

**Information for Parents**

The Inner North Playschool is a licensed playschool which operates in the Ainslie Church of Christ Annex, MONDAY and TUESDAY mornings 9.30am-1.00pm during school term (not including public holidays or first and last weeks of school year).

To be eligible for enrolment children must turn three years of age by 1st May in the year they attend Playschool. They must also be fully toilet trained.

TEACHER : Mrs Margie Frawley

ASSISTANT TEACHER : Mrs Louise Butz

PARENT/CARER COMMITTEE to be elected at AGM before Playschool Term 1 commences. This includes: President, Secretary, Enrolments Officer, Treasurer, IT/Website Officer, Fundraising Officer and additional committee members. All positions are required to be filled before the Playschool can operate.

**Parent/Carer Responsibilities**

Inner North Playschool is a not-for-profit, community based organisation run by parents. All parents become members of the Incorporated Association. To ensure the Playschool can operate, all parents are required to volunteer time in committee positions and participate in fundraising. To meet licensing requirements, parents/carers are required to be available to be rostered on to help the teacher and assistant teacher in the classroom twice each term. Please volunteer whenever and wherever you can.

All parents/carers who volunteer at Playschool are required to hold a current Working with Vulnerable People card. You will need to apply for this via Canberra Connect if you do not already hold one. It currently does not incur a fee for volunteers. If you have children already at school, you’ll be familiar with these! The Playschool is required to hold a copy of your registration card on file, so please bring it along early in the year for Margie to photocopy.

Licensing allows us to have children in the Playschool between 9:30am and 1:00pm. Children are not permitted to be dropped off earlier. If you are running late to pick up your child, you will need to contact the playschool phone on 0417 788 531.

**Playschool Program**

The program includes a range of activities:

* Indoor activities where the children need to share toys, equipment and physical space with their peers.
* Outside play where they learn, not only to share and take turns, but build, construct and further develop their gross motor skills.
* Art and Craft activities – pasting, painting, play dough, threading etc to enhance creativity, confidence and fine motor skills.
* Music and movement, dramatic play, story time, show and tell (listening, questioning and concentrating).

The aim of the program is to encourage your child’s development in a safe and nurturing environment while having fun. It provides opportunities for children:

* to enjoy being part of a group;
* to learn to consider others;
* to share ideas verbally and creatively;
* to further develop their skills in language, social, physical and cognitive areas;
* to relate to other adults – teachers, helpers and visitors;
* to share and take turns;
* to develop their independence, by encouraging them to do things for themselves;
* to develop pride in themselves and their accomplishments; and
* to have lots of fun . . . through play . . . and not even know these skills are being developed.

**Health**

If your child is sick, please keep him/her at home.

If your child feels unwell during a session we will notify you and you will be required to collect him/her.

**Arrival and Departure**

The attendance sheet must be signed at the beginning and end of every session. This is the parent’s/carer’s responsibility.

**Fees**

Each session costs $50 per child.

The fees are payable each term and are due three weeks before commencement of each term.

Fees can be made by direct transfer into the Playschool bank account (details below), or by cheque made out to Inner North Playschool Inc. It is also possible to pay by cash after discussion with the enrolment officer. Failure to pay fees on time may mean that your child’s place at the playschool is forfeited. Fees will not be refunded if your child is not able to attend Playschool for single sessions. If you need to un-enrol your child, the Playschool requires three weeks notice of this event. Fees for this period will continue to be paid, however after this period any outstanding fees will be returned.

Please speak to the Treasurer or Enrolment Officer if paying fees by the required time is difficult.

BANK ACCOUNT: Commonwealth Bank : BSB  **062-904** ACC **10342685**

**Inspecting the Playschool**

You will be offered a time in which you may visit to observe the Playschool in action when you receive an offer of a position for your child. You will be able to see Playschool in action, and at least one current parent will be available to answer any of your questions and show you around.

**Policies**

Please review the Playschool policies, which are available on our website [www.innernorthplayschool.org](http://www.innernorthplayschool.org)

**What to bring to Playschool**

Children need to be dressed in comfortable play clothes and bring a bag or backpack and already have sunscreen applied. The backpack should carry:

* A healthy morning tea (fruit, sandwich, cheese) in an easily opened lunchbox.

NO NUTS PLEASE.

* A resealable drink bottle (water only)
* A change of clothes for wet accidents

All items need to be clearly labelled with your child’s name.