immediately authorise such help. Parents must agree to this upon enrolment. We recommend your family joins the Ambulance Victoria scheme. In the event of a child requiring transportation by ambulance to hospital, a staff member will accompany the child in the absence of a parent.

Serious incidents, where a child requires medical treatment immediately or at a later date will also be reported to DEECD as required by law.

Our kinder does not have accident insurance to cover accidental injuries sustained by children. The kinder will not cover any out of pocket medical expenses and other costs associated with accidental injuries sustained by children at kinder. All out of pocket medical expenses and other costs must be borne by the family. In this regard we recommend you take out private health insurance or specific accident insurance for your child. We will endeavour to assist you by providing details of free or low cost medical support services.

Additional information is contained in our Administration of First Aid Policy and our Incident, Injury & Trauma Policy, copies of which are available in the foyer or on our website.

## **NOTIFICATION OF SICK DAYS**

If your child is going to be away from preschool due to illness please notify the centre of this absence and the reason for the absence. This helps with awareness of infection risks. Fees are payable on all sick days. Make-up days or swap days are not offered to replace absences for any reason.

## **DEALING WITH SICK CHILDREN**

The problem of sickness and infectious diseases is very serious, especially when so many children are in contact with each other. It is extremely difficult for educators to provide the appropriate care for children who are ill and still give attention to the rest of the group. If your child becomes ill at the centre, staff will contact you immediately. Infection can move swiftly through a group. Therefore, we ask you or your nominee to come as quickly as possible to collect your child.

In accordance with our Dealing with Infectious Diseases Policy, a copy of which is available in the foyer or on our website, if a child has an infectious disease, they will be excluded from the centre for the minimum period stipulated by the Victorian Department of Health. The timetable for exclusion can be located at <http://docs.health.vic.gov.au/docs/doc/Minimum-Period-of-Exclusion-from-Primary-Schools-and-Childrens-Services-Centres-for-Infectious-Diseases-Cases-and-Contacts> A copy of the Exclusion Table is also on display in the foyer.

### **ADMINISTERING PUFFERS, SPACERS, NEBULISERS AND EPIPENS & OTHER MEDICATION**

You must advise our educators at the time of enrolment if your child suffers from a medical condition requiring the administration of any medication. Educators are not able to administer medication without written authority and Action Plans must be provided before a child begins preschool.

If your child is asthmatic or anaphylactic you are required to supply a spacer and medication for asthma and/ or an epipen for anaphylaxis to be left at the preschool for everyday use, in a clearly named padded cooler lunch box with handle or similar container, with your child's photograph, so that this can be hung up and easily accessed by staff should your child have an asthma or anaphylactic attack. Note that our Centre has been accredited as an Asthma Friendly Children's Service.

Please speak to one of our educators and consult the following policies:

- Administration of Medication Policy;
- Anaphylaxis Policy;
- Asthma Policy;
- Dealing with Medical Conditions Policy;
- Diabetes Policy;
- Epilepsy Policy

Copies of these policies are available in the foyer or on our website.

### **IMMUNISATION**

You are required to provide information regarding the immunisation status of your child upon enrolment. A copy of your child's Immunisation History Statement is required for your child's enrolment form. As of 1<sup>st</sup> November 2018, early childhood education and care services need to ensure parents and carers of children attending their service provide an updated immunisation history statement as evidence that their child continues to be up to date with immunisations while attending the service twice per year.

Information on Immunisation History Statements can be found at:

<https://www.humanservices.gov.au/individuals/enablers/immunisation-history-statements/40556>

### **NON-IMMUNISED CHILDREN**

Special procedures are to be followed by non-immunised children in the case of an outbreak of a vaccine preventable disease. More details will be available at your interview. If you have any questions contact your GP or Local Council or [www.immunise.health.gov.au](http://www.immunise.health.gov.au) Also refer to our Dealing with Infectious Diseases Policy which is available on our website or upon request.

### **FIRST AID**

A list of first aid and other health products used by the service is available for your information, and first aid kits can be inspected on request.

## **FAMILY INVOLVEMENT**

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Our centre values your involvement in the program. In consultation with the educators, you are welcome to visit and spend time with your child throughout the day. Once your child begins the preschool program, feel free to spend time settling your child in and becoming familiar with the educators and program. We appreciate any relevant information you wish to share about your child with their educators. This enables the educators to understand your child's and family's needs better.

When you collect your child you are always welcome to speak with the educators, to gather information about your child's day.

There many ways for you to be actively involved in your child's learning. Support and effort from all families is valued and essential in the running of the centre.

### **COMMITTEE OF MANAGEMENT**

You can take an active role in the centre by serving as a member of the parent Committee of Management. The Committee meets monthly to discuss matters relating to the running of the preschool, including enrolments, payment of accounts, the maintenance of the building and equipment, the purchase of new equipment and to consider any other needs.

### **'STAY PLAY & ASSIST' ROSTER DUTY**

We encourage our parents/guardians and other family members to come to preschool to stay, play and assist. In the 4-5 year old program parents are welcome to stay for the entire program however assistance is required from 12:30pm - 2:15pm. In the 3-4 year old program the roster is for the entire session, 9.15am - 12.15pm. When it is your turn on the roster you will, among other things, be able to help with program activities, folding children's art work, wiping tables, setting tables for lunch and helping to clean up after activities.

### **SHARING CULTURAL EVENTS & SKILLS**

If your family celebrates special cultural events (Chinese New Year, Diwali, Greek Easter) we would love for you to share these experiences with the children. Special talents are also always welcome (for example if you can sing, dance, do magic tricks, play musical instruments, cook or have an interesting profession). These all provide wonderful experiences for the children. Please feel free to offer suggestions or ideas of how you would like to be involved.

### **MAINTENANCE & FUNDRAISING**

To keep costs down we ask all families to participate in voluntary maintenance days. In 2020 we have allocated families one weekend throughout the year where general maintenance jobs will be carried out. Please swap with another family if you know in advance you will not be able to come on your designated weekend. We will also hold two Working Bees, one in Term 1 and one in Term 4. This is another great way of getting to know other families at preschool and getting involved. If you have a specialised skill or tools that you are able to provide, we encourage you to let us know. Your participation at fundraising events such as Bunnings BBQs is also appreciated. Attendance of 1 weekend (rostered shift), 1 working bee and 1 BBQ Fundraiser\*/ other fundraising event will entitle families to a refund of the Refundable Maintenance Contribution at the end of Term 4.

*\* if religious considerations prevent participation in BBQs, please speak with a committee member or staff member as other arrangements can be organised.*

### **SOCIAL EVENTS**

Family information nights, morning teas, family dinners, family BBQs all provide other opportunities for involvement and are a great way to meet with other families.

## **COMMITTEE INFORMATION**

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The Committee of Management is elected at the Annual General Meeting of the preschool held annually in November. A list of members of the Committee and other Committee information is located on our website. A copy of the Minutes of the most recent Committee meeting is displayed in the foyer.

### **FUNDRAISING**

Throughout the year, fundraising activities are scheduled to help with the purchase of additional equipment and resources for the preschool or when a special item has been identified. Your assistance

is always appreciated. In addition, the Committee of Management actively participates in applying for grants with which to fund bigger projects.

### **COMPLAINTS & GRIEVANCES**

If a parent has a concern or complaint they should first talk respectfully with the person directly involved. If you have any concerns relating to the care of your child, an educator, another child, or financial difficulties, please speak with the President or Vice President or write a letter to the Committee of Management.

The procedure to follow if you have a complaint or grievance is set out in our Complaints and Grievances Policy available in the foyer or on our website. A simplified version of the procedure is also on display in the foyer.

### **PRIVACY**

Your privacy is important to us. The way we manage your personal information is detailed in our Privacy & Confidentiality Policy available in the foyer or on our website.

### **POLICY DOCUMENTS**

Copies of all our policies are on our website and are available upon request.