



NEWSLETTER 1 – February 2020

Have you read?

- The white board
- The program inside the centre

Your check list:

- Close the gates when you come and go.
- Pack a hat, water bottle, lunch and 2 snacks in your child's bag.
- Apply sun screen on your child each day.
- No hat no Play outside - we do not have spare hats.
- Sign your child in and out on the daily attendance sheet (they are on a table on the verandah)

Follow us on Facebook - on <https://m.facebook.com/woodendchildrenscentre>

Occasional Care Sessions are on Mondays, am and pm and Tuesdays are. **Phone 8322 0677.**

AGM Tuesday 11 February 7pm at the centre. Come along and be part of the Governing Council 2020. **Notices displayed**

Welcome to the children who have started kindergarten this year. The focus for this week has been on caring, sharing and playing together at kindergarten. We have been teaching children about routines including lunch & snack time, toileting and packing away. A program has been placed in your child's pocket stating our teaching and learning areas...

ARRIVAL AND DEPARTURE TIMES

Gates are locked overnight to discourage vandalism and are unlocked at 8.30am. Staff start work at 8.15am and have limited time to set up in the mornings so please stay with your child until we start kindergarten at 8.30 am. You are welcome to come between 2.45pm and 3.00pm in the afternoon to pick up your child and avoid the traffic congestion. Children are dismissed at 3.00pm. Staff often have meetings after preschool so it is important that you pick your child up on time. ***If there is an emergency please call the centre. If you change your arrangements for pick up please call the centre, or write it in the diary at the sign in sheets and speak with a staff member.***

PARKING

Please park safely on Bathbank Crescent and watch for children. The car park is for Woodend Children's Centre and Woodend Primary School staff. Please do not park on yellow lines or in front of Emergency Entrance as it is prohibited and will result in fines from the Marion Council.

LUNCH

Please pack a **healthy lunch** for children and pack extra lunch like two snacks and one and ½ sandwiches for the day as some children are hungry during the day. Lunches stay in their bag so please pack an ice box to keep them cool. When it is extremely hot please place children's lunch boxes on the trolley inside the playroom. ***We are a nut free preschool so please check on packaging for nut traces.***

PLEASE REMEMBER

Naming your child's items are important as they begin to recognise their names and will not get confused with other children's belongings. Please name their bags, drink bottles, snack boxes, clothes and hats. Children do not wear tank tops as they are can be overly exposed to our strong sun. Thongs and crocs are not safe foot attire to climb on equipment at kindergarten.

FEE PAYMENT

Invoices will be issued **via e-mail** and the discounted payment of \$160.00. Payment after the discount date on your invoice will be \$170.00. Receipts will be in your child's pockets. Please remember to put your child's name on any bank transactions. If you paid in full without a discount during the discount time the extra will be forwarded towards next term's payment.

STAFF

We ask children and parents to call staff by their first names.

Teachers

Emmy Kiriakou – Weekdays unless she is at a meeting. Teaching on Monday, Tuesday & Friday morning. In the office on Wednesday & Thursday.

Joanne Welch – Weekdays.

Julie Fitzsimons – Wednesdays and Thursdays and Fridays.

Early Childhood Workers

Jenny Lloyd – Tuesdays, Wednesday morning and Thursdays.

Fiona Morton – Monday, Tuesday and Wednesday.

Liz Rivers – Friday

Planning time for staff is on Friday afternoon and there are no preschool sessions.

Occasional Care

Liz Rivers – Mondays and Tuesday mornings.

Alicia Middleton – Few on Monday and Tuesday mornings.

Have a good weekend from the staff of Woodend Children's Centre.