January/February, 2016
Newsletter

Term 1
Thursday 28th January, 2016 - Friday 8th April, 2016

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 Wednesday 27th January, 2016 between 2 - 3pm. 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

- Narelle Bolton  Monday – Friday
- Lucy Muscat  Tuesday – Friday
- Carmel DeBono  Monday-Wednesday
- Louise Woelfl  Wednesday – Friday
- Julie-Ann Mifsud  Monday (admin and fees)
- Leanne Mifsud  Monday - Thursday

Pre-School Hours

8.30am - 4.00pm

School Terms for 2016

Term 1  Thursday 28th January – Friday 8th April (10 weeks)
Public holidays - closed Friday 25th March and Monday 28th March

Term 2  Tuesday 26th April – Friday 1st July (10 weeks)
Public holidays - closed Monday 25th April and Monday 13th June

Term 3  Monday 18th July – Friday 23rd September (10 weeks)

Term 4  Monday 10th October – (term 4 last day to be confirmed) (10 weeks)
**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.

**Child Absences**

If your child is not feeling 100%, please note that the best place for them to get better is in their own homes. This will stop germs spreading to their friends and will allow them to get better faster. If your child is away from Preschool for any reason, please let the staff know at your earliest convenience either by phone or email.

**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.

**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 educators, please park on the road. The grass area is only for staff parking.

**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.

**Uniform and Spare Clothes**

Please send your child to Pre-school 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.

**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, in line with our sun safe policies, you will need to apply it when you get to pre-school.

**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.
**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.

<table>
<thead>
<tr>
<th>Medication</th>
<th>No Toys</th>
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<tbody>
<tr>
<td>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. All epipens &amp; asthma medication must have an action plan filled in by your doctor.</td>
<td>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.</td>
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<tr>
<th>Book Club</th>
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<tr>
<td>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 Julie-Ann for any information.</td>
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<tr>
<th>Fundraising</th>
<th>Prayer Tea Towel</th>
<th>Donations</th>
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<tbody>
<tr>
<td>During the year we will be holding various fundraising events. Funds from these events will go towards things such as incursions.</td>
<td>The Pre-school prayer tea towel is available for purchase for $10.</td>
<td>The Pre-school is always in need of various supplies, especially toilet paper &amp; tissues. If you would like to make a donation, that would be very much appreciated.</td>
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<tr>
<th>Portfolio Books</th>
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<tr>
<td>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.</td>
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<tr>
<th>Siblings</th>
<th>Additional Needs</th>
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<tbody>
<tr>
<td>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.</td>
<td>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.</td>
</tr>
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Special Events

What’s happening this month
January/February, 2016

Pre-School Orientation
   Wednesday 27th January, 2016
   Time: 2-3pm

First Day of Preschool
   Thursday 28th January, 2016
   Time: 8.30am – 4.00pm

Special Events

What’s happening next month March, 2016

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

Birthdays

January, 2016
3rd – Elijah B
9th - Lucas P
17th – Scarlett L

February, 2016
3rd – Philippa M
7th – Billie F
8th – Mikayla W
23rd – Maya F
23rd - Sophie L

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 Week 4, Friday 19th February, 2016, in line with our fees policy.** Fees are processed on Monday of each week by Julie-Ann (between 9am – 3pm). An orange receipt will be placed in your hall pockets on the Monday after your payment has been received and processed.

Payment can be made via BPay, Postbillpay and EFT (Credit Card/Savings).

**Any Term fees that have not been completed by the due date will incur a $15 late fee per week enforced by the Catholic Education Office (CEO).**

Please contact Julie-Ann during these hours (Monday 9am – 3pm) for any questions on 9631 8901. If you contact the office from Tuesday – Friday, please speak to Narelle. Other staff in the preschool may still take your eftpos payments, however they will not have access to your account information.

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**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.

**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.
What we need to do in the morning at Preschool

- Gates open at 8.30am
- Get Mummy or Daddy or Guardian to sign us in
- Pick a locker symbol and put our school bag inside the locker
- Put our lunch box in the fridge
- Wash our hands in the bathroom
- Sign our own name
- Check to make sure we have sunscreen on (if not get guardian to apply before they go)
- Make sure we have our hat on
- Put water bottle into basket
- Say Hello to teachers and friends
- Say Bye to Mummy, Daddy or guardian
- Have a fun day at preschool

What we need to bring to Preschool

- School Bag
- Hat
- Spare Clothes including spare underwear
- Lunch box full of nutritious healthy food (fruit & a choice of yoghurt or cheese for morning tea and a sandwich & healthy snack for lunch). Please see staff if you have any questions regarding food to pack.
- Water bottle

Please feel free to call the Preschool at any time during the days your child is with us or if you have any questions.

9631 8901

Newsletter and Website

The Pre-school newsletter will be available on our website updated each month. You will receive an email from our website notifying you that the latest edition of our newsletter and associated notes are available for you to look at and read to keep you and your family updated on what is happening at our Pre-school. Keep an eye out for it in your inbox.

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.

Please see the following page to show how to navigate through the email and our website.
Preschool Monthly Newsletter Email

Each month, you will receive an email from the Preschool website, which contains our monthly newsletter and any upcoming events. The picture below, is an example of what the email will look like.

Newsletter Heading

To read the newsletter, you will need to click on the PDF image or the blue writing containing the heading of that month's newsletter (in this case it will be the August, 2015 Newsletter). Once you have clicked either of these links, you will be taken to the monthly newsletter PDF document.

Upcoming Events Heading

Under this heading, there will be all the upcoming events held at preschool listed in blue writing. If you click on any of these blue writing events, you will be taken to the PDF document which contains further information/notes on the event.

Using this email as a guiding tool and also looking at our preschool website www.celcgreystanes.catholic.edu.au is the easiest way to find all the information that you will need about events at the preschool. Please let us know immediately if you are not receiving this email each month.

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Dear Julie-Ann & Darren,

**Newsletter - Newsletters**

**August, 2015 Newsletter**

22/07/2015

News & Events including birthdays and incursions for the month of August.

**Upcoming Events**

- **Bookclub**
  - 31/7/2015 04:00 PM

- **July, 2015 Birthdays**
  - 31/7/2015 04:00 PM

- **Young Scientists**

Click here to open & read the newsletter.

Click here to open & read about any of these upcoming events.