



First Steps

Macquarie College
Preschool
Welcome Book

Welcome!



Macquarie College
Preschool

Thank you for your interest in Macquarie College Preschool.

We hope that you find this booklet a useful tool to gain an overview of our centre.

Please be sure to complete and return the 'Waiting List Form'.



Ph: (02) 4954 9449
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preschool@macquariecollege.nsw.edu.au



182-222 Lake Road
PO Box 517
Wallsend NSW 2287

Historical Background

Macquarie College is a Christian co-educational campus catering for young people from Preschool to the Year 12 Higher School Certificate.

While the Preschool is operated by the Seventh-day Adventist Education Department and governed by an appointed Board of Management, it is open to families of all faiths and religious persuasions. The College Campus includes a Preschool, Primary and Secondary facilities.



The Staff

Macquarie College Board has considered carefully their choice of staff, taking into account both qualifications and experience.

Educators

Director/Educator	Djuna O'Hern
Educator/Educational Leader	Maryann Burns
Educator	Vicki Budden
Educator	Belinda Bailey
Educator	Shannon Miller
Educator	Isabel Dy
Educator	Rachel Tooley
Educator	Christine Salonoy
Educator	Jade Sansom
Educator	Lucy Considine
Educator	Tina Vigerzi
Educator	Tameka Pollitt
Educator	Naomi Zhao

Administrative Staff

Administrative Assistant	Jemima Foster
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Our Philosophy

We work with the Early Years Learning Framework (EYLF), adhere to the Early Childhood Australia Code of Ethics and draw inspiration from the principles of Reggio Emilia philosophy and Nature Play. Macquarie College Preschool Aims to:

- Provide a caring and stimulating program which encourages children's learning in a play-based environment, supporting individual interests and needs.
- Nurture children to develop their full potential as unique God-created individuals and as members of their family and broader community, acknowledging their strengths, recognising areas of interest, developing respectful interactions, providing positive guidance, supporting ongoing learning, offering inclusive programs and promoting self-help skills, confidence, resilience and teamwork.
- Show God's love in all we do, encourage children to wonder in God's creation and incorporate Biblical values in every aspect of children's preschool experience.
- Through extensive outdoor play and our bush garden, create learning environments that encourages risky play and supports the children to make choices, collaborate, take challenges, assess risk, explore ideas, appreciate beauty and diversity, ask questions, feel nurtured, safe and well-cared for, invite curiosity and be a source of enjoyment within a play-based context.
- Recognising that we are God's caretakers of the earth, commit to reducing the impact of our global footprint and create a sustainable environment which practices waste wise initiatives, reduces water usage and increases biodiversity as well as educate children to reduce our impact on the environment.
- Value partnerships with families and promote a positive and strong link between home and Macquarie College Preschool, respecting and encouraging family input and involvement – their skills, strengths and knowledge – and openly communicate with parents all aspects of the preschool program.
- Through regular and meaningful connections with Macquarie College Junior School, we will assist children's transition to school and also the greater community.
- Continually seek ways to build our professional knowledge and engage in open, honest, reflective discussions that may lead to changes in practice and policy development.

We acknowledge, appreciate and incorporate the culture and diversity of our families and community. We acknowledge that the Preschool stands on the land of the Awabakal people, that this land continues to be sacred to them, and we not only pay our respects to elders past and present but endeavour to impart this respect and knowledge of indigenous culture to children. We, as a staff, feel privileged to share this time in your child's life with you.

We also acknowledge that various Early Childhood theorists influence the educators and the decisions and learning programs they provide, whether this be through subtle awareness or intentional teaching.



The Program

The daily program is designed to meet the needs of every child, recognising that all children develop at different rates. Each experience is provided with a purpose in mind.

The teaching staff will observe and assess each child and plan accordingly. Individual portfolios will be kept for every child and these will be available for parents at all times. If you wish to discuss your child's progress, you are invited to see the Director.

A daily routine will be displayed in each room. This will vary according to seasons and weather. However, because young children feel more secure with a regular routine, most days will follow a similar pattern. If you have any questions about your child's day please see one of the staff members.

Learning at Preschool

We are working with the Early Years Learning Framework (EYLF) to value community. Families are encouraged to become involved with the Centre and we promote a positive and strong link between home and Macquarie College Preschool. Our aim is to openly communicate with parents and encourage involvement in all aspects of the centre.

Foundational to the EYLF is Belonging, Being and becoming. We will encourage each child to experience learning in a way that is engaging and builds success for life. Integral to this is a developing sense of BELONGING - knowing where and with whom you belong; of BEING - which incorporates the significance of the here and now; and BECOMING – reflecting the process of rapid and significant change that occurs in the early childhood years.

All experiences provided for the children are planned for the possibilities that may emerge and it is our aim these will encourage growth in these five areas.

We believe our life experience, educational qualifications, beliefs and values all contribute to who we are as individuals and as a team. We aim to provide our educators with opportunities to further their skills and knowledge through professional development and training. We continually seek ways to build our professional knowledge and engage in open, honest and reflective discussions that may lead to changes in practice and policy development.

The educators will reflect on the individual children's experiences, behaviours, interactions and development and use this tool for future planning and directions. We will also use this process when reflecting on the group as a whole.

Macquarie College Preschool educators seek to nurture children individually and support the role of parents. We will provide an environment that encourages children's development based on their needs and interests through planned and spontaneous experiences. Partnerships with families undergird our aim to encourage secure, respectful and reciprocal relationships. Incorporated into the daily interactions between educators and families will be a respect for diversity and a valuing of the role families play in the life of our centre. We acknowledge, appreciate and incorporate the culture and diversity of all people within our community.

Statement of Learning Outcomes

The five main areas for development are as follows:

- 1) Children will have a strong sense of identity.
 - Feel safe, secure accepted and respected regardless of culture, or ability.
 - Be listened to and acknowledged.
- 2) Children will be connected with, and contribute to, their world.
 - Discovering and being aware of new things, people, cultures and technologies.
 - To be challenged and guided by intentional teaching.
- 3) Children will have a strong sense of wellbeing.
 - Freedom to investigate, explore and learn.
 - Feel valued for who they are right now.
- 4) Children will be confident and involved learners.
 - Respecting, listening to and acknowledging others ideas.
 - Learning is a journey.
- 5) Children will be effective communicators.

Credit is given to the Early Years Learning Framework of Australia and the New South Wales Curriculum Frameworks



Quiet Time

This is a period of the day after lunch when the children have the opportunity for a rest or quiet time. We ask you to make known to us the rest requirements for your child. You may choose for your child to sleep or rest on a mattress or participate in quiet table activities such as drawing, puzzles, card/board games and construction. Quiet music will be played to induce a calm environment. Those children who are not resting will participate in meditation before moving to quiet activities.

Behaviour Guidance

We aim to provide a caring, happy, safe environment where the children have a definite understanding of acceptable behaviour. Consistent, clear limits are set in order to give a predictable setting where the children feel secure. Rules will be given which protect the child, the staff and the environment.

At all times staff expectations of children's behaviour will be developmentally appropriate. We aim to be available to children at all times, helping and encouraging them to express ideas and feelings, accepting and listening with respect.

Shouting, physical punishment and humiliation of any kind is not an acceptable form of discipline in this centre. Our policy is summed up as follows – Love and acceptance of the child but not the problem behaviour. A full behaviour guidance policy is available on request.

Parent Involvement

Parents are welcome to be involved in the program and to spend time with their child in the centre. It is very important for your child to see your interest and participation. If you have a particular skill or interest, such as the ability to play a musical instrument or cook international recipes, we would welcome your involvement. We would love to expand the children's experience in this way.

A parent library is available for all to use. Books are available on a variety of topics that may help you in your role of bringing up your family. Please write your name, phone number, title of the borrowed book and date taken in the book provided. Borrowing period is for two weeks.

Guest speakers will regularly be invited to share their knowledge and experience. We would be glad to hear your suggestions regarding subjects of interest.

A monthly newsletter will be sent home keeping you up to date with happenings at the centre and informing of future plans and activities. We, as a staff, recognise that parents know their children best. Your communication with us will be greatly valued.

Parents will also be invited to assist with Fund-raising and the Self-Assessment process.

Hours of Operation

The Centre provides an extended hours preschool program from 7:30am – 5:30pm.

The Centre will be open Monday to Friday 48 weeks a year (this includes school holidays), with closure for 4 weeks over the Christmas/New Year period.

We will be closed on all gazetted State public holidays.



Admission Information

Enrolments

All enrolments are at the discretion of the Director and the Macquarie College Preschool Board of Management. The centre is available to all families without regard for religious, ethnic or cultural backgrounds. It is designed to provide for the needs of the broad community.

Due to the fact that our centre is open 48 weeks a year, 10 hours a day, Child Care Benefit is available to all parents. Our priority of access is in accordance with their guidelines. If you have any questions or concerns regarding the guidelines, please speak to the Director.

Fees

Macquarie College Pre-school is an extended hour's centre providing care for 10 hours a day for 48 weeks of the year. Commonwealth fee assistance (Child Care Subsidy) is therefore available to all families in accordance with Family Assistance Office guidelines.

When your child is enrolled, you will need to contact the Family Assistance Office on 13 61 50 about claiming the Child Care Subsidy. The Family Assistance Office will advise you of your eligibility and your payment choices. If you wish to claim the Child Care Subsidy you should apply prior to or within 28 days of your child starting care in the Pre-school.

The Pre-school can then reduce your fees from the day your child starts. The rate of Child Care Subsidy depends on the family income for the year which care is provided. If you choose to claim the Child Care Subsidy as a fee reduction, the Pre-school will receive a Child Care Subsidy Assessment Notice from the Family Assistance office. It will advise of the percentage fees assistance available.

It is Pre-school policy that fees are to be paid two weeks in advance. The fee policy states that if fees are one (1) month in arrears, the position at the Preschool cannot be guaranteed.

A fee account will be distributed on a fortnightly basis. Fees are required to be paid by direct debit, two weeks in advance at all times. You may choose to pay fortnightly, monthly or quarterly.

2024 Fee Schedule

Daily Fees: \$127.00 Per day

Fee Deposit: \$300.00 Per child to secure a position on enrolment



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