HUME CITY COUNCIL
Family and Children’s Services

2016 PRESCHOOL AND 3YO ACTIVITY GROUP
PARENT INFORMATION EVENING
AGENDA

- Acknowledgement to Country
- Introductions
- Parent information packs
- The educational program
- Parent involvement
- Council processes
- Transition and orientation
- Medical conditions
- Second year of preschool
- Children with additional needs
- Fees and Invoices and Health Care Cards
- What’s next
ENROLMENT SESSION

- The time for parents to submit their completed enrolment form, and any relevant supporting documentation, e.g. court orders, immunisation records, health care cards/concession cards,
  - Incomplete forms will not be accepted and must be returned at the orientation session

- Medical action plans will be provided to families at this session
  - At the interview session in 2016, educators and parents will collaboratively develop the risk and communication plans to support the action plan.
ORIENTATION SESSION

- Opportunity for children and parents to see the centre, meet the educators, become familiar with the indoor and outdoor environment, and meet other children that will be attending the centre in 2016.

- Orientation sessions are generally in the week of 30 November.
Opportunity to discuss your child’s individual needs, your goals and expectations, and the preschool program with the educator.

- Individual needs may include health requirements e.g. allergies, additional needs, settling issues, interests

- Goals and expectations and the preschool program may include what you hope your child will achieve in preschool,

A Children’s Services Reference Group Expression of Interest form will be provided to interested families.

For children with medical conditions, parents will return the medical action plan (including a colour photo and signed by the child’s doctor) at this session and develop the risk minimisation and communication plan with the educator.

Discussion regarding the centre philosophy, the teaching style of the educators, and what the program will look like, how parents will be communicated with.
THE EDUCATIONAL PROGRAM

- Centre Philosophy
- Integrated vs. sessional models
- Quality Assessment and Rating
- What to expect at preschool
- What is play?
- What is play based learning?
- Differences between groups/educators/centres
PARENT INVOLVEMENT

- Consistency between home and Preschool
- Open communication
- Parents are welcome at any time in the program
- Ways to become involved e.g. read a story, cooking, special skills or talents, coming for part of the session
- Expectations for communication with your child’s educator
In Kindergarten food is stored in lunch boxes for several hours, so the lunch box needs to stay cool. Food safety suggestions include:

Encourage Parents to Choose an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool.

Encourage Parents to Prepare lunches the night before and store in the fridge or freezer.

Perishable foods such as dairy products, eggs and sliced meats should be kept cool and eaten within about four hours of preparation.

Encourage Parents not to pack these foods if just cooked. First cool in the refrigerator overnight.
An opportunity to be involved in a Children's Services Reference Group to provide feedback direct to Children's Services Leadership representatives.

To join or request further information, complete an Expressions of Interest form which you received at your child’s enrolment session.

Consultation topics include:
- registration and enrolment process
- orientation and transition processes
- fee invoicing process
- redevelopments and new developments
- timetabling
- programming such as parental engagement opportunities.
COUNCIL PROCESSES

- Parent concerns or feedback
- Children’s photos
- Enrolments and cancellations
First day of term is set up day: Wednesday 28 January 2016

Refer to the parent information packs for information on interview times

At the interview session there is an opportunity to discuss with your child’s teacher how best to support your child’s transition into preschool

E.g. your child may be comfortable in these types of settings and can start full sessions straight away, or may benefit from easing into the program with shorter sessions for the first few weeks.
MEDICAL CONDITIONS

• What medical conditions are we referring to?
• What forms do you need to complete and have at the center:
  ❖ Medical action plan – complete with your child’s doctor prior to interview session
  ❖ Risk minimisation plan – completed by the educators with the parent
  ❖ Communication plan – completed by the educators with the parent
  ❖ Medication can be stored at the center or can be signed into the center each day
  ❖ If you elect to leave the medication on site, please do not remove without discussing with the educators, as the centers are required under legislation to have this medication on site at all times that your child attends.
If either you or your child’s educator feel that your child would be eligible and benefit from a second year of preschool, a discussion should be initiated by either you or the educator as early as possible.

A term 3 plan will then be developed in partnership with you toward the end of term 2 and reviewed throughout term 3.

If after reviewing the term 3 plan it is determined your child is eligible and would benefit from a second year of preschool the educator will complete a second year application form.

In order to reserve a placement for your child for a second year, a registration form must be completed by June 30 2016.

No registration fees apply

You can select 3 preschool location preferences, and so your child’s second year does not need to be at the same center.
RESOURCES AVAILABLE FOR SUPPORTING INCLUSIVE PROGRAMS

- Preschool Field officers
- Allied health programs
FEES & INVOICES

- Annual fee invoiced each term
- Invoice issued before the end of the previous term
- Fees due before the commencement of term
- Fees are required to be paid before child is able to commence the term
- Payment plans are available
- Concession card holders are exempt from fees
- Payments accepted via BPAY, cash, cheque, money order or credit card at customer service offices.
If you or your child has a Health Care Card, term fees will not apply, i.e. a 100% discount will be applied on term fees where the card is valid for at least part of the term.

Present your Health Care Card at the preschool at the interview session or throughout the term, and the educators will take a copy.

The annual fee will still be invoiced each term, the 100% fee discount will be applied after the invoice is sent, so please disregard the first invoice you receive.

If you receive a second invoice, please contact Council on 9205 2200.

If your Health Care Card expires throughout the year, you will be asked to provide an updated copy of the card in order for us to continue to apply the fee discount.
WHAT’S NEXT?

Orientation:
• Information included in your parent information pack

Information pack – what to do with the contents
• Medical action plan templates are available for collection at the enrolment session and completed document must be given to the preschool before the child commences
• Bring your Health Record (blue/green book) to the enrolment session
• Interview date and time

Thanks for coming!
If you have any questions or wish to speak with your child’s educator the staff are available afterwards.