

### **Our Mission Statement**

To provide all preschool children with the skills, knowledge and attitudes essential for school and for later life.

We do this within a safe, positive environment and by using a programme which reflects best practice current educational thinking and the needs and interests of the children.

We strive for inclusive, quality education and support, and we work in partnership with teachers, the children, their families and the local community.

### **Staffing and Group Sizes**

We are licensed for 40 children per day aged 3-5 years.

Our experienced, professional and friendly staff care for children in the following groups

- 4-5yr olds Mon, Tue, Wed
- 3-5 yr olds Thurs, Fri

We have 2 play rooms with 20 children in each room. Each room is planned for by 2 educators – a degree qualified teacher and an assistant. We believe in fostering a sense of community within the pre-school and, as such, we welcome all levels of parent involvement in our programmes.

This can range from a daily conversation through to helping out with our kitchen roster, coming in to do a special activity with the children or becoming an active member on our Management committee.

### **Child:Staff Ratios**

These are maintained within the DECS requirements. Currently these are 1:10 for children aged 3-5 years. In addition we employ an extra staff member for additional support and to cover staff breaks.

### **Our Programme...**

We believe that an inclusive, play-based programme should reflect our respect for each child's unique nature. The programme is one that is flexible, interesting and welcomes input from all (i.e. the children, staff and families). We recognise that a programme such as this is ever-changing; occurring constantly throughout the day and constantly evolving. The programme has a strong emphasis on process rather than product related outcomes and is being constantly evaluated and modified to suit the changing needs and/or interests of the group. Our routine allows children time to explore and interact at their own pace as well as more structured times of the day for group discussions, sharing stories, experiencing music and so on. 4-5 year olds engage in a programme that is designed to prepare children for the transition to "Big School" the following year. Excursions are conducted throughout the year for all groups, based on current interests and topics of discussion. "Incursions" also occur throughout the year for all groups and feature visits from high quality children's entertainers and/or presenters.

### **Our Beautiful Environment....**

Our preschool is situated in a quiet cul-de-sac in a beautiful leafy setting. Our facilities are well maintained and kept in a clean and hygienic manner at all times. Our playrooms are spacious, bright and presented to the children to invite exploration, discovery and wonder.

### **Our Links to the Community...**

St Ives Preschool has operated as a not-for-profit, community based service since 1961. We are managed by an elected committee of parents who assist us in a voluntary capacity. We also have a social committee whose aim is to organise social events and some fund-raising in order to further foster a cohesive community atmosphere. By managing the service in this way we are able to provide children and their families with equal access to a high quality early childhood experience. We are committed to providing a service that reflects the needs of all within the community and believe that this support is reflected in our involvement in and support of local community events, our positive relationships with local schools and other support services in the area.

### Preschool Hours

The preschool follows the Public School term and holiday schedule. On Monday, Tuesday and Wednesday, children can be dropped off after 8.30am and must be collected before 3.15pm. On Thursday and Friday, school eligible children (turning 4 by July 31<sup>st</sup>), can be dropped off after 8.15am and collected by 3.45pm. Non-school eligible children can be dropped off at 8.30am and must be collected by 3.15pm.

### Fees.....

Fees are payable in advance, per term. Please check with the Administration Manager for the current fees schedule. Fees will be issued in week 9 of the previous term and due by Friday, week 3 of the following term. Payment can be made by cheque, eftpos or credit card. Cash is not accepted. A penalty of 10% will apply to fees paid after the due date. Should fees not be received by week 8, the child's place cannot be guaranteed for the following term. Receipts will be issued upon receipt of fees.

### Enrolment...

The preschool accepts children who have turned 3 by the end of February in the year that they start preschool, although priority is given to those children who turn 4 by July 31<sup>st</sup>. Parents may apply to enrol their child by completing a waiting list application and paying a \$40 application fee. In order to confirm acceptance of a place, parents must complete an enrolment form, provide proof of immunization details and birth date and pay a non-refundable deposit. This fee is deductible from the first term's fees.

***Thank you for your enquiry.  
Please don't hesitate to contact us if you  
have any further questions.***

## St Ives Preschool Kindergarten



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