



# Birrahlee Newsletter

## February 2022

### WELCOME

Dear Parents,

It's hard to believe that we are already at the end of week three. It has been lovely meeting all the new families for 2022 and reconnecting with returning ones. The children have settled in so quickly to their classes and are exploring the environment and making new friends.

The first social event for the year is usually the Welcome BBQ in March, however due to COVID we are once again reviewing how we may go ahead with this. Further information will be sent soon.

Attached to this newsletter is important information which you may need to refer to through the year. Please keep this handy as it relates to information about the preschool such as the Board of Management, Parents Club, and various policies such as Sun Smart policy, medication, fees, excursions etc.

We send important information to you via email throughout the year so it's important that your email address listed on your child's enrolment form is current – it is your responsibility to update it online through your "My Family Lounge Account" when needed and ensure you click the 'submit' button if you do make any changes.

I am looking forward to another busy year.

**Deáinne Allan**

### IMPORTANT INFORMATION

#### Staff Parking



**Please take note of this sign on the fence next to the main gate.**

Birrahlee staff have two allocated car spaces at the front of the preschool; **these spaces are for Birrahlee staff only and not for child drop-off.**

**Please do not park in these spaces** even momentarily as staff begin at different times and anticipate their space to be free. In addition the ranger will fine anyone for parking there without a permit.

### Covid-19 update

As we continue to live with COVID in our everyday lives we are constantly monitoring the advice from NSW Dept. Education and Health. As a preschool we have these and other operational regulations to consider.

At this stage, in order for families to come onto the preschool grounds this year we are required to continue to have our own COVID safe plan and policy.

Birrahlee's plan requires parents/family members to wear mask on site .

Drop off and pick at this stage is outside the classrooms. Please wait at the Sign In/Out tables for a staff member.

Anyone who has even the mildest of symptoms including fever, cough, sore throat, shortness of breath, runny nose, loss of smell/taste, muscle/joint pains, diarrhoea, nausea/vomiting or extreme tiredness should immediately be tested and isolate until they get a negative test result and then when they are free of symptoms can return to our service.

Families are reminded that the 1.5 metre social distancing rule applies everywhere – in particular when waiting to sign in/out.

The following advice is from NSW Dept Education:

- All families are asked to keep unwell children at home.
- If a child appears unwell on drop off, parent/carer will be asked to take them home.
- If a child appears unwell while in care, the child's family will be contacted to collect them as soon as possible.
- Families are encouraged to get their child tested. They should receive a negative COVID-19 test and be symptom-free before returning to our service.

## Important dates

<b>2022 School Term Dates</b>	<b>Term 1</b> Monday 31 January – Friday 8 April	<b>Term 3</b> Monday 18 July – Friday 23 September
	<b>Term 2</b> Tuesday 26 April – Friday 1 July	<b>Term 4</b> Monday 10 October – Tuesday 20 December
<b>Board AGM &amp; Parent Information night</b>	Monday 21 March	
<b>Welcome BBQ</b>	Saturday (to be confirmed)	
<b>Open Day</b>	Saturday 14 May	
<b>Queen’s Birthday holiday</b>	Monday 13 June	
<b>Last Days for the year</b>	<b>Classes 2SD and MOM3</b> – Friday, 16 December <b>Classes 2LS and MOM1</b> – Tuesday, 13 December <b>Classes 3SD and 3MS</b> – Wednesday, 14 December <b>Classes 3FL and 3LS</b> – Friday, 16 December	

## Class Parent & Parents Club Volunteers

Each class needs a class parent to help develop social connections within the class. In addition to this, the class parents help with organising one special event during the year with each classroom assigned one function to organise.

If you think you may be interested in volunteering, please let your child’s teacher know. Ideally each class should have at least 2 people sharing the role. Further information will be sent via email shortly.



## Birralee T-Shirts and Hats

Every new child enrolled at Birralee should have received a free t-shirt and hat as part of their initial enrolment.

Additional t-shirts and hats can be purchased for \$12 each via the Jot Form sent via Seesaw.



## Birthday cakes



Due to COVID store bought cupcakes can be brought in to celebrate your child’s birthday at preschool. Please hand to the teacher in the original packaging

Please do not send lolly bags, chips, popcorn etc. as these will not be able to be distributed.

If your child has a food allergy please provide a suitable substitute (ie. cupcake) which can be stored in the freezer. Please talk to your child’s teacher for further information.

## Daily preschool program

The main body of the programme runs from 9am until 3pm with extended activities before and after these times. The program is flexible and changes with the interests and needs of the children, as well as seasonally due to the weather.



- 8.15 to 9.00am Welcome children, inside
- 9.00 – 12noon Indoor/Outdoor programme
- 10.15am Acknowledgement to Country/morning song/discussion
- 10.30am Wash hands, fruit time
- 12.00pm Story / group time
- 12.30pm Wash hands, lunch
- 1.00pm Outdoor experiences
- 2.15pm Outside pack away
- 2.30pm Inside and pack bags
- 2.45pm Inside quiet time - books/music/yoga
- 3.00pm Quiet activities
- 3.40pm Last pick up time
- 3:45pm Preschool closed



## BIRRAHLEE NUT FREE POLICY...

This year Birralee has several children enrolled with severe allergies.

In order to keep the children safe and to minimise the risk of an allergic reaction, Birralee has a **Nut Free Policy** which includes **all nuts** and nut products such as nut butters, nutella etc.

Please be mindful when packing food for your child's day that it does not include any nut product which may be harmful to other children.

This applies to sandwiches, some muesli bars, biscuits and of course any loose nuts packed as a snack.

## Staff allocations – 2022

Please refer to the following class/staff list for the educators working with your child.

Classroom #	Class Days	Class name	Staff allocation
Classroom 1 – Rosella Room	Monday, Tuesday	MOM1	Majella O`Malley, Ritz Gulati, Lily Bodulic
	Wednesday, Thursday, Friday	3FL	Fiona Lucas, Ivy Berry, Michele Beck
Classroom 2 – Kookaburra Room	Monday, Tuesday	2LS	Leah Saez, Melinda Gregson, Alicia Silva
	Wednesday, Thursday, Friday	3LS	Leah Saez, Kylie Calman, Alicia Silva
Classroom 3 – Kingfisher Room	Monday, Tuesday, Wednesday	3LB	Mary Santone, Mandy Brown, Hannan
	Thursday, Friday	2TS	Majella O`Malley, Joanne Nader, Lily Bodulic
Classroom 4 – Cockatoo Room	Monday, Tuesday, Wednesday	3SD	Sam Dotter, Nasren Rahim, Joanne Nader
	Thursday, Friday	MOM4	Sam Dotter, Nasren Rahim, Melinda Gregson
Inclusion Support Teacher	Tuesday, Wednesday, Thursday		Jody Fowler
Educational Leader	Monday - Friday		Tash Smith
Director	Monday to Friday		De`anne Allan
Office Staff	Monday, Tuesday		Cecilia Fong
	Wednesday, Thursday, Friday		Idalia Butler

## Staffing


In 2022 we welcome two new members of staff to Birralee.

Ritz Gulati who will be working 2 days Mon/Tues and Kylie Calman who will be working 3 days Wed/Thu/Fri. We are excited that they have joined our team and look forward to their contributions to the programme.

## IMPORTANT DAY-TO-DAY INFORMATION

<b>Core Hours</b>	<p>Preschool licensed hours are 8.15am to 3.45pm. The core of our programme operates between 9am – 3pm. Ideally children should arrive at the preschool by 9am and be collected no later than 3.40pm.</p> <p>If you are delayed, please telephone the preschool on 9427-5900. Children who are not picked up by 3.45pm will be taken to the office and you will be charged an additional \$30 per 5 minutes or part thereof after 3.45pm.</p>
<b>Arrivals</b>	<p>Children can arrive from 8.15am. Please use your designated gate.</p> <p>All children must be signed in on arrival via Kiosk on the digital tablet.</p> <p>We ask that children arrive no later than 9.15am as the gates are locked at that time to ensure the safety of the children in the outdoor areas.</p>
<b>Departures</b>	<p>In the afternoon, please remember to sign your child out.</p> <p><b>Ideally children are collected from 2.45pm onwards and no later than 3.40pm.</b> Preschool closes at 3.45pm as we are only licensed to operate to this time and children must leave the preschool promptly.</p> <p>If you as parents are not collecting, you must give permission on the enrolment form for another person(s) to collect your child. People other than yourself will be asked to provide photo ID, such as a driver's licence.</p> <p><b>Siblings are always your responsibility when at Birralee</b>, for safety reasons please keep them with you and we ask that they do not climb or play on the equipment.</p> <p><b>A Late Pickup fee is applied at \$30 per 5 minutes (or part thereof) to deter families from late pick up.</b></p>
<b>Sun Screen &amp; Hat Policy</b>	<p>We ask that you apply sunscreen on your child before leaving home. Sunscreen is also available at sign-in for preschoolers only. Sunscreen will be re-applied every 2 hrs as per our Sun Smart policy</p> <p>We have a Sun Smart policy. Please ensure your child wears his/her Birralee hat or a broad brimmed hat. A Birralee hat was supplied initially. Subsequent hats can be purchased for \$12.00 through the office.</p>
<b>Clothing</b>	<p>It is important to dress your child in appropriate clothes ready for a busy active day which includes appropriate footwear to run and climb.</p> <p>Please <b>clearly label</b> your child's belongings - clothing, hats, bag, lunchbox, drink bottles and shoes. We cannot return items to their owner if they are not labelled.</p> <p>It is important that at least one change of clothes must be sent in your child's bag every day.</p>
<b>Morning Tea And Lunch</b>	<p>Please try to give your child fruit for morning tea and water only as a drink. We follow the Munch and Move NSW Health program, which promotes healthy eating and exercise. Please provide your child with a healthy lunch which includes some fruit and vegetables, without pre-packaged foods.</p> <p>Fruit, lunch and a drink bottle should be clearly marked with your child's name.</p> <p>All lunch boxes should contain an ice-brick to keep the food fresh.</p> <p><b>Please note that Birralee is a nut-free zone. We appreciate parents not providing peanut butter, other nut butters, Nutella or similar sandwiches as we have some children with severe allergies to these products. This also includes some muesli bars and muffins.</b></p>
<b>Illness</b>	<p>Please notify your class teacher if your child is unwell via Seesaw, especially if an infectious disease is involved as we are required to inform the Department of Health.</p>
<b>Medication</b>	<p>Birralee's policy is that medication will not be administered without parental consent (excluding first aid). Parents must arrange with staff if your child needs medication. Please complete the details on the form located in the class and bring the medication in its original container. Medication must not be left in your child's bag but handed to a staff member who will store it safely in the kitchen. If possible, please administer medication at home.</p> <p><b>Medication must have a pharmacists label with the child's name typed on it.</b></p>
<b>Medical Conditions Management</b>	<p>All children with medical conditions such as asthma or allergies or anaphylaxis must provide a medical management plan from your doctor and medication. Please update your child's teacher if there are any changes to the original plan.</p>

## IMPORTANT DAY-TO-DAY INFORMATION

<p><b>Gates</b></p> 	<p><b>Please shut the gate behind you</b> Please do not have two gates open at the same time as children will slip through. Due to weather conditions, the gates sometimes stick. Always check they have closed behind you. Please do not allow children to swing on the gates or climb on the fence. <b>PLEASE ENSURE YOU DO NOT LET ANOTHER PERSON'S CHILD OUT THE GATE WITH YOU.</b> Both gates will be locked between 9.15am and 2.45pm. During these times please enter via the main gate via the carpark.</p>
<p><b>2022 Fees</b></p>	<p>Birralee has opted in to receive 2022 <b>free preschool funding</b> – which covers 15 hours a week (2 days) The daily fee for 2022 is \$49 and children attending 3 days will be charged for the third day only. Please note that Preschools are funded by NSW State Government therefore CRN/CCB does not apply to Birralee.</p> <p><b>Voluntary contributions per term</b></p> <p>Tax deductible Building Fund = \$30 for 2 day classes and \$45 for 3 day classes Parents Club = \$20 per family</p>
<p><b>Immunisation</b></p>	<p>When your child has their next immunisations please remember to upload your new Immunisation History Statement onto your child's Enrolment Form via "My Family Lounge".</p>
<p><b>Library Visits</b></p>	<p>We visit the Lane Cove library once a month, walking up through the plaza. Due to COVID we are yet to organize a schedule. Once organized dates will be sent by your class teacher.</p>
<p><b>Book Club</b></p>	<p>Good quality books at a reasonable price are available through Wombat and Lucky book clubs. You will receive regular information and orders are made on-line. Birralee earns points towards purchasing resources from the books sold.</p>
<p><b>Board of Management</b></p>	<p>As a community-based preschool, Birralee has a Board of Management, which oversees the running of the preschool. Board Meetings are usually held on the 2<sup>nd</sup> Monday of the month. Meetings run for about 2 hours at night and are friendly and not too formal. <b>The Annual General Meeting (AGM) will be held on Monday, 21 March 2022.</b> Further details on the AGM are to come. During COVID these meetings were held via zoom.</p>
<p><b>Parents' Club/Class Parent</b></p>	<p>The Parents Club is the social and fund-raising arm of the Birralee Board. As people get busier, the Parents Club has elected to focus on more social activities. In lieu of larger fundraisers, the Parents Club donation is charged per family per term. If you would like to be involved in Parents Club, further information will be going out soon.</p> <p>The class parents organise social activities for the class such as play dates and class dinners. In addition to these, they help with Birralee events such as the Welcome BBQ and Open Day.</p>
<p><b>Seesaw</b></p>	<p>All communication between your class teacher and your family regarding the program and your class will be via SeeSaw.</p> <p>The Office will use e-mail as the main form of communication with parents, so please ensure your email address is up to date. If you are not receiving emails from us please check your JUNK / SPAM folders.</p>
<p><b>Suggestions/ Complaints</b></p>	<p>If you have an idea for fund-raising or how we can make changes for the better, please let us know. Ideas will be discussed at our staff meetings and reported to all parents in the newsletter.</p> <p>Should there be a problem or something you wish to discuss, your child's teacher is the first person to contact. If she cannot help, the next step is to talk to the Director, Deánné Allan. Most issues can be solved simply by letting us know there is a problem.</p> <p>However, if you have a problem serious enough to bring to the attention of the Board of Management, you should write to:</p> <p>The President, Birralee Board of Management PO Box 599 Lane Cove 1595</p> <p>If the problem has not been resolved by the Board, parents can contact:</p> <p>The Early Childhood Education and Care Directorate Department of Education and Communities Locked Bag 5107 Parramatta NSW 2124</p>