

Little Owls



Pre - Kindy

Parent Handbook  
2025

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Dear Parents/Caregivers,

Welcome to Little Owls Pre-kindy. We hope your time with us will be Fun, Happy and a valued learning experience.

This booklet includes all the relevant information you should require for a successful and smooth start to your child's Pre-Kindy year.

If you have any questions or concerns throughout the year, please feel free to contact me to arrange a suitable time for a meeting.

We look forward to sharing this exciting journey with you and your child.

Helen Randall





## Contact Details

Address: Golden Bay (Community Centre)  
Tangadee Rd  
Golden Bay  
6174

Postal Address Little Owls Pre Kindy  
Po Box 7210  
Secret Harbour  
6173

Telephone number: 0488581269

Email: [helen@little-owls.com.au](mailto:helen@little-owls.com.au)

Web Site: [www.little-owls.com.au](http://www.little-owls.com.au)

Owner/Director: Helen Randall





## Hours of Operation

Little Owls Pre Kindy`s Hours are:

**9:00am - 2:30pm (Wednesdays and Thursdays)**

Our Pre-Kindy program operates during Term times.  
Term dates for 2025 are as follows:

Term 1 Wednesday 5 February - Friday 11 April 10 Weeks

Term 2 Monday 28 April - Friday 4 July 10 Weeks

Term 3 Monday 21 July - Friday 26 September 10 Weeks

Term 4 Monday 13 October - Thursday 18 December 10 Weeks

Application fee                      \$30.00

Fees    \$70 per day

### Holiday closure

**Little Owls Pre-Kindy will be closed for all School Holidays.**

### Public Holidays

**The Centre will be closed for Public Holidays and you will not be charged.**



## Our Philosophy

At Little Owls we aim to take each child on a journey that will give them a stepping stone into schooling. We at little Owls believe children's knowledge, strengths, culture, abilities and interests are the foundation of our program. We will provide children with opportunities to actively participate in their learning through an inclusive play based program. They can develop the joy of learning whilst in a safe, secure and fun environment. Each child will always be guided by caring, experienced and dedicated staff and working together with parents/caregivers.

### **NQF ( National Quality Framework)**

Little Owls is registered with the Education and care regularity unit (ECRU) and follow the National Quality Framework. To find out more about this please visit the Australian Children's Education and care Quality Authority.  
(ACECQA) website [www.ACECQA.gov.au/families](http://www.ACECQA.gov.au/families)



## Our Programme

We are a play based Pre-Kindy, we follow the Early Years Learning Framework (EYLF) this is the National Education curriculum for children aged 0-5 years. The fundamentals behind EYLF are

- Belonging – Children being connected to family, cultures, and place.
- Being – For children to be able to seek and make meaning of their world.
- Becoming – Identifies children's knowledge, understanding, capacities, skills and relationships.

Educators will guide children to make choices and decisions on activities throughout the day. The children will have the choice to be indoors or outdoor activity time guided by our flexible routine.

Activities will be planned to include a variety of things that will capture children's imaginations, from music, drama, role play and being creative. The learning centres will be set up so that children are encouraged to make choices for themselves.

Your child will have a portfolio which is a varied document of their time with us, including work, photos and observations. Children will do activities based on topics that will be creative and open ended.

As our group sizes are smaller we can have flexible routines allowing for children's interest's, extensions and follow ups which can also include spontaneous activities.

The program provides a variety of activities to cater for the children's development in all areas, including social, emotional, physical, spiritual and intellectual.

## Little Owls Pre Kindy Routines

The activities that occur are built around daily routines. Children need routine to help them settle and feel comfortable. Please discuss your own child's home routine with a staff member so that specific activities can be incorporated.

Our routines are built around regular activities or events like arrival, morning tea, toileting, Lunch, pack away and departure. All activities consider the developmental needs of the individual child, their attendance patterns, climate and physical environment, the numbers and ages of children within a given group, children with special needs, new children entering the group and parent's expectations.

### Our Routine

9.00am	Children arrive and free play at learning centres.
9.30am	Mat time, Good morning song/Acknowledgment of country.
9.45 am	Activity time (inside/outside play)
10.30am	Mat time
10.50am	Morning tea
11.15am	Free play/Children to help pack away
12.00pm	Mat time (story, ipad)
12.20pm	lunch time
12.40pm	Rest time
1.00pm	News mat / Music and Movement
1.30pm	Inside/outside play
2.00pm	Themed activities
2.15pm	Mat (Goodbye/story)
2.30pm	Home time/Goodbye



# At Little Owls we are

Sun Smart

Nut free



## What to bring in your bag

- A piece of fruit to share at morning tea
- A water bottle - clearly named
- A hat - clearly named
- Lunch box – clearly named
- Please remember to apply sunscreen/mosquito repellent to your child before they arrive
- A spare change of clothes in case of accidents should be kept in your child's bag
- A box of tissues, Wipes and Texters for every new child starting

Please see My first day check list.

## Dress

Casual play clothes are best suited for Pre-Kindy. This allows children to participate in messy activities, as well as playing comfortably indoor and outdoor. Clothes that allow children to self toilet are beneficial, particularly if they are in a hurry.

Footwear should be comfortable and simple enough for children to take off and put on easily. Sandals, Velcro and slip on shoes are ideal.



## **Nut Free**

Little Owls is Nut free Pre-Kindy. We minimise the risks to children with food related Anaphylaxis (e.g nuts, eggs, bees etc) Children with food allergies are required to bring alternative cupcakes/biscuits which will be labelled and stored in the fridge for special occasions.

## **Immunisations**

Please ensure up to date immunisation records are provided to the Pre-Kindy. This is a government benefit requirement.

## **Medication**

All medications must be handed to a qualified member of staff, and parents must fill in a Medication Authority form. Your child's name **MUST** be clearly marked on medication.

All medications will be administered by a qualified member of staff.

If medications are purchased over the counter, then please give clear instructions on what should be administered and clearly named.

## **Authorised persons to collect your child**

You must specify or nominate person/s authorised to collect you child. If there is a change to this a member of staff must be notified and noted on the time in/out sheet. We will not allow a child to leave unless prior authority has been given from parent/guardian in writing.

## **Arrivals/Departures**

Your child must be signed in and out every day, with the time and your signature. This is a requirement by the department of Education and Care Services. This record is also used for evacuation in the event of a fire and emergency situation.



## **Withdrawal Notice**

We require two week's notice for withdrawal. This enables us to notify the next family on our waiting list so they will be able to start the moment the position becomes available.

## **Illness/Holiday**


In the case where a child will be absent, please phone or email to let us know if they will not be in attendance for either illness or holiday. Please note your fees will still be charged.

## **Health and Hygiene**

Children and staff are actively encouraged to practise good personal Hygiene at the centre.

Parents/guardians are asked to keep infectious children at home. We cannot let children attend if they appear to be suffering from an infectious disease or condition that could affect the health and wellbeing of other children.

## **Toilet Training**



We have a nappy changing area at Little Owls with nappy changing Policy and Procedure. If your child is in the process of toilet training, we will assist with this transition. please ensure your child always has a spare change of clothes in their bag , even if they are fully trained as accidents can happen.

## **Illness/injury**

Parents are asked to keep infectious children at home. We cannot admit anyone that could be suffering from an infectious disease or condition which might affect the health of other children or staff.

Parents will be notified about the incurrance of infectious disease in either the staff or the children. with the exception of those diseases dealt with by the Commonwealth Privacy Act and the State Health Act.



## **Food**

For morning tea, we prepare fruit that is provided by the parents. We provide water to drink. If your child has special requirements concerning food for cultural, health or religious reasons please notify us.

## **Lunch Times**

We recommend you provide a healthy packed lunch for your child. Please clearly label your child's lunch box and drink bottle.

Some suggestions for lunch are: wholemeal breads, salad pieces, fruit, yogurts, cold meats, dried fruit, cheese and eggs. We encourage healthy eating at Little Owls, and we are also Nut free. Lunch boxes will be stored in our fridge.

## **Accidents and incidents**

At little owls we take a positive approach to the safety of our attending children. All of our educators hold First Aid qualifications which include asthma and anaphylaxis training.

## **Fire and Emergency**

In the event of an emergency all children are moved in a single group form. All areas are checked by staff and children are counted. All children and staff will be moved to the designated area and the nominated supervisor will bring the appropriate records and first aid bag.

Emergency Services and parents are notified. If you are in the building at the time of a fire drill, or any emergency, you must evacuate the building with staff and children.



## **Non Discrimination**

We accept, embrace and respect different cultures and lifestyles.

We implement the Federal Governments guidelines on cross cultural, non-Gender Bias and also with the Disability Discrimination act.

## **Parent Participation**

We encourage and invite parents to be involved in our Pre-Kindy, you can do this by:

- Ideas from home for learning centres
- We encourage parents to participate in incursions or when dropping off or picking up to join in activities
- We always welcome your suggestions
- If you have any interests, hobbies or talents that you would like to share with us and the children we welcome you to share them with us
- We always are very happy to receive any paper, computer paper, juice bottles, bottle tops, material or any other crafty things you may have



## **Birthdays**

If it is your child's birthday, you are welcome to bring in a cake or biscuits so that we can celebrate with them and make their day special.

## **Incursions**

We will be encouraging members of the community to visit us at the Pre-Kindy, linking with our programme. If you have any suggestions or would like to volunteer, your time please let us know.





## **Communication**

We publish a newsletter each term, which you will receive with your term programme.

We will have a notice board on the table situated by the main door. This will have relevant information on for example what topic we are doing, events coming up and any other information we feel will be useful.

## **Our Policies and Procedures**

Little Owls Pre Kindy policies and Procedures are available by request. These are reviewed annually by little owls pre kindy owner and with consultation with the educators. We encourage parents to take the time to read our policies and if you have any questions please feel free to speak to any of the educators.



## **Payment of fees**

Please select your preferred payment option when completing the Fee payment agreement form.

Please see our fee policy for 2023

## **Method of payment**

Preferred payment is bank transfer  
Credit card payment is also available but has a Surcharge of 1.8% + 0.25c fee per transaction for this option.

If you would like to pay by credit card, an adjusted Invoice would be sent as this option is not automatically selected.





## Contact

Please feel free to contact us if you have any concerns or questions throughout the year. We hope you enjoy becoming a part of the Little Owls Pre Kindy.

We look forward to a fun year of learning and exploration with you and your child!

Helen Randall Owner/Director

Telephone 0488581269

Education and Care Regulations Unit

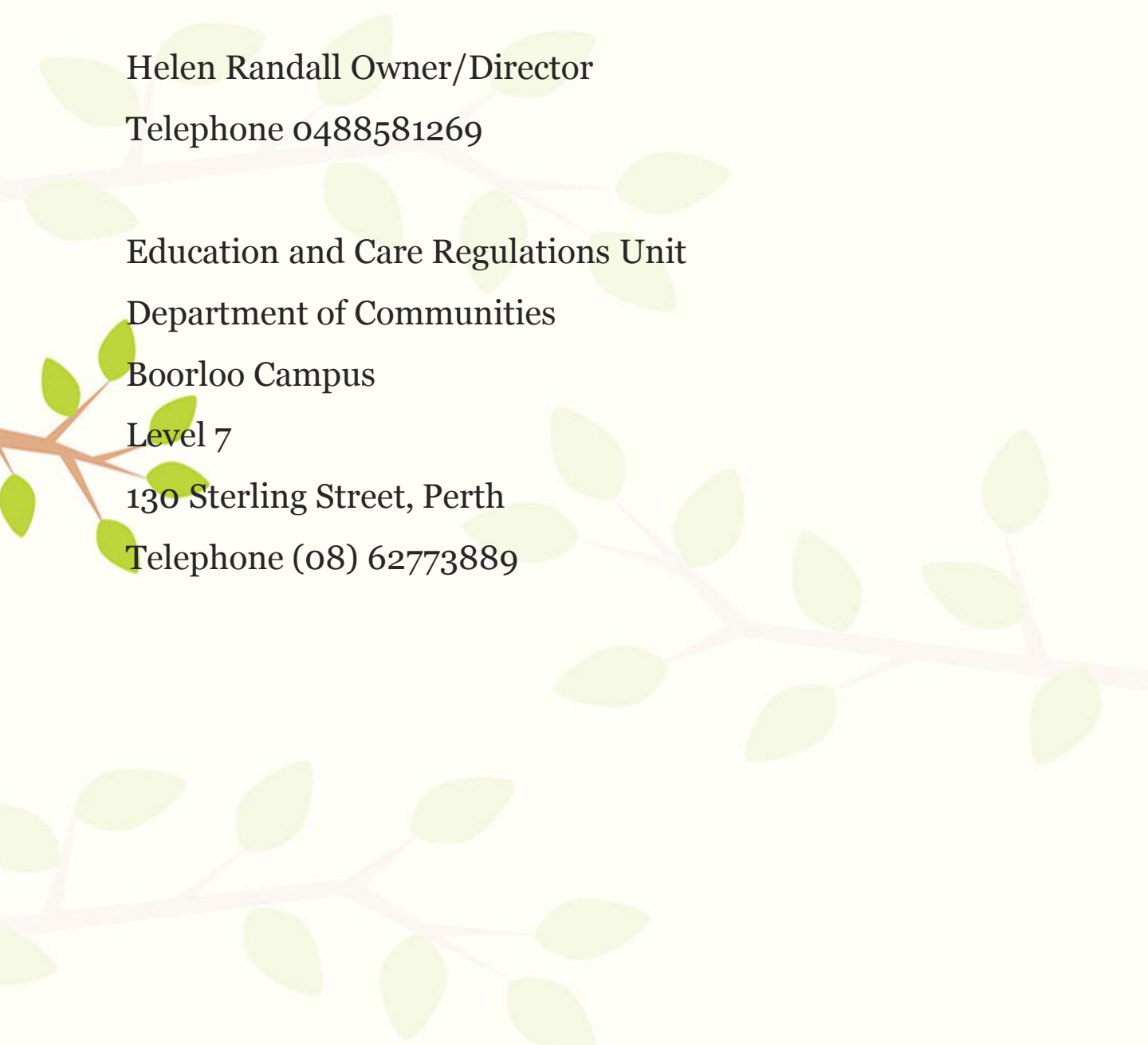
Department of Communities

Boorloo Campus

Level 7

130 Sterling Street, Perth

Telephone (08) 62773889





## My First day checklist

Please make sure you have completed these important items before your first day and what to bring each day.

Please use this check list to make sure nothing is missed.

### Paperwork

- A completed Enrolment form (with copy's of immunization records and birth certificate)
- A completed and signed Fee payment agreement
- A completed and signed Authority for Sunscreen

### Your child

- A piece of fruit to share at morning tea
- A water bottle clearly named
- A hat – name clearly named
- Lunch box – clearly named
- Spare change of clothes
- Medication if required
- A box of tissues, Wipes and Texters for every new child starting

We look forward to  
seeing you at  
Little Owls Pre-Kindy

