**Website ideas;**

The following websites are a good guide as to something we are looking at.

Www.Thepointpreschool.com.au

Or

Www.Yarrambatpreschool.com.au

We would like something that is user friendly and easy to manage.

Something that the Director can easily update and add too when needed.

Visual aesthetics is important. Lots of photos of our service environment and building and staff.

History is a draw factor for our service & the time we have been operating in our community.

Another draw card is our location and outdoor area.

We would like reference to our facebook page somewhere too.

Established in 1954, Griffith Preschool Kindergarten has a long history of educating and caring for the children of Griffith and surrounding areas.

Griffith Preschool Kindergarten is a non-profit community based Preschool located on Kindergarten Lane. The Preschool is managed by a parent based volunteer committee and is supported by qualified, caring and dedicated staff.

During your time at Griffith Preschool Kindergarten Inc, you will notice that our Service has picked up a couple of ‘pet names’ over the years. So if you hear or read the names:

Kindylane

or

Griffith Preschool

Know that these names do in fact refer to Griffith Preschool Kindergarten Inc!

As a parent, when selecting the right Preschool for your child, it is important to find a safe and happy environment in which your child will be extended.

At Griffith Preschool Kindergarten we have been providing a happy, safe and fun environment for our children for over 59 years.

The Pre-School is situated on a large allotment of land in a quiet suburban Lane with street parking available.

From an early age, children learn to work together and to use all their senses. Collaborative learning builds teamwork, self confidence and communication skills.

**ABOUT US**

**Our Pre-School is a non-profit Community Based Preschool run by the Community for the Community**

Our Pre-School was established in 1954

Regulated by Department of Education and Communities

Objects and Rules of Incorporation

Run by a Management Committee consisting of parents

Day to Day Running by Director who reports to Management Committee

**How the Preschool Operates**

￼

**Income Sources**

DEC (Department of Education and Communities)

Parent Fees

**Special Needs**

DEC (Department of Education and Communities)

SCAN Carewest

**Griffith Preschool Kindergarten Inc**

Kindergarten Lane

Griffith NSW 2680

Po Box 711

Griffith NSW 2680

providing not for profit, community, high qualitychildhood education since 1954

Under About us, We would like the headings; Aim, Groupings & Rooms, Hours of operation, History,

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**ABOUT US**

**HISTORY**

The Preschool History – Building successful partnerships since 1954

Griffith Preschool Kidnergarten Inc was built in 1954 as a not-for-profit, community-based preschool to provide an educational preschool program for children aged 3 to 6 years. Local residents & organisations had a vision for a community operated preschool and Griffith Council provided the land. The founding President of The preschool, Mr David Farr-Wharton, with the assistance of many local parents built the preschool. David remained an active member of the Management Committee for 46 years, until 2002, before retiring to Queensland.

Today the preschool continues to operate as a community based, not for profit preschool, the land continues to be leased from the Griffith Council and parents continue to manage the preschool. This is a remarkable achievement and a sign of the preschool’s success.

Generations of families have brought their children to Kindylane – we now have grandparents who built and originally enrolled their children, now bringing their grandchildren back to preschool. It is wonderful to see parents who attended the preschool now returning with their children. Many people comment that the warm and supportive environment of the preschool remains since those very early years.

( I have a document that I can forward through with what we would like added here)

Under HOME we would like this information

The underlined text would be good if it linked to headings.

Ie Kindergarten lane would link to CONTACT US which would include a map

Parent based volunteer committee would link to PARENTS

Qualified caring and dedicated staff would link to OUR STAFF

across the home page to include;

HOME, ABOUT US, ENROLMENT,PHILOSOPHY, PROGRAM & EDUCATION, OUR STAFF,PARENTS, GALLERY, CONTACT US

The underlined text would be good if it linked to CONTACT US heading

**ENROLMENT**

Griffith Preschool Kindergarten has generally always had a significant waiting list. We encourage families within the community to contact us and fill out a waiting list application form.

Some years there can be a lot of movement with positions which can free up positions and make days available throughout each year. Some years can be lower due to birth rates in previous years.

Please don’t assume you wont get a positions as you may never know your luck.

The enrolment process begins each year around July. Families are contacted via phone to ensure your requests are still as indicated on your forms. Once positions have been placed in room lists each family will receive an enrolment pack which contains the documentation needed for each child.

This information will be asked to be returned by the parent information night, generally held the first week in November.

Waiting list applications can be made from your child’s second birthday and are done so through the Preschool. Please contact us for a application form.

**PHILOSOPHY**

Insert philosophy document

Under PROGRAM & EDUCATION

Please include ;

Our preschool program, routine, sun safety, nutrition

**PROGRAM & EDUCATION**

**Our Pre-School Program**

At Griffith Preschool Kindergarten we offer play based educational programs. These programs are built upon a basis of sensitivity to childhood development and follow the Early Years Learning Framework. Through play, children are engaged in learning environments which allow them to develop socially, emotionally, physically and cognitively.

The program incorporates numerous learning activities including cooking, art, dance, drama, movement, maths, science, social studies, music, language, pre-reading and writing and is based around the following principals:

Stimulating developmentally appropriate activities

Perceptual motor program

Variety of excursions and visitors to the Pre-School

Providing a wide range of equipment

Caring and enthusiastic staff

Interaction and transition programs with local primary schools

Numerous family social occasions

Parent Involvement

**Routine**

Each room has a routine displayed. The day provides time for eating, sleeping, indoor and outdoor free play experiences, small and large group music and movement, language experiences, messy/sensory play, art experiences and interest/project work.

**Sun Safety**

The preschool maintains a Sun Smart Policy and we ask you to apply sunscreen available in each room on arrival. Staff will encourage children to keep their hats on at all times when outdoors.   
  
Children are required to be dressed in Sun Smart clothing, which includes clothing that covers and protects as much skin as possible, including the shoulders, back and stomach.

At the beginning of each year all children will be provided with a Griffith Preschool Kindergarten sun safe hat. Children can choose to wear other hats as long as they are sun safe.

**OUR STAFF**

**Franca Panarello** Room Leader/Assistant Director

Diploma in children’s Services

1st Aid Qualified

**Renee DeBenetti** Teacher

Bachelor of Education Early Childhood

1st Aid Qualified

**Lyn Evans** Teacher

Bachelor of Education Early Childhood

1st Aid Qualified

**Sue Paton** Teacher

Bachelor of Education Early Childhood

1st Aid Qualified

**Heather Gowing** Teacher/Director

Bachelor of Teaching Early Childhood

1st Aid Qualified

**Caron Scarfone** Assistant

Cert 3

Children’s

Services

1st Aid Qualified

**Claudia Andreatta** Assistant

Cert 3 Children’s Services

1st Aid Qualified

**Mel Corner** Assistant

Cert 3 Children’s Services

1st Aid Qualified

**Maxine Wynne** Assistant

Cert 3 Children’s Services

1st Aid Qualified

**Diane Wallace** Assistant

Diploma in children’s Services

1st Aid Qualified

**Suzie Whittaker** Administration

1st Aid Qualified

**We would like the following titles under this page.**

Committee of Management

Fundraising

Parent involvment

Notices

**PARENTS**

**Committee of Management**

The overall management of the Preschool is governed by the Committee, which comprises a group of parents from the Preschool community who give their time to ensure the Preschool is a wonderful learning environment for both children and staff.

The Committee comprises of the following positions:

President

Vice President (in place of Director as stated in the Rules)

Treasurer

Secretary

Six (6) Ordinary Members

A brief description of each position is as follows:

**President** – Head of the Committee and Chairperson of the Committee meetings. The President has the same voting rights as all other Committee members, but has the casting vote in the event of a tied vote. As an executive member, has legal authority to act on behalf of the Preschool.

**Treasurer –** Manages the Preschool’s finances to ensure the efficient ongoing operation of the Preschool, including budget preparation, income and expenses monitoring and co-ordination of the annual audit. The Preschool has a part time Administration Assistant on staff who manages the finances on a daily basis, such as paying bills and collecting income. As such, the Treasurer’s role is one of general oversee of the finances, not daily operation. As an executive member, the Treasurer has legal authority to act on behalf of the Preschool.

**Secretary** - Manages the Preschool’s formal correspondence and also prepares Minutes of the Committee meetings.

**Ordinary Members** – There are six (6) Ordinary Members that are actively involved in the Committee, but have no specific duties.

Due to licencing regulations stipulated by DoCS, all Committee members must undergo background checks including a criminal record and working with children checks. Anyone wishing to join the Committee will be required to agree to the checks and complete the necessary screening forms.

The Committee may at times be required to assess and adjudicate on sensitive and private issues involving the Preschool families. As such, confidentiality is a key requirement of Committee membership and must be strictly maintained at all times. Due to this confidentiality requirement, parents that are not committee members are generally not permitted to attend Committee meetings.

**We would like the following titles under this page.**

Committee of Management

Fundraising

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**PARENTS**

**Fundraising**

The fundraising or Auxiliary Committee is a sub-committee which all parents are encouraged to join so that they may gain a better understanding of the life long benefits their children gain from their time at pre-school. Parent’s on the auxiliary committee get together and discuss and organise ways to raise funds to purchase resources for the children to develop, learn and be challenged. In the past, parents on the Auxiliary have made contributions that have given benefit for generations of families and in turn… a better local community.

A target of $6000 is included in the operating budget for 2014.

The meetings are held once a month and run for about 30 minutes.

Attendance of parents at meetings is important to:

achieve a quorum to enable the committee to make decisions;

bring more ideas to the committee

To make fundraising events easier to organise – more hands make lighter work.

Our preschool has a fundraising committee that assists the preschool in raising much needed funds. The preschool purchases need equipment and resources with these funds and can go towards projects and big ticket items that the preschool is needing.

An example of some fundraising events the committee helps to organise are;

Pie drives

Open days

Hot cross bun drives

Social events

Coin donations at local events

Under About us, We would like the headings; Aim, Groupings & Rooms, Hours of operation, History,

**ABOUT US**

**HOURS OF OPERATION**

Parents are reminded that the pre-school operates under a licensing agreement with the Department of Education and Communities.

Griffith Preschool Kindergarten operates from 9am to 3pm. Children attend during these times on their assigned days.

The Preschool closes for school holidays. School Term dates are given upon enrolment and Term Calendars are handed out at the beginning of each Term. They are also displayed near the sign in and out area in your child’s room.

To accommodate parents who have work and have other commitments the preschool offers Early Start and Late Pick up.

Early Start - 8.15 am to 9.00 am = $3.00 & Late Pickup 3.00 pm to 3.45 pm = $3.00

Early Arrival - If you would like to use the extended hours option your child can start school from 8.15am. You will be required to pay an early fee of $3.00 if this is nominated at the begining of each term. This will be included on your invoice. Or if you use the extended hours causaully, paid cash on the day of $4.00.

Late Collection- Parents are asked to collect their child at 3.00pm on the day of their child’s attendance. If your child is on premises after 3.00pm and you are not signed in for extended hours you will be charged the extended hours fee of $4. Extened hours are until 3.45pm only.

Please note that if your children are at the Preschool outside of these hours the Preschool will be in breach of its licensing agreement.

Under About us, We would like the headings; Aim, Groupings & Rooms, Hours of operation, History,

**ABOUT US**

**AIM**

We aim to provide your child with the best start to their learning through a safe, nurturing and encouraging environment that will enhance and challenge each child’s own potential development; physically, emotionally, socially and intellectually in preparation for their future years.

Our teachers offer activities and games that are designed to help the children:

Learn, Discover, Create, Role play and Share.

Various areas are set up throughout the preschool rooms to enable children to participate in a variety of activities including puzzles for problem solving, drawing, painting and pasting for creative time and different topics throughout the year to stimulate young minds. We have a wonderful spacious outdoor area where children can climb, swing, dig, run, slide and play various games with each other. The staff encourage the children to participate in a wide range of activities to inspire all areas of development and learning.

Parent and carer involvement is essential to providing a quality learning experience for your child and we welcome your participation. Helping out with lunch duty is a fabulous way of finding out about the current topics your child is learning about & getting to meet the children and talk with the staff in your child’s room.The children always love the idea of Mum, Dad or someone special coming to help with lunches and allowing them to be the special helper for the day.

Griffith Preschool Kindergarten will help make the start of your child’s learning journey a positive and happy one.

**GROUPINGS & ROOMS**

At Kindylane preschool we have 2 rooms. The Wombat Room and the Possum Room. Each room can have up to 40 children each day. We generally have 3 staff each day in each room so our child: staff ratio is higher than the regulatory requirement.

Our grouping over each week is as follows;

2 Day groups- Monday/Tuesday and Thursday/Friday

1 day Groups - Wednesday

3 day Groups - Monday, Tuesday, Wednesday or Wednesday, Thursday, Friday

We do try and accommodate individual needs and differing days and can do this only when enrolments allow us to.

**We would like the following titles under this PARENTS page.**

**Committee of Management**

**Fundraising**

**Parent involvement**

**Notices**

**PARENTS**

**Parent involvement**

Parents contribute significantly to the life of the preschool in many ways and we welcome your involvement.

Ways in which you can help are:-

Sharing your skills and interests with staff and children, e.g. craft, cooking, music, story telling etc.

Helping with lunch roster

Maintaining and repairing equipment, e.g. working bees

Joining either the Management committee or the Auxiliary Committee.

Ensuring that fees are paid on time.

All parents and care-givers are invited to help at preschool on a lunch roster. This involves helping hand out lunches, assisting children while they’re eating and cleaning tables once children are finished. More detail will be explained by staff. Roster provides an opportunity for mothers/fathers/carers to observe their children in the preschool environment.

Younger siblings are welcome to come with you when you assist at the preschool, however you may choose to make your roster session a special time for your preschool child only.

**Notices**

Each child has an individual pocket. The pockets are divided into each kinder group and are located in each room.

These pockets are used for fee invoices and receipts, notices, permission forms and any other correspondence.

**PROGRAM & EDUCATION**

**Nutrition**

Children are required to bring a morning tea and lunch for consumption during the day.

On an occasional basis, the Pre-School will provide food that has been produced through food related activities involving the children.

Food may be provided by parents/guardians for celebrations such as birthdays or other special occasions. Please discuss with staff if you have any questions.

Fill the lunchbox with a variety of healthy foods. Be sure to include plenty of fresh fruit, salad vegetables and bread or low fat cracker biscuits. Put in protein food such as meats, fish, dairy products, baked beans or boiled eggs.

Try a variety of breads and rolls such as wholemeal, mixed grain, white hi-fibre, bagels, pocket, lavish, focaccia, turkish and flat breads. Use margarine/butter sparingly. If sandwich filling is moist (ie. avocado, cheese, salad etc) try to leave out margarine/butter. Dairy foods, meat and eggs need to be kept cold. Put a frozen drink bottle in with the lunch box or use a cooler bag. We have a fridge where lunches can be put if they need refrigeration. Cut sandwiches into strips or use a shape cutter for a novelty.

Nutrition tip  
Fruit has more fibre and fewer calories than fruit juice. Make fruit a regular lunch box item

Being healthy is about much more than ‘looking good’ (as defined by advertisers or magazines). It also helps children:

·strong bones

·and develop healthily

·their concentration at school

·their coordination, balance and strength

·a healthy weight

·bright and active.