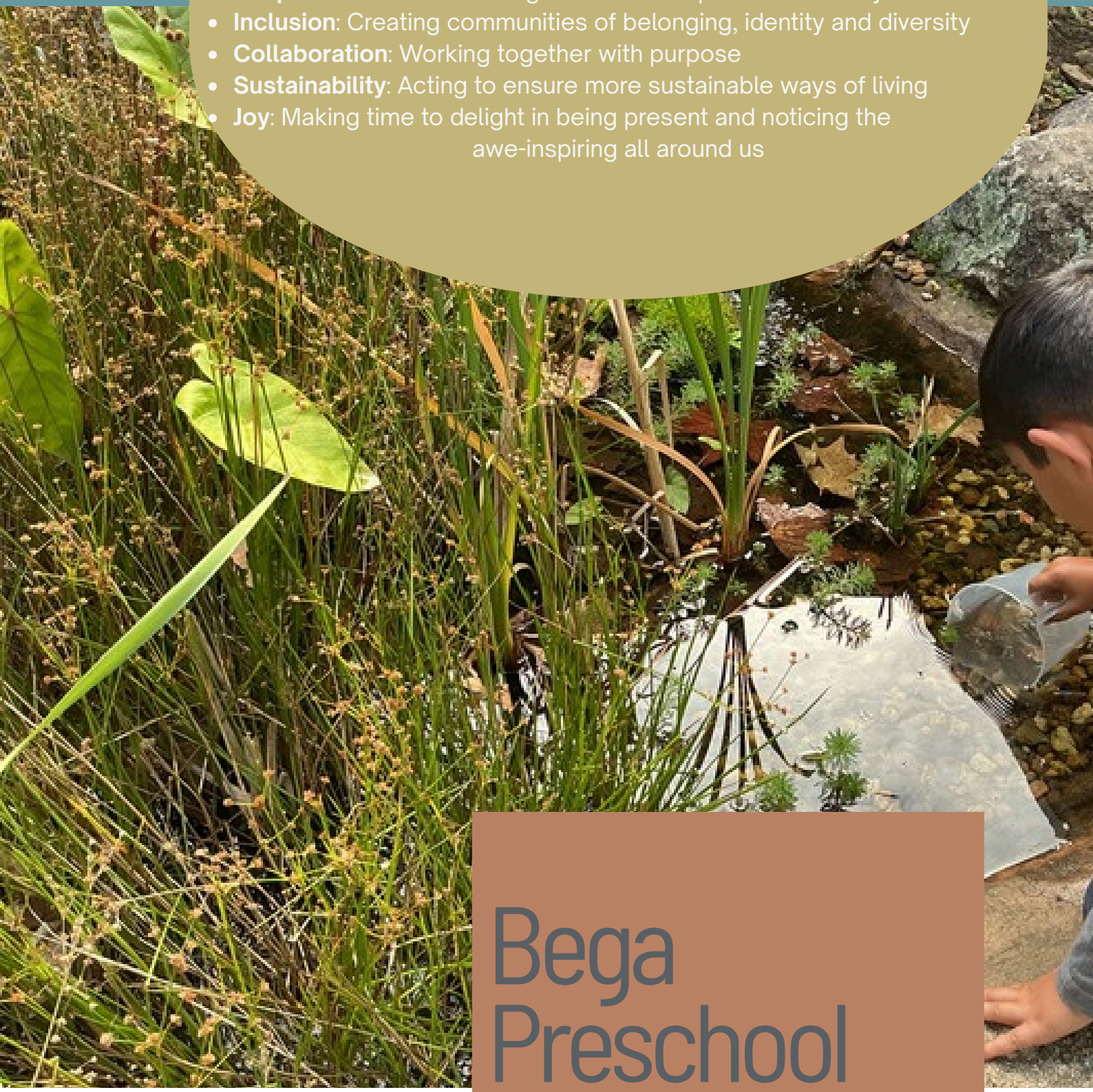
## We value:

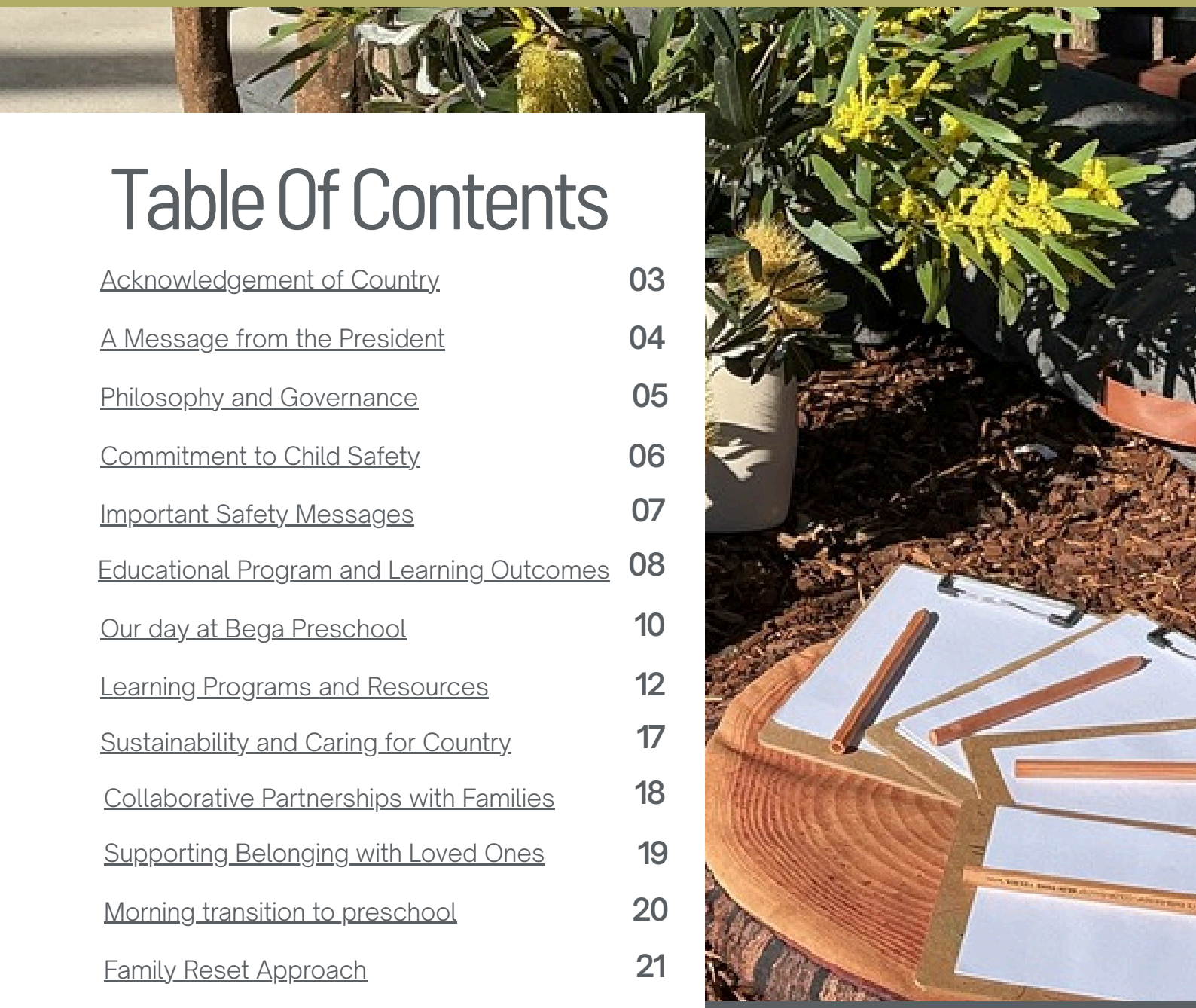
- **Respectful Practice**: Acting in ethical and professional ways
- **Inclusion**: Creating communities of belonging, identity and diversity
- **Collaboration**: Working together with purpose
- **Sustainability**: Acting to ensure more sustainable ways of living
- **Joy**: Making time to delight in being present and noticing the awe-inspiring all around us



# Bega Preschool Family Handbook

2027 Edition

*"Learning Together On Djiringanj Country"*



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# "Giiyong Wallawani"

means "Welcome and we hope you have had a safe journey" in Djiringanj Language.

We are looking forward to you joining us at Bega Preschool.




## Acknowledgement of Country

We acknowledge the Traditional Custodians of this land, the Djiringanj peoples of the Yuin Nation.

We recognise their continued connection to the land, waters and skies of this Country, and respect that they never ceded sovereignty.

Aboriginal and Torres Strait Islander peoples have nurtured and educated children on Country for tens of thousands of years.

## Why do we Acknowledge Country?

We are Australians. As citizens we have rights and responsibilities. First Nations People have lived on Country for thousands of years and are the oldest continuous living culture in the world. Other citizens have travelled to make Australia their home. Australia is unique and so is what each of us brings. It is up to us to know our history, be part of the present and act for the future. At Bega Preschool we connect with community, acknowledge whose land we walk on, embrace the first languages of our place, connect to and care for Country, listen deeply to stories, to points of view, treasure our differences and use our voices to speak up and stand together as citizens.

*We are Australians (2022) by Duncan Smith, Nicole Godwin and Jandamarra Codd*

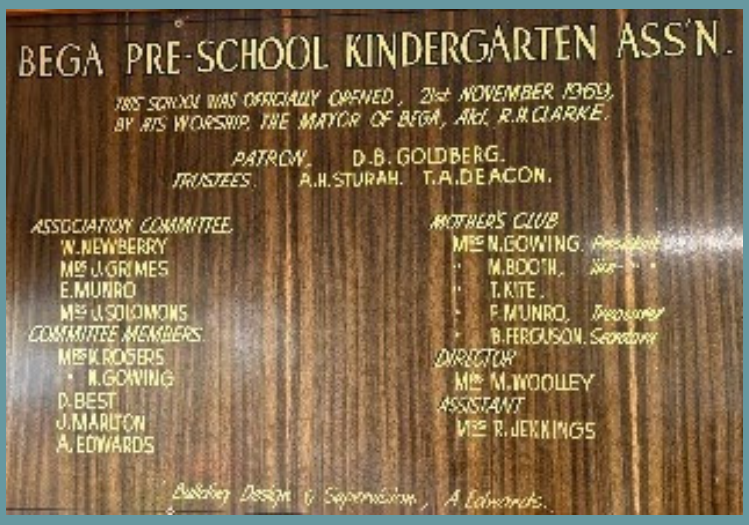
## Welcome

As President I would like to warmly welcome those new to our community, as well as returning families. I'm proud to be a part of such a vibrant community, as we partner together with the wonderful Bega Preschool staff in enriching our children and preparing them for school.

We are a parent-run association, committed and attuned to the development of the preschool. Our role is to contribute to the growth and sustainability of the preschool, ensuring we leave it in the same — if not better — position than it is today, and to support the faculty to be able to deliver their expertise. The safety and best interests of our children underpins the operation of our preschool.

As President, I have been deeply impressed by the individuals involved in the running of our preschool, the Teachers, Educators, Admin Manager and Director.

The long and short of it is that the preschool is in a strong financial position, has a brilliant teaching team and an excellent reputation in the community. Having the opportunity to see the workings of its operation, I am assured of its continued success in the years to come.




# A Message from the President of our Management Committee

This is an opportunity to reflect on what makes Bega Preschool so special. Our community based not-for-profit preschool was founded over 55 years ago by parents and community members who recognised the importance of early childhood education. This value has carried through to see generations of families and their children thrive in safe hands.



**Merryn Sommerville**
**Bega Preschool President**
**18.3.2026**




# Designed with children first and foremost

Bega Preschool was set up by families in 1969, to provide for the early education of children in our community. We are proud to be a community run not-for-profit preschool.

**Our preschool continues to be community managed by a volunteer family committee, and we couldn't exist without them!**

Our next AGM will be held in March 2027. Please chat to our Director, Cathleen if you are interested in joining our volunteer management committee and ensuring the ongoing quality, safety and future of our preschool.

All families are required to be financial members of Bega Preschool Association Inc and pay a $10 annual membership fee.

**We are proudly not-for-profit: meaning that every dollar is reinvested in children, educators and our preschool community.**

---

**In 2025 Bega Preschool was again assessed as EXCEEDING the National Quality Standards in all 7 areas.**

---

**Our preschool hours and class communities are designed around the developmental and educational needs of 3-5 year old children.**

---

**We have a consistent team of highly qualified and experienced teachers and educators.**

---

**Our educator-to-child ratios are significantly higher than the national minimum requirements allowing us to be truly responsive to children.**

**We are managed by the community, for the community and demonstrate what child-centred governance, quality, safety and educator wellbeing look like.**

# Our Commitment to Child Safety, Rights and Wellbeing

**At Bega Preschool children come first.**
**Their safety.**
**Their rights.**
**Their voice.**
**Always.**

**The safety, rights and best interests of children are paramount** and inform all aspects of our decision-making. Guided by the United Nations Convention on the Rights of the Child, children are empowered to be active contributors to their world and we champion every child's right to be safe, respected, and heard.



**Bega Preschool is a child-safe organisation committed to protecting children from harm.**

---

We are committed to being an inclusive community, creating culturally and psychologically safe environments, where everyone feels valued and every child can thrive.

---

Creating and maintaining a child safe culture is everyone's responsibility. We embed the National Child Safe Standards and have a strong culture of reporting and speaking up.

---

In 2026 our class communities created a tree to be included in the Child Protection Week forest installation. All children at preschool made leaves that share what makes them feel safe.

# Important Safety Messages

To support everyone's safety and wellbeing, we ask that our preschool community follow these important safety rules:

## Health and wellness



If your child is unwell, before attending preschool, please ask yourself:

- Is my child well enough to participate comfortably in the preschool day?
- Will they pass on any illness to other children and staff?

For more information see page 27

Please, let us know if your child will be away from preschool.

## Protecting your child's right to privacy



- Images of children are only taken with their and family consent
- Only Bega Preschool issued devices can be used onsite
- Families are not permitted to use personal electronic devices that are capable of capturing images on the preschool premises
- We only carry or use personal devices for authorised essential purposes (emergencies, health)
- We do not share images of children on social media
- We have strict controls for storage and retention of images of children

## Safe arrival and departure



- Sign your child in and out using your own PIN number
- Let a teacher or educator know when you are ready to say goodbye
- Let us know if your afternoon pick up arrangements change
- Walk safely on concrete paths
- Only adults open preschool gates and ensure all gates are closed securely behind you
- Hold hands and be aware of children near traffic
- Do not leave children unattended in cars, we are happy to come down and meet you.
- Please call the office if you need support at arrival or deaprture times
- The front gate is locked between 9:30-2:30. Ring the intercom to access preschool between these times.
- No smoking, vaping, drugs, alcohol or dangerous goods onsite

## Keep details up to date



Ensure that you let us know straight away if there are changes to your child's:

- personal information
- emergency contacts or authorised nominees
- enrolment details
- health, medication, or immunisation

# Educational Program

*Bega Preschool is... a place of beauty and sustained shared thinking, where we have time to play, notice, listen, feel, wonder and create*

Our degree-qualified teaching team know how important these early years are. They create meaningful, engaging experiences that connect learning to the real world. Our teams focus on helping your child discover their unique strengths, develop confidence, and feel excited about what they can achieve.



The Early Years Learning Framework guides our curriculum decision making with the vision:

***All children engage in learning that promotes confident and creative individuals and successful lifelong learners.***

***All children are active and informed members of their communities with knowledge of Aboriginal and Torres Strait Islander perspectives.***

**Preschool children are at a time in their lives where they are gaining independence, becoming more confident as individuals and gaining a greater understanding of their role as community members.**

**They have thoughts, theories and opinions about the world which they want to share with others. They are curious and want to try things for themselves, work out solutions and be heard by those around them.**

**They may start to think deeply about more complicated ideas, including caring, fairness and justice. They are becoming responsible and kind, with a clear perspective on what matters to them.**



# Learning Outcomes

**Children need to feel safe and secure to be able to learn.** We want to support their confidence and sense of self, their independence, belonging and their ability to navigate their emotions and feel valued in the world. This enables all children to tackle new things, express themselves and work through differences. Children come to know themselves, through relationships and interactions with others, engaging in life's joys, and learning how to meet challenges.

**Identity**
Security and trust
Independence and perseverance
Confident self-identity

**Children are learning how to initiate interactions, join in, negotiate, solve problems, work together and collaborate.** These skills take a lot of practice and we support each child to ensure they feel connected and develop positive relationships with others. Empathy and fairness are fostered as children learn to show care and consideration for the perspectives, rights and feelings of others. We learn about sustainability and how to actively care for and participate in the world.

**Connection**
Positive relationship skills
Respect for diversity and environments
Community agreements

**A strong sense of wellbeing provides all children with confidence and optimism which maximise their learning potential.** We support children develop a strong foundation of wellbeing and resilience through safe and respectful relationships. We promote children's emotional awareness and regulation, persistence and adaptability, enabling them to persevere through challenges, adjust to changes, develop a growth mindset and positive learning dispositions.

**Wellbeing**
Recognise feelings
Emotional regulation strategies
Ways to be healthy and safe
Physical wellbeing

**Children are supported to explore, imagine, wonder, experiment, share ideas, test theories, solve problems, make discoveries, show creativity, develop strategies, and come to know that they are great at learning.** As children engage in play based and intentional learning, reflect on and revisit ideas and practise skills, they deepen their understandings and can begin to transfer learning to new contexts.

**Learning**
Growth mindset and resilience
Learning dispositions and sustained shared thinking
Problem solving skills

**We value children's diverse modes of communication and many languages: speaking, signing, gestures, visuals, drawing, making, moving, playing, singing …** We promote the development of essential literacy skills that support children to become successful readers and writers: self-expression, comprehension, an expanding vocabulary and an awareness of sounds in words. We explore mathematical ideas such as number, pattern, measurement and problem-solving in meaningful contexts.

**Communicating**
Interact effectively with others
Expand vocabulary
Engage with quality books and storytelling
Meaningful literacy and numeracy

# Our day at Bega Preschool














**Exploring the world through play**

Preschool days allow extended periods of time to play in intentionally created learning spaces that encourage exploration, problem-solving, imaginative play, creative projects, building, experimenting and many opportunities to follow children's ideas and interests.

***"Learning Together on Djiringanj Country"***



## Our preschool days are designed to support:

### Responsive Interactions:

Teachers and educators:

- invite children to wonder, imagine and inquire
- actively listen, acknowledge and respond to children's knowledge, perspectives, capabilities and interests
- extend children's thinking and learning through planned and spontaneous moments using intentional strategies such as questioning or scaffolding
- stimulate communication through rich play-based learning opportunities
- plan and reflect on learning with children.

### Consistent and Predictable:

- Educators
- Class communities
- Rhythm and routines with visuals that support understanding and communicatiuon

### Inclusion:

For children inclusion means...

- Playing with my friends
- Having opportunities to learn new things
- Feeling safe and valued
- Being encouraged to do things myself
- Being supported to contribute
- Making my own choices
- Everyone communicating with me in ways I understand

# Learning Programs

are embedded across the preschool day during play, intentional small groupings, community meetings, routines and transitions...

**SWAY** is an oral language and early literacy program based on local Aboriginal language and stories. It has been developed by teachers, Aboriginal education officers and speech pathologists at the Royal Far West School in Manly, NSW. We are very excited to be involved in this program locally, and have partnered with Bega Preschool families who have generously shared some of their Djiringanj Language with us.

SWAY consists of:

- Whole class community program, delivered by our teachers
- Targeted telehealth small group sessions delivered weekly by a Speech Pathologist (12 children)
- Annual 3 day training for teachers and educators



**Sounds**
Learning experiences develop listening and sound awareness skills




**Words**
Learning experiences focusing on vocabulary, use of grammar and building sentence skills



**Aboriginal Language**
Learning experiences respectfully embed local Aboriginal Language



**Yarning**
Learning experiences focus on comprehension, recounting and storytelling skills

## PreLit

early literacy preparation program

During small group learning, children in the year before school may engage in the PRELIT program.

PreLit focuses on two essential reading prerequisites:

- phonological awareness, or the ability to identify sounds and associated letters, and
- oral language development.

Through a program of story time, discussions, games and activities, children develop the confidence and skills to arrive at school ready to learn to read. PreLit is designed to complement a play-based learning environment. Stories include...













### The 5 Big Ideas

Evidence from scientific research points to the most effective teaching strategies for learning to read, which requires two related abilities:

**Word recognition** – correctly identifying words, and **Comprehension** – understanding their meaning.

To develop these abilities, young readers will need to develop five key skills, referred to as the Five Big Ideas. As a dedicated pre-literacy program, PreLit focuses on four of the Five Big Ideas:

**PreLit + the 5 Big Ideas**

1. Phonemic Awareness
   - ☑ Blending phonemes
   - ☑ Segmenting words into phonemes
2. Phonics
   - ☑ Linking sounds to single letters
3. Fluency
   This is a skill that will be developed later in the reading journey.
4. Vocabulary
   - ☑ Shared story book reading
5. Comprehension
   - ☑ Shared story book reading

High quality resources

Online digital library

Safe, ad-free and secure platform

# StoryBox Hub

Families have access to our STORYBOX Library subscription, created for children to view stories by local authors and illustrators being read aloud by fantastic Australian storytellers.

Reading aloud to children, in particular by diverse and engaging storytellers, greatly improves language and literacy skills, especially in the early years of a child's development.

**To access STORYBOX at home:**

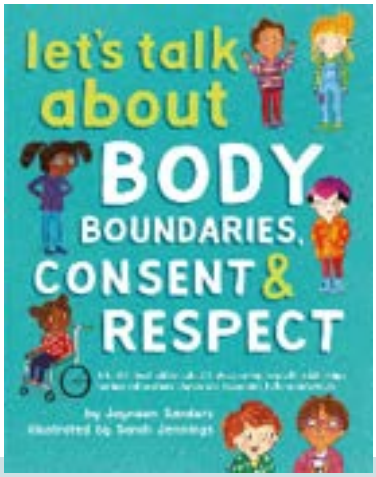
1. Visit https://storyboxhub.com
2. Select LOG IN from the top right corner of the screen
3. Enter the username and password provided below
4. Discover the magic of storytelling and hundreds of stories at home
5. You can also download the free App version by searching "Story Box Libray"

**USERNAME:** Bega Preschool
**PASSWORD:** Inclusion

## Reasons to love StoryBox Hub

- New stories added regularly, read aloud by an all-star cast!
- Wide range of stories for 3-5 year olds, including Auslan and First Nations.
- Downloadable Activity Time resources accompany each story to provide creative learning experiences.
- Closed-caption options and adjustable playback speed are available providing support to children's individual needs.

# Safety and Wellbeing Programs




**BODY SAFETY**

Teaching children and young people about body safety is an important part of keeping them safe from child sexual abuse. It can be hard to know how to start these conversations, so we are sharing the resources we use.

For more information on how to spot grooming and what we can all do to prevent grooming please click here: Grooming | National Office for Child Safety

One of the ways to support safety and prevent grooming is by teaching children about body boundaries, respectful relationships and consent.

At Bega Preschool we use books, posters, songs and conversations to support children's understandings as they learn these key social skills. You can access the resources by clicking on the image.






As parents and carers, online safety begins with you. Being online may have some benefits for young children, but there are risks if young children use connected devices without supervision or for extended periods of time. Current screen time recommendations for Preschoolers aged 2 to 5: No more than 1 hour per day, less is better

They may accidentally come across inappropriate content or be exposed to contact from people they don't know. They may share personal information or images.

By talking to your child about online safety now you lay the foundations for safer online experiences. This guide covers key online safety issues for children from birth to 5 and includes a range of practical tips and advice on how to support and guide them to be safe online.



# Social-Emotional Programs

Our practice is guided by the evidence-based **Pyramid Model,** a multi-tiered framework of support practices for promoting young children's positive social, emotional, and wellbeing outcomes. Starting with strong foundations, the tiers build from universal practices to individualised supports:

**Professional and Reflective Team**
**Respectful and Responsive Relationships**
**High Quality Supportive Environments**
**Targeted Social Emotional Supports**
**Intensive Supports**



For more information see our Interactions with Children Policy.
Click the images to access these resources:









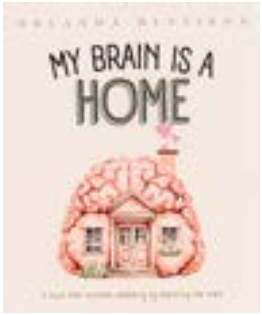







When we are stressed or upset nature's fight or flight response takes over, increasing our heart rate, making our breathing fast and shallow, and sending blood from our brain out to our limbs ready to escape or challenge the perceived threat or danger. While stress hormones are flooding our bodies and we are gripped by this programmed response it is very hard to slow down, become calm, express our feelings or think rationally about what is happening to us and how we are responding.

**Take 5 Breathing** is a wonderful way to switch off the stress response. It brings the body back into balance, slowing and deepening the breath and slowing down the heart rate, while harnessing the need to move with an action that requires focus and provides sensory feedback to our brains. Best of all, Take 5 Breathing is simple, enjoyable, free, and you can use it anywhere, anytime.




We use the **"My Brain is a Home"** book to introduce the three key brain regions personified as friendly characters:

- Prefrontal Cortex: The "wise brain" that helps with thinking and problem-solving.
- Amygdala: The "guard dog" in charge of processing emotions and stress.
- Hippocampus: The "clever pet hippo" that assists with learning and memory.

It also features the Problem Scale (rating problems from 1 to 5) to help children gauge the size of their reactions and build emotional resilience.



# Sustainability and Caring for Country




"Education for Sustainability in Action" supports the creation of sustainable early childhood communities that empower children, families, and communities to reflect on their ways of 'being' in the world and bring about change to support 'enough for all forever'.

Sustainability extends beyond an awareness of nature and the environment to also include social and economic sustainability. This includes focusing on rights and responsibilities, consumption and waste of resources, and fairness and equity.

Social sustainability is about inclusion and living peacefully, fairly and respectfully together in resilient local and global communities.



Large parts of our preschool days are spent outside, in the natural world, learning from and caring for Country. We offer opportunities to develop connection with the natural world...

- Delight in discovery and adventure
- Experience the world through physical touch, weather, and sensory wonder
- Time for stillness and quiet, to observe and notice the world around us
- Learn the names of the flora, fauna, and elements
- Create stories to make meaning of outdoor encounters
- Develop dispositions and skills for being in the outdoors
- Explore new perspectives by looking at the landscape through different ways of knowing and being
- Live honorably and compassionately in relationship with the natural world



# Collaborative Partnerships with Families

We promote shared, child-centred decision-making that respects families perspectives, expectations and priorities. Working together, we create safe and secure environments that strengthen your child's learning, development and wellbeing.

## Sharing and communicating with you

We prioritise time to meet, listen and share with you throughout your child's preschool journey, from "getting to know you chats" to "transition to school" and every term in between. We collaborate with you to develop your child's individual planning cycle and share our documentation of their learning progression. Quick daily check-ins, phone calls and emails are also welcomed.

### Family Meetings and Conversations

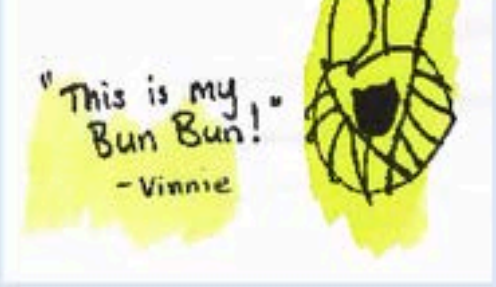
Children, families and educators add stories, drawings and photos to this book about the people, places, learning and experiences that are important to each child. This ritual of collaboration honours children's rights and voice and empowers them to be active contributors to their world. The noticing, documenting and sharing of these stories supports each child's sense of belonging, being and becoming. Stories to Share are part of our daily arrival routines and we encourage families to send or bring photos and add to these books.

### Individual "Stories To Share" Books

Every class community thinks about big ideas together and this inquiry is documented in a journal to revisit and share. We encourage families to contribute to our thinking and learning...

### Class Journal of Big Ideas and Class Learning Displays






## Children's Companions

Every child forms deep attachments to the objects that travel beside them through early life. We call these **'Loved Ones'**, objects that hold meaning far beyond their material form, offering *comfort, connections and emotional safety.*

Through these companions, children soothe worries, regulate big feelings, and carry familiarity into new experiences. They support both *independence and connection,* with reassurance always within reach.

We believe **children deserve agency with their companions** to choose when they need them and for how long. As a community, we warmly welcome these Loved Ones, recognising their vital role in helping children feel secure and supported.

- Kg Learning
















# Supporting your child's sense of belonging with loved ones



# Partnering with families to support your child's morning transition to preschool...

**We support children's developing independence and executive functioning through preschool routines and visuals.**

This is our arrival routine:



Drink bottle in basket



Lunch in fridge



Bag on hook



Hat on



Sunscreen on

## PLAYSPACES, Negotiated Goodbyes and Launch to Explore

A predictable and consistent arrival routine helps children feel safe and connected. Research shows that familiar routines can reduce separation distress, support emotional regulation, and shorten a child's recovery time after saying goodbye. When children know what to expect—and that it will happen the same way each day—they are better able to settle confidently and transition into play more smoothly.

**Our Practice:** At arrival time, each child is welcomed by an educator who is seated in a play space. This educator offers a calm, predictable presence, acknowledges and respects the child's feelings without rushing them, and stays close to provide connection and reassurance.

We use a shared script:

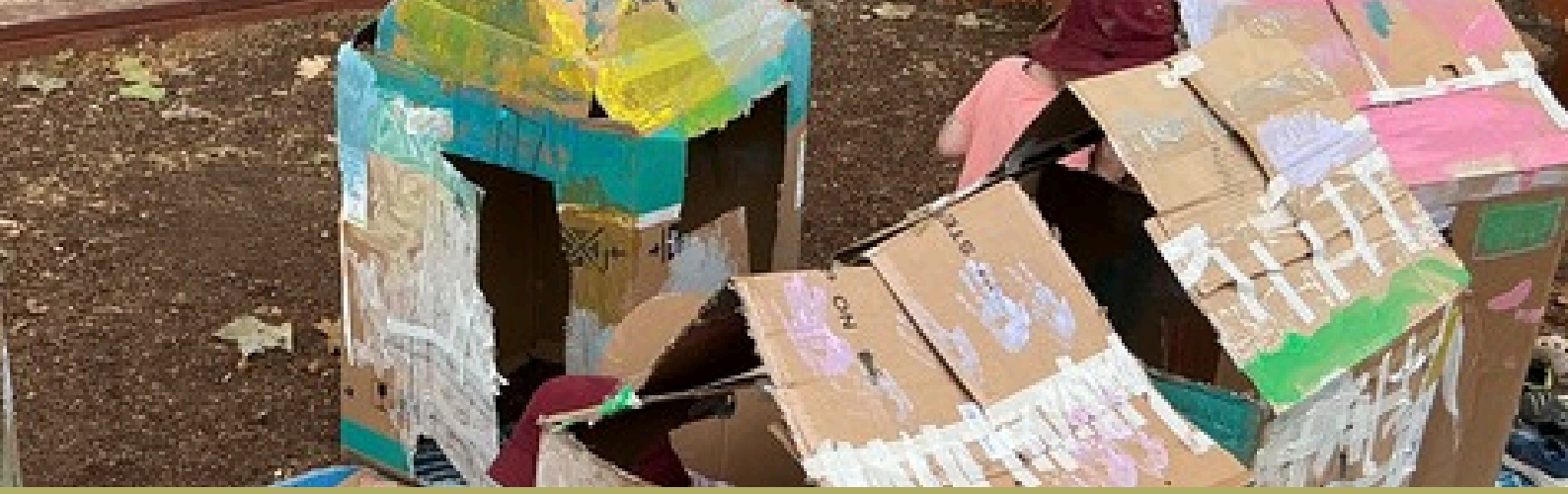
"Are you ready for me to take care of (child's name) and keep them safe until you come back this afternoon?"

"I'm asking ….. To take care of you today and keep you safe until I come back this afternoon"

Educators then support the child's "launch" into exploration by pointing out what nearby children are doing and noticing interesting materials or activities. As curiosity grows, the child naturally leans into learning.

We think of this moment like two rowboats coming together on the water.The family boat comes alongside the educator's boat, steady and open. Once both are aligned and the child feels supported, the family can gently let go, knowing the educator is holding the space. When the child feels safe and ready, they can begin to move forward with confidence.





# Family Partnership RESET approach

At Bega Preschool, we recognise that all feelings matter. Every child experiences big emotions as they grow, learn and navigate interactions. These moments are a natural part of early childhood, and we respond with care, understanding and support.

We are committed to creating a safe, nurturing environment where every child can feel secure, supported, and connected. We know that children sometimes need extra support in regulating their emotions, and that this is best achieved through safe engagement with trusted adults.

The Family Partnership Reset is a collaborative approach where families are invited into preschool to work alongside educators and the child in a short, supportive visit. The goal is to support the child's regulation and re-engage them safely through shared understanding, encouragement, and consistent guidance.

**How It Works**

- Families join educators and the child for a brief, supportive session at preschool.
- Together, the child, family, and educators engage in collaborative problem-solving to identify strategies that help the child feel safe, supported, and connected.
- The focus is on the child's strengths, interests, and positive qualities, creating opportunities for meaningful engagement and learning.
- Once the child is re-engaged, the family concludes the visit, confident that the child is supported by trusted adults.

# Using OWNA to sign children in/out

## Step 1 - Enter your PIN

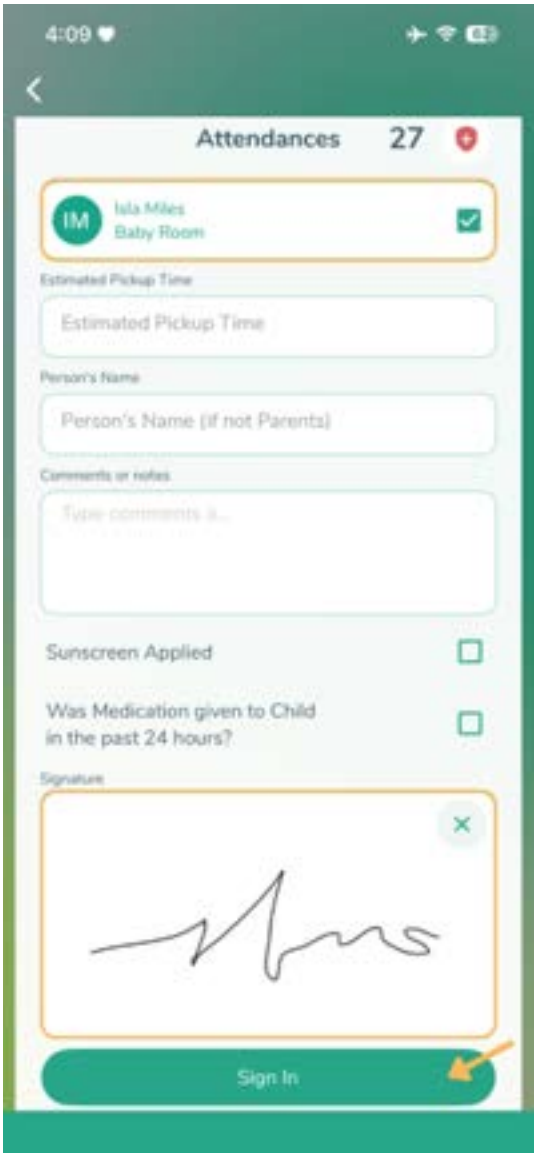



- Enter your unique PIN by pressing on the field and then use the device's on-screen keypad
- Press Sign In/Out to proceed to the next screen

**Don't know your PIN?**

- Check your OWNA welcome email
- Ask staff for assistance
- Reset your PIN via the App (Tap on the Settings cog > Reset PIN)

## Step 2 - Sign Children In/Out




- Select the child(ren) you wish to sign in/out using the checkbox next to their name(s)
  - Enter any comments
  - Some Services may also have fields to enter an estimated pickup time, sunscreen application or medication details
- Sign your name
- Click Sign In/Out

If you have forgotten to sign your child out previously, you may be prompted to confirm this first before you proceed. This needs to be signed for each child.

Once your sign in/out is successful, it will return to the Public Mode screen.



# Preschool Fees



Bega Preschool is a recipient of funding under the NSW Department of Education's Universal Preschool Funding program. Our fees are set by the committee each year and may be subject to change.

- Fee invoices are sent each fortnight via OWNA and fees are due 2 weeks in advance.
- The invoice includes payment options:
  - via direct debit to Bega Preschool bank account
  - via debit/credit card online
  - or set up a regular direct debit amount through your own bank
- Let us know if you would like to pay the full term amount, rather than fortnightly
- If you have any questions, please email Cathy at admin@begapreschool.com




The **Universal Preschool Funding program** aims to maximise enrolment opportunities and affordable access to quality preschool education for children aged 3 and above across NSW.

Services are required to give priority of access in the following order:

1. equal priority of access for children who are at least 4 years old on or before 31 July in that preschool year, not enrolled or registered at a school, and are:
   - Aboriginal and/or Torres Strait Islander children;
   - children with disability and/or additional needs;
   - children from low-income families;
   - children with English language needs; or
   - children who are at risk of significant harm (from a child protection perspective).
2. all other children who are at least 4 years old on or before 31 July in that preschool year and not enrolled or registered at a school.
3. children who are at least 3 years old on or before 31 July in that preschool year and have siblings enrolled at the community preschool.

# What to bring each day

## A Bag

That everything fits in easily

**REMEMBER TO LABEL EVERYTHING**



## SPARE CLOTHES

Preschool play sometimes gets messy so please wear clothes that can get dirty and send 2 spare sets of clothes and underwear.



## A drink bottle with water only

Water is the healthiest drink for children.
*Fruit juices have high levels of sugar and don't have much fibre. That's why it's better to eat a piece of fruit, rather than drink juice.*



## 2 LUNCH BOXES

We have First Lunch and Second Lunch and encourage families to pack 2 lunch boxes that contain similar amounts of food.

We encourage healthy choices that support your child's wellbeing and development. We ask that you try to pack lunches where possible that have little or no packaging, to support our sustainability efforts at preschool.

In line with Dietary Guidelines, food brought from home will be refrigerated at a safe temperature until eaten.









For more information on healthy eating and getting active visit:

munch & move

## Important facts

- To enrol your child, provide the childcare centre with an approved Australian Government form that shows that your child is up to date with their vaccinations OR is on a recognised catch-up schedule OR has a medical exemption or natural immunity.
- Immunisations are most effective if given on their due date. For immunisation dates see your baby's Blue Book or health.nsw.gov.au/schedule.
- Not immunising your child on time puts them at risk of catching a disease and becoming very sick.
- Children with a minor illness such as a runny nose or slight cold can still be safely immunised.
- Immunising many people in a community also protects those who are unvaccinated and helps control serious preventable diseases.

## More information

**Australian Immunisation Register**
www.servicesaustralia.gov.au/australian-immunisation-register

**NSW Health vaccination**
health.nsw.gov.au/immunisation

**Australian Government Department of Health Immunise Australia Program**
health.gov.au/health-topics/immunisation

## Check when your child's vaccination is due

It's important to make sure that vaccinations are given on time so that children are protected early and not at risk of catching serious preventable diseases.

Check the NSW Immunisation Schedule to find out when your child's next vaccination is due at health.nsw.gov.au/vaccinate



On-time vaccination protects your child

July 2023
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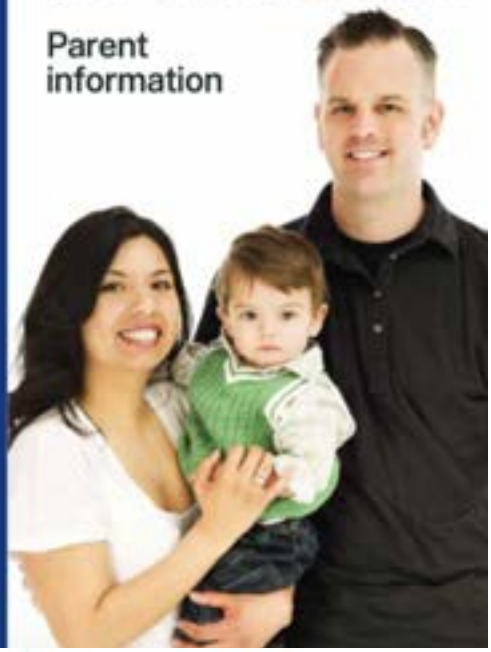
SHPN (HPNSW) 230456

NSW Health

# Childcare and pre-school entry and immunisation

## Parent information



**Under the *Public Health Act 2010*, the only people who can be enrolled in childcare are those who have an approved form that shows that they are:**

- **fully immunised for their age, OR**
- **are on a catch-up schedule, OR**
- **have a medical reason not to be immunised.**

All parents need to provide childcare staff with appropriate immunisation documentation to enrol their child. This includes long day care, family day care, occasional care and pre-school.

## Children who are up to date

Where children are up to date with their vaccinations, parents must provide an Australian Immunisation Register (AIR) Immunisation History Statement with the words 'up to date' included.

Parents can request a copy of their child's AIR Immunisation History Statement at any time (up to their child being 14 years of age):

- using their Medicare online account through myGov my.gov.au
- using the Medicare Express Plus App www.servicesaustralia.gov.au/express-plus-mobile-apps
- calling the AIR General Enquiries Line on **1800 653 809**.

## Children on a catch-up schedule

Where children are not up to date but are on a recognised catch-up schedule, the parent must provide the following to enrol them in childcare:

- AIR Immunisation History Statement that includes the words 'catch up schedule until (date)', OR
- a copy of an AIR Immunisation History Form that has been completed and signed by a medical practitioner.

## Children with a medical reason not be vaccinated

Where children are not up to date but have a medical reason not be vaccinated, the parent must provide the following to enrol them in childcare:

- AIR Immunisation History Statement that includes the words 'medical contradindication' or 'natural immunity', OR
- a copy of an AIR Immunisation Medical Exemption Form completed and signed by a medical practitioner.

## Updated AIR Immunisation History Statement

After each immunisation, parents should provide their child's updated AIR Immunisation History Statement to their childcare centre.

## Inaccurate AIR Immunisation History Statement

If some of the immunisations which have been given to your child are missing from their AIR Immunisation History Statement, you should contact the GP/nurse who administered the vaccine to check that the records were sent to the AIR. Once the record has been corrected, request an updated AIR Immunisation History Statement.

**Please be aware that children who have not had all the recommended immunisations for their age may need to stay at home during a disease outbreak. This is to protect the child and stop the spread of disease.**

## Children vaccinated overseas

Overseas immunisation schedules may be different from the Australian schedule. If your child was immunised overseas, their immunisation record will need to be checked by a GP/nurse who will transfer the information to the AIR. Parents should then request an updated AIR Immunisation History Statement to give to the childcare centre.

# Should my child go to preschool today?



- ✖ Has a cough
- ✖ Has a runny nose
- ✖ Vomiting or diarrhoea (either last night or this morning)
  You must keep your child at home for 48 hours after symptoms have ceased
- ✖ Is generally run down and unwell
- ✖ Had paracetamol, ibuprofen or cough medicine (if your child needs medicine to get through the day, they should **not** be at preschool)
- ✖ Unsure as to whether they are well - don't send
- ✖ Parent thinks child is unwell but child still wants to go



- No cough
- No cold
- No vomiting or diarrhoea
- No runny nose
- Does not need medicine
- Is healthy and well

You are good to go!
Enjoy your day!



BEGA PRESCHOOL
Learning Through Play

**2027 Term Dates**

**Term 1  Thu 28/1/27 - Fri 9/4/27**
Professional learning days (staff only) Thu 28/1/27 and Fri 29/1/27
Children start from  Mon 1/2/27

**Staggered starts at the beginning of every year**
On your child's first day at preschool in 2027 they will attend in a small group for a shorter session of 9:00am - 1:00pm. Information regarding your child's attendance on these days will be provided.

**Term 2  Tue 27/4/27 - Fri 2/7/27**
Professional learning days (staff only) Tue 27/4/27 and Fri 2/7/27
Children start from  Wed 28/4/27

**Term 3  Mon 19/7/27 - Fri 24/9/27**
Professional learning days (staff only) Mon 19/7/27 and Fri 24/9/27
Children start from  Tue 20/7/27

**Term 4  Mon 11/10/27 - Mon 20/12/27**
Professional learning days (staff only) Fri 17/12/27 and Mon 20/12/27
Children's last day  Thu 16/12/27






If you have any questions, or would like some more information about Bega Preschool please ask:

- Cathleen (Director)
- Cathy (Admin Manager)
- Class teachers

You can access all our policies through the OWNA app or the POLICY FOLDER in the office.



# We'd love to hear what you think...

We welcome all feedback and see it is an opportunity to learn, improve and strengthen our practice.

We take complaints seriously and manage them in a confidential, timely, transparent and meaningful way. Our preschool maintains a complaint-handling system that is child-focused, ensuring that the safety, well-being, and rights of children are prioritised.

Families may make a complaint to the Regulatory Authority if their complaint is not or cannot be resolved by the preschool, or if it relates to a child's health, safety, or wellbeing, or if the preschool is contravening the law.

Allegations of suspected harm or risk of harm to a child will be actioned immediately by urgent referral or reporting to the relevant agency.

Arrange a meeting or send an email to share any feedback with your child's teacher, the Director, or President of the Management Committee




NSW Early Learning Commission
1800 619 113
information@earlylearningcommission.nsw.gov.au

Documentation, follow up and review

BEGA PRESCHOOL

Learning Through Play



# Contact Information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*"We look forward to your child and family joining our Bega Preschool Community"*