LITTLE OWLS

PRE KINDY

Parent Handbook

2027

A warm welcome to our Little Owls families

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Welcome

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.

Amy Higginson

Contact Details

Address: Golden Bay (Community Centre)

Tangadee Rd

Golden Bay

Telephone number: 0466253927

Email: amy@little-owls.com.au

Web Site: www.little-owls.com.au

Owner/Director:

Amy Higginson

Hours of Operation

Little Owls operates three days per week, 9:00am–2:30pm.

Operating weekdays: Tuesday, Wednesday & Thursday

Children aged 2½ years and over; maximum 18 per session.

Our Pre-Kindy program operates approximately 48 weeks per year.

Holiday dates 2027

12th April 2027 - 25th April 2027

20th December 2027 – 2rd January 2028

Application fee

$30.00 one-off administration fee; payable electronically.

Standard session fee

$75 per child per booked session.

10% sibling discount for second and subsequent enrolled children ($67.50 per session).

Planned closures and family holidays

The service closes for approximately four weeks each year. No fees apply to planned closure days. Standard fees apply to booked days during school holidays when open; no family holiday discount or make-up days are offered.

Public Holidays

Little Owls is closed on public holidays. No fee is charged for these days under the current arrangements.

Our Philosophy

At Little Owls Pre Kindy, we believe every child deserves to feel safe, secure, respected and a strong sense of belonging. We pride ourselves on providing a small, nurturing and welcoming environment where meaningful relationships can develop and every child can be genuinely known, valued and supported.

Children, Play & Learning

We see children as capable, competent and curious learners. We believe play is fundamental to children's learning, development and wellbeing. Our program responds to children's interests, strengths, ideas and emerging needs, combining child-led play with intentional teaching and meaningful opportunities to explore, create, communicate and problem-solve.

School Readiness & Independence

We believe school readiness is about the whole child. Alongside early literacy and numeracy through play, we support confidence, independence, resilience, communication, emotional wellbeing and social skills. Children are encouraged to make choices, care for their belongings, develop self-help skills and have a go at new experiences.

Relationships & Belonging

Secure, respectful and reciprocal relationships are at the heart of Little Owls. Educators take time to know each child and create an environment where children feel comfortable being themselves. We encourage kindness, empathy, cooperation, friendships and respect for ourselves and others.

Families & Community

We recognise families as children's first and most influential teachers. We value respectful partnerships built through trust, open communication and shared decision-making. Families' knowledge, ideas, cultures, traditions and feedback are welcomed and help shape our program and ongoing improvement.

Inclusion, Equity & Diversity

Every child has the right to belong, participate and succeed. We celebrate diversity and adapt experiences, environments and teaching approaches to support individual strengths, abilities and needs. We encourage children to develop kindness, empathy and acceptance of others.

Our Environment

Our indoor and outdoor environments are safe, welcoming and engaging, with opportunities for active play, quiet experiences, creativity, investigation and exploration. Children are encouraged to make choices, take appropriate risks, care for their environment and develop an appreciation for the natural world.

Culture & Connection to Country

We acknowledge Aboriginal and Torres Strait Islander peoples as the First Peoples of Australia and recognise their continuing connection to Country, culture and community. We aim to respectfully embed First Nations perspectives within everyday learning and experiences.

Our Educators

Our educators are caring, responsive, respectful and intentional. We value teamwork, professional learning and critical reflection, regularly considering children's learning, our environment, routines and practices so we can continue to improve outcomes for children and families.

OUR COMMITMENT

At Little Owls, we want childhood to be filled with play, discovery, friendships, laughter, curiosity and belonging. Our philosophy guides our everyday decisions, relationships, educational program and practices and will continue to grow alongside our children, families, educators and community.

I am safe. I am valued. I belong.

I am capable. I can be me.

Our Program

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, and role play and being creative. The learning areas will be set up so that children are encouraged to make choices for themselves.

Your child will have a portfolio which will contain artwork and crafts which will be sent home at the end of each year, parents will have assess to look through the portfolios throughout the year.

With photos and observations on our online portal OWNA.

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 interests, 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 Arrival – Children place their name tag on their locker and unpack their lunchbox, drink bottle and sunscreen. (If supplying own)

9:10am Child-led play – Activities based on the weekly topic and children's interests.

9:30am Mat time – Good morning song, Acknowledgement to Country and "Who is here today?"

9:45am Outdoor play – Playground, sensory tray, sports equipment and tabletop activities.

10:30am Mat time – Topic stories and flashcards.

10:45am Morning tea – Self-served.

11:05am Play-based learning – Topic-based or child-choice art and craft.

11:50am Outdoor play – Activities adapted to children's interests.

12:30pm Mat time – Story, song, flashcards and handwashing song.

12:40pm Lunch and packing bags.

1:10pm Rest time and stories.

1:40pm Music and movement.

2:00pm News box.

2:15pm Busy bags.

2:30pm Home time.

What to bring

A piece of fruit to share at morning tea

A water bottle - clearly named

Lunch box – clearly named

Sunscreen- (if supplying own)

Please remember to apply sunscreen

to your child before they arrive.

A spare change of clothes in case of accidents or water play

Should be kept in your child's bag.

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 indoors and outdoors. 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 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)

Immunisations

Please provide your child's current Australian Immunisation Register history statement and advise us of updates.

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.

Authorised Collection

You must specify or nominate person/s authorised to collect your 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, through the OWNA app.

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

Families must provide at least two weeks' written notice to withdraw an enrolment.

Regular booked fees remain payable during the notice period under the enrolment agreement.

CCS may not apply to absences after the child's last physical attendance, subject to applicable exceptions.

Illness/Holiday

Please notify Little Owls when your child will be absent due to illness or a family holiday.

Fees remain payable for regular booked sessions when the service is open, subject to your agreement.

CCS for absences is subject to Services Australia eligibility and absence rules.

Health and Hygiene

Children and staff are actively encouraged to practice 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.

Parents will be notified about the incurrence of infectious disease in either the staff or the 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.

Food

For morning tea, we prepare fruit that is provided by the Parents with 2 Jatz crackers provided by Little Owls. Water Bottles are accessible all day. If your child has special requirements concerning food for cultural, health or religious reasons, please notify us.

Lunch Times

Please provide a healthy packed lunch for your child. Clearly label your child's lunch box and drink bottle.

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.

If your child has an accident, you will be notified and an Incident form will be completed for you to sign at pick up.

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 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 areas.

We encourage parents to participate in incursions or when dropping off or picking up to join in activities.

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.

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.

Please be aware of allergies therefore let me know beforehand if you are bringing in something.

Incursions

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

Communication

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

We will have a noticeboard 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.

Fees, CCS and electronic payments

Standard fee: $75 per session; 10% sibling discount for second and subsequent children.

Families will be invoiced fortnightly and pay electronically through OWNA.

Cash and cheque payments are not accepted. Please refer to our Fees Policy 2027.

For CCS, families complete a Complying Written Arrangement (CWA) and confirm enrolment with Services Australia.

OWNA will provide electronic fee statements and payment information. Families pay the gap fee electronically. Please ask us if you need help setting up payments.

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!

Amy Higginson Owner/Director

Telephone 0466253927

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

before your child's first day and what to bring each day.

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

Paperwork

❑A completed Enrolment form (with copies of immunisation records and birth certificate)

❑Completed fee agreement, OWNA payment setup and CWA (where applicable)

❑Sun protection policy signed

❑Photo permission signed

Your child- everything clearly labelled with child's full name

❑A piece of fruit to share at morning tea

❑A water bottle

❑Lunch box

❑Spare change of clothes

❑Medication if required

See you soon!

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