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Wodonga Council’s early years team looks forward to working alongside you as partners in your child’s development and education.

This booklet provides valuable information about the preschool experience and will help you to prepare for this important time in your child’s life. Please keep it in a safe place as a handy reference for the year.

The first years of a child’s life are ones of enormous growth; in fact, they make up the greatest period of growth across a person’s lifespan. The preschool experience supports and enhances this natural development in children. It is offered in the year or two prior to starting primary school, so it is perfectly placed to build on your child’s existing skills while furthering these skills for the future. Research has shown that children who participate in a high-quality preschool program are well prepared for formal education. Preschool teachers develop an education program based on their knowledge and understanding of children’s development, learning styles and the early childhood curriculum.

For further information in regards to enrolments, fees and payments, please contact the Early Years team.

**Phone:** (02) 6022 9300  
**Fax:** (02) 6022 9322  
**Email:** info@wodonga.vic.gov.au  
**Website:** wodonga.vic.gov.au  
**Address:**  
104 Hovell St, (PO Box 923), Wodonga, VIC 3690
Preschool contact details

Baranduda Preschool
4 Sage Crt, Baranduda
(02) 6020 8460

Belgrade Ave Preschool
12 Belgrade Ave, Wodonga
(02) 6024 3974

Felltimber Preschool
189 Melrose Drive, Wodonga
(02) 6059 6244

Jamieson Crt Preschool
16 Jamieson Crt, Wodonga
(02) 6059 2353

Southern Rise Preschool
15 Cartwright St, Wodonga
(02) 6024 5867

Stanley St Preschool
24 Stanley St, Wodonga
(02) 6024 1756

Term dates

2019

Term 1:
January 29 to April 5, 2019
Preschool sessions commence
January 30, 2019

Term 2:
April 23 to June 28, 2019

Term 3:
July 15 to September 20, 2019

Term 4:
October 7 to December 20, 2019
December 20 is a pack-up day. Children do not attend preschool on this day.

Curriculum days
There will be two curriculum days throughout the year for staff professional development. These dates are May 16, 2019 and November 25, 2019. Children do not attend preschool on curriculum days.
Interview days
For discussions on your child’s development, families can request an interview with their teacher. Interview days will be held during November, 2018 which will support transition to preschool plans. More information on booking an interview will be supplied with confirmation of enrolment to preschool.

(Subject to the council budget approval in June 2018).

Preschool fees
Three-hour preschool fees: $212 per term ($848 per year)

15-hour preschool fees: $380 per term ($1520 per year)

Parents eligible to pay fees who are sending their child to both council preschool and long day care services and elect to send the government funding to the long day care service will be charged full fees for 15 hour preschool. Full fees are $4961 per year.

Confirmation of position
Your enrolment form can be submitted at any time from March 2018. Confirmation letters will be sent to families from August 2018 with your preschool placement. You may request to change the preschool centre your child will attend if positions become available.

Immunisation records
The ‘No Jab, No Play’ legislation:
From January 1, 2016, all parents/guardians seeking to enrol their child at an early childhood service in Victoria must provide evidence that their child is:
• Fully immunised for their age; or
• On a vaccination catch-up program; or,
• Unable to be fully immunised for medical reasons.

Your enrolment cannot be processed without the following:
• A Department of Human Services Medicare immunisation history statement indicating status is up-to-date.
The above statement is available from the Australian Immunisation Register (AIR). If unsure contact AIR online or on 1800 653 809 or Wodonga Council’s immunisation department on (02) 6022 9300. If your child is unable to be fully immunised for medical reasons, you must provide the AIR Immunisation Medical Exemption form.

**Fee exemptions**
Families exempt from preschool fees will be required to confirm this on their enrolment form.

The following card holders are eligible for fee exemption:
- A Commonwealth Health Care Card
- A Commonwealth Pensioner Concession Card
- A Department of Veterans’ Affairs Gold Card or White Card
- Refugee visa (subclass 200)
- In-country Special Humanitarian visa (subclass 201)
- Global Special Humanitarian Concern visa (subclass 786)
- Protection visa (subclass 866)
- Emergency Rescue via (subclass 203)
- Woman at risk visa (subclass 204)
- Bridging visa A-E.
Term 1:
Account sent: December 3, 2018
Payment due: January 21, 2019

Term 2:
Account sent: March 1, 2019
Payment due: April 5, 2019

Term 3:
Account sent: May 31, 2019
Payment due: July 4, 2019

Term 4:
Account sent: September 2, 2019
Payment due: October 3, 2019

Payment options
Payments options include:
- At Wodonga Council’s office in Hovell St;
- Posting a cheque or money order;
- POST Bill Pay;
- Visiting wodonga.vic.gov.au/online-services to pay with Mastercard or Visa; or,
- By Direct debit - please nominate on your enrolment form if you would like a direct debit to be organised.
Centre policies
The preschool has a range of procedural guidelines regarding issues relating to you, your child and the service. These guidelines are kept in a manual and remain in the preschool for staff and parent reference. The Education and Care Services National Law and Regulations 2011 are available to view at all times.

Children’s records
Children’s enrolment forms and developmental records remain confidential and are available for you to view on request. Parent/teacher interviews will also give you the opportunity to see and discuss your child’s records.

Medical conditions
If your child suffers any medical conditions (especially asthma or anaphylaxis/food allergy), please discuss this with your teacher. Risk management plans are created to ensure the safety of all children.

Collection of children
Only the legal parent/guardian listed on the enrolment form is able to have access to your child. A definition of legal parent/guardian can be found on the enrolment form.

Parents/guardians can nominate other people who may collect their children on the enrolment form. These people are then known as authorised persons. Parents are to inform the staff if an authorised person will be collecting their child. Authorised person/s will be asked to show identification upon arrival if staff have not met them before.
Custodial issues
Should you require any written information about your child for legal purposes, please submit a written request to the early years team. The early years team will collect the information and forward it to you within 10 working days.

Parental concerns
The preschool has a policy stating that any concerns should be forwarded to the teacher. If appropriate, they will then be passed on to the early years team leader at the council. A full outline of the complaints procedure is kept in the policy manual in the foyer for parents to read.

Lost property
Please check from time-to-time for lost property.

Photographs/media
There may be times when the media will visit the preschool to take footage or photographs of the children and where possible, parents will be notified.

Sometimes the centre does not know in advance; therefore, parents have been asked to sign a permission note for their child’s photograph/footage to be taken.

Throughout the year, staff will take photographs of the children to use in the program around the service in displays and in the children’s communication journals. Staff are sensitive to the religious, cultural beliefs and custodian issues for families.
Settling in
On the first few days, your child may need your support with settling in to the preschool environment. This can be done by greeting staff inside the preschool and then saying ‘goodbye’ confidently when you and the staff feel it is time to go. Some children take longer to settle than others. If you have any concerns, please do not hesitate to speak to a staff member.

What your child needs to bring:
- A bag with a handle so it can be hung on the baggage rack;
- A sunhat (in Term 1 and 4);
- A change of clothes;
- A jumper (when appropriate);
- A water bottle; and
- A packed lunch (for 15-hour preschool only).

Please put name tags on all personal items.

Council-operated preschools have a healthy eating policy that encourages parents to send along a lunch for their child that includes a variety of healthy foods such as bread, salad and dairy.

Milk and fruit is supplied to all groups for morning tea.

Clothing and footwear
It is best to send your child in casual, comfortable clothes. This allows them to freely participate in messy experiences such as playing with paint, clay, mud and water. While smocks are supplied, they don’t always prevent clothes from getting dirty. In winter, jackets are needed for outdoor play. Runners, shoes or sandals (no thongs) are recommended for safe play. Children will be allowed to take off their footwear for outdoor play in warmer months.
Preschool programs are further enhanced for children when a family’s understanding of their child is shared with staff. This will occur in many different ways. Families can also participate and engage in the service through other facets of the environment and program.

**How will I know what is occurring in the preschool program?**

Your preschool service provides information in the following ways:

- A noticeboard;
- Program outline;
- Displays in foyers and room;
- Newsletters;
- Handouts;
- Communication journals;
- Interviews;
- Transition learning and development statements;
- Emails; and,
- Daily interactions.

**Parent advisory group**

Early each year, a group of interested parents is formed. This group contributes to program planning, the organisation of social occasions, fundraising and decision-making about expenditure. Being a part of this group is an enjoyable way to find out more about your preschool while getting to know the staff and other parents.

**Milk and fruit**

Families are invited to join in the fun of a preschool session by helping to prepare milk and fruit. This is a great opportunity to experience preschool through the eyes of your child. Parents are responsible for the supervision of younger siblings while at the centre.

**Other ways to participate**

- Ideas to enhance children’s current interests;
- Supplying the service with recycled materials; and
- Sharing of own special interests and hobbies, for example art, music, cooking, gardening or storytelling.
## Preschool Timetable 2019

<table>
<thead>
<tr>
<th>Preschool</th>
<th>Phone: (02) 6020 8460</th>
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<tbody>
<tr>
<td><strong>Baranduda Preschool</strong></td>
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<tr>
<td>Four-year-old</td>
<td>Three-year-old</td>
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<td>A group</td>
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<td>Monday - 8.30am to 4pm</td>
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<td>Wednesday - 8.30am to 4pm</td>
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<td>Friday - 8.30am to 11.30am</td>
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<tr>
<td><strong>Belgrade Avenue Preschool</strong></td>
<td>Phone: (02) 6024 3974</td>
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<tr>
<td>Four-year-old</td>
<td>Three-year-old (choice of one)</td>
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<tr>
<td>A group</td>
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<td>Monday - 8.30am to 4pm</td>
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<td>Tuesday/Thursday - 8.30am to 11.30am</td>
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<tr>
<td><strong>Felltimber Preschool</strong></td>
<td>Phone: (02) 6059 6244</td>
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<tr>
<td>Four-year-old</td>
<td>Three-year-old</td>
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<td>A group</td>
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<tr>
<td><strong>Jamieson Crt Preschool</strong></td>
<td>Phone: (02) 6059 2353</td>
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<td>Four-year-old</td>
<td>Three-year-old</td>
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<td><strong>Southern Rise Children’s Centre</strong></td>
<td>Phone: (02) 6024 5867</td>
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<tr>
<td>Four-year-old</td>
<td>Three-year-old</td>
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<td>A group</td>
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<tr>
<td><strong>Stanley St Preschool</strong></td>
<td>Phone: (02) 6024 1756</td>
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<td>Four-year-old</td>
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