We would like to welcome to our Pre-school our new families who have joined us this year and also our families who are returning. We hope you enjoy your year at Pre-school with us.

Pre-School Orientation Day

Our Pre-school orientation for this year will be held on Tuesday 28th January, 2014 between 1-2pm. Please feel free to bring your child to the Pre-school during this time to meet their teachers and to familiarise themselves with the Pre-school. On this day new families will be able to collect your uniform if you haven’t received it yet. We will have some spare old style t-shirts for sale for $5, hats $5 and jumpers $10 on the day. Hope to see you there.

Pre-School Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narelle Bolton</td>
<td>Monday – Friday</td>
</tr>
<tr>
<td>Lucy Muscat</td>
<td>Tuesday – Friday</td>
</tr>
<tr>
<td>Carmel DeBono</td>
<td>Monday – Wednesday</td>
</tr>
<tr>
<td>Louis Woelfl</td>
<td>Wednesday – Friday</td>
</tr>
<tr>
<td>Julie-Ann Mifsud</td>
<td>Monday (admin and fees)</td>
</tr>
<tr>
<td>Leanne Mifsud</td>
<td>Monday, Thursday and Friday</td>
</tr>
</tbody>
</table>

Pre-School Hours

8.30am - 4.00pm

School Terms for 2014

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 29th January – Friday 11th April</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 28th April – Friday 27th June</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 14th July – Friday 19th September</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 7th October – (term 4 last day to be confirmed)</td>
</tr>
</tbody>
</table>

Sign in Sheets and Hall Pockets

Each day your child attends, please make sure that you sign them in/out, both in the morning and afternoon. Also, remember to check your hall pockets for any notes. At the sign in sheet, there is also a family page where the children can share their stories at group time. There will also be a sign in sheet for your child to practice writing their name each day they come to preschool.
**Children’s Names**

Please check that your child’s name is correctly spelt on their hall pocket. In the hallway, there will also be a list with your child’s birthday on it. Please check that their birth date is correct.

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**Parking/Drop Off**

The driveway for the Pre-school is only to be used as a 5 minute drop off. If you need to speak to the teachers, please park on the road. The grass area is only for staff parking.

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**Health Food Policy**

At Pre-school we follow a health food policy. Please send fruit with your child for morning tea and for an extra snack (if they are still hungry). Some healthy suggestions are dried fruit, yoghurt, cheese, carrots, celery or other vegetables. A sandwich is recommended for lunch as we do not reheat food for the children. All food is kept in the fridge. Please note that bars such as LCM’s are not considered a healthy snack.

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**Uniform and Spare Clothes**

Please send your child to Preschool in sensible, sun safe clothing and footwear (thongs and strappy shirts are not allowed). Make sure they always have hat, as ‘NO HAT NO PLAY’. There is Pre-school clothing available if you have not already purchased some. Please remember to send spare clothes in your child’s bag in case of any accidents, water play or becoming dirty while playing.

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**Sunscreen**

As the children will be playing outside, please make sure you apply sunscreen on your child before they arrive for Pre-School. If they don’t have any on before they come, due to new policies, you will need to apply it when you get to pre-school.

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**Visitors**

Each term we will have incursions where visitors will come to Pre-school and perform a show or present a demonstration for the children. As these events get closer, notes will be sent out. Last year the Fundraising Committee donated the funds to pay for these events and we hope to do the same this year.

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**Newsletter**

The Pre-school newsletter will be available on our website the first week of each month. It will keep you up to date with everything going on at Pre-school. If you would like to contribute anything that may be of interest to other families, please let us know.

If you do not receive the newsletter, please let Narelle or Julie-Ann know.
**P & F Committee & Policies Committee**

The Pre-school has a P & F Committee and we are looking for some parent volunteers to help us out. The committee only meets once a term, the next meeting being the AGM in March. We are looking for parents to take up the following positions: Chairperson, Vice Chairperson, Secretary, Treasurer. If you would like to volunteer for one of these positions, please contact Narelle.

**Medication**

No medication is to be left in the children’s bag. If your child needs to have medicine during the day, it must be given to staff and a form filled in, this includes asthma puffers and epipens. Medicine must be in its original packaging and the script in your child’s name.

**No Toys**

Please do not send any toys to pre-school with your child. We would hate for any toys to be lost or damaged while here.

**Book Club**

During the year there will be various book club catalogues available for you to purchase books. You are not obliged to buy, however the Pre-school does receive vouchers from Scholastic to purchase books for the Pre-school. Please speak to Carmel for any information.

**Fundraising**

During the year we will be holding various fundraising events. Funds from these events will go towards things such as incursions.

**Prayer Tea Towel**

The Pre-school prayer tea towel is available for purchase for $10.

**Donations**

The Pre-school is always in need of various supplies, especially toilet paper & tissues. If you would like to make a donation, that would be very much appreciated.

**Portfolio Books**

If your child is returning, can you please bring back your portfolio books that you received at Christmas last year, so we can continue to add your child’s work in them.

**Website**

Each fortnight on a Tuesday, you will receive an email from our website which will include various information about upcoming events and our newsletter. Keep an eye out for it in your inbox.

**Additional Needs**

If you have any concerns for your child as the year progresses, whether it is learning, social or behaviour, please see staff to discuss any issues you may have.
**Special Events**

**What’s happening this month**
**January/February, 2014**

_Pre-School Orientation_
Tuesday 28th January, 2014  
Time: 1-2pm

First Day of Preschool  
Wednesday 29th January, 2014  
Time: 8.30am – 4.00pm

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**Special Events**

**What’s happening next month**
**March, 2014**

This information will be sent at a later date when events and visitors are confirmed.

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**Birthdays**

January, 2014

11th – Francesca N  
15th – Alex S  
18th – Eric C  
21st – Kirah S  
22nd – Ana P  
30th – Jo H  
31st – Antonio L

February, 2013

7th – Ryan F  
8th – Maxwell F  
12th – James F  
22nd – Harrison M

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**Security Gate**

As you’ve seen we have a security gate which allows us to have control of who enters the premises during the day – better for the children. As parents this will only affect you at certain times during the day. The gate will be opened and accessible in the mornings from 8.30am – 9.45am and again in the afternoon from 2.30pm – 4.00pm. During these times, all you need to do is turn the top black handle and enter.

Between the hours of 9.30am and 2.30pm, the gate will be locked and only accessible by using the buzzer and intercom on the wall. If you are arriving at preschool during this time, press the buzzer and wait for staff to answer, let us know who you are and that you are at the gate wanting to enter, and we will unlock the gate electronically for you to turn the top handle for access.

Please make sure the gate closes securely behind you.
Fees

Invoices for Term 1 fees have been sent out via the hubworks email. Term 1 fee payments must be completed by Friday 21st February, 2014, in line with our new fees policy. Fees are processed on Monday of each week by Julie-Ann (between 9am – 3pm). Please contact her during these hours for any questions on 9631 8901.

Facebook

Please like our OLQP Preschool Facebook page. We will post up to date information on news and events. Please note that no photo’s of children’s faces will be posted on our page.

Find us on Facebook

siblings

Please be aware that siblings are not permitted to be on the Preschool premises without parent supervision. Please keep siblings off the equipment as it is not made for older children.

Email

When you receive an email, please send a reply to acknowledge that you have been able to open and read each one. When notes are attached to the emails, there is no need to print out the notes and send them back, just RSVP by email.

Web & App Lookout

Do you have any useful websites or apps that our families may find of interest and would like to share with them? For example: Healthy Foods, Craft ideas, etc. Please let us know and we can pass them on in this section of the newsletter. Please note that we are not endorsing any websites that we include in this newsletter.

www.kidspot.com.au – this site has some great ideas for anything to do with children, ie food, craft, art etc

Child Reflections:

As a part of our newsletter, we are wanting to publish some of the wonderful stories that our children share with you at home about their experiences at preschool. If you have any of these stories that you would like us to include in the newsletter, please email them to us before the end of each month, so they can go in the next newsletter.

Water Bottles

Could you please make sure that you send your child to preschool with a water bottle. We have water at the preschool to refill them if they drink their whole bottle.