

INFORMATION FOR PARENTS

PRE-SCHOOL

Newcastle Grammar School

p: (02) 4929 5811 w: ngs.nsw.edu.au



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Information for the Parents of New Students

Welcome to you and your child who is about to commence schooling at Newcastle Grammar School. We look forward to the arrival of our new Students, and hope that they will find their years with us both satisfying and rewarding.

The attached information is designed to answer the many questions which you may have.



Vision

Our Vision is to be a leading Australian School in pursuit of excellence in all that we do

The essential purpose of the School is to develop the potential of our Students so that they can lead a satisfying life and make a positive contribution to Society. Newcastle Grammar School is an independent, non-denominational, non-selective School maintaining strong links with the Anglican Church.

Values

- Christian living
- The self worth of the individual
- The family
- Individual and collective achievement
- Our tradition and heritage
- Our contribution to the wider community

Spiritual

To promote an understanding of the Christian faith and a tolerance of other beliefs, thus assisting Students to develop a well-rounded and balanced approach to life.

Academic

To encourage Students to develop a capacity for independent thought and judgement, to foster in each Student a love of learning and to promote individual and group achievement.

Pastoral

To build Students' self esteem and confidence, to enable Students to develop a sense of personal responsibility and self-discipline and to reinforce the values, attitudes and ideals of the School.

Social

To foster a respect and concern for others and the world in which we live so that Students show consideration for those around them, and become respected members of the community.

Cultural/Physical

- To develop an appreciation of, and an interest in, pursuing cultural and physical activities
- To provide a School Community based on Christian principles
- To provide a balanced, coherent curriculum which caters for the needs of all Students
- To employ Staff of the highest quality, and to promote their professional development so they can contribute most effectively to the life of this School
- To provide the best possible physical facilities which meet the present and future needs of the School
- To establish an efficient and effective corporate management system
- To interact productively with Universities and TAFE colleges, as well as with business and the community
- To provide an effective pastoral care system
- To have a well-developed and wide-ranging co-curricular programme
- To have a vibrant alumni and parent associations
- To encourage Parents to assist the School in the educational process



Staff Members

Director/Teacher: Jacqui Soto – Diploma in Teaching (Early Childhood)
Elizabeth Semetka – Associate Diploma of Social Services
Philippa Webber – BA Diploma of Education
Amber Mooney- Diploma in Social Science (children's services)

Relief Staff: Kim Owens, Janet Yore and Lesley Norris
Other trained relief staff will be called upon when necessary

Waiting List Policy

An Application Form is to be filled out for a child to be placed on the waiting list.
At this time a non-refundable fee of \$150.00 (incl. GST) must also be paid.
This is to be paid to the Newcastle Grammar School, either in person, or by mail to PO Box 680, Newcastle NSW, 2300.

Please do not pay the Pre-school.

Enrolment Policy

When a position becomes available you will be notified by the Pre-school Director.

Your child must turn four (4) by the 31st March. Some April birthdays may be accepted. This is in keeping with the Junior School enrolment policy.

In the preceding year of entry into the Newcastle Grammar School Pre-school, you will receive a letter confirming your child's place. To secure this place the deposit of \$200 is payable when you return the completed Form to the School. The \$200 fee is refundable, upon written notice, when your child leaves Pre-School. Any income it may earn may be invested or otherwise used, as the Pre-school, in its absolute discretion, determines. Please do not pay the Pre-school – all monies to be processed at Newcastle Grammar School, Hill Campus.

Part or all of the deposit may be retained to offset any outstanding monies owing to the Pre-school, or its agencies, at this time. Any deposit not claimed after 12 months of your child leaving the Pre-school will be treated as a gracious donation.

All care shall be taken in allocating days, in accordance with Parents' preferences, however this will depend on attendance patterns.

In September/October each year an Enrolment Information Night is held for new Parents. This is for Parents to gain information regarding the Pre-school, ask questions and to meet other new Parents.

Play sessions in Term 4 are then scheduled for all enrolling children.



Fees Policy

Where any account has not been settled, unless special arrangements have been made, your child may be asked to leave the Pre-school until payment is made. Due to this your child may lose his/her position in the Pre-school.

Each Parent or Guardian as the case may be, is jointly and severally liable for the payment of fees.

One term's notice will be given in writing of the withdrawal of your child from the Pre-school, otherwise one term's fees become payable in lieu thereof. Fees must be paid when a child is absent from Pre-school. In the case of a child being ill or on holidays when Pre-school is operating, the normal fees apply. Please phone the Pre-school to let them know if your child will not be attending for the day. The Pre-school phone number is 4925 2929.

Newcastle Grammar Pre-school Medicare Number is 76223148. Please notify the office when paying your fees if you require a receipt.

If your child has some special needs, please inform us before your child commences so we can arrange for appropriate support.

Policies

The Pre-school has a set of written policies and procedures regarding all facets of functioning. A Policy Booklet will be issued to you upon Enrolment. When you receive your copy of these policies, and have read them, please sign and return the attached sheet.

The policies cover the following:

Pre-School Philosophy	Hygiene
Waiting List	Nutrition
Enrolment	Storage
Special Entry	Evacuation
Attendance	Occupational Health and Safety
Confidentiality	Sun Smart
Retention of Records	Sleep
Fees	Anti-discrimination
Custody of Children	Multicultural
Behaviour Management	Excursion
Health and Safety	Transition to School
Water	Literacy
Immunisation	Drug and Alcohol
Exclusion	Child Abuse
Administration of Medicine	Grievance / complaints
Asthma	Student / volunteer
Anaphylaxis	Nut Free
Aids / HIV	Healthy Eating
Accident / Death	

The Licensee of the Pre-school is The Newcastle Grammar School Ltd. The License is issued by The Department of Community Services, which sets regulations and standards, by which the Pre-school must operate. It is inspected on a yearly basis.

Department of Community Services
Glenda Dawson
29 Smith Street
Charlestown NSW 2290
(02) 4944 9555

Community Services Commission
Level 3, 128 Chalmers Street
Surrey Hills NSW
(02) 93844999



The Children

To recognise the importance of developing and teaching children an awareness and respect for the Earth and its environment, its people, their societies and the similarities and differences in their cultures. To instil in children a caring respect for people, property and peaceful co-existence in a world whose future lies in their hands.

To provide the opportunity for children to learn and develop through active involvement, experimentation, exploration and discovery.

To provide an environment which is: warm, consistent, safe, fun, caring, nurturing and protective.

To treat each child as an individual promoting healthy self-concept. Staff to get down to children's level and speak to them appropriately and positively.

To develop an awareness and acceptance of others, their rights, needs and feelings.

To foster a child's inner-control, self-discipline and independence.

To encourage self help skills, to provide activities and to work with parents to prepare children for the transition to Infant School.

To provide ongoing information to parents regarding their child's development.

Children with Disabilities

To provide easy access in terms of a ramp to enter and exit the Pre-school.

To provide necessary specialised equipment to allow easier access to activities.

To provide educational assistance to the child from the Additional Needs Educator at the Newcastle Grammar School.

To provide access and support from services involved in special needs.

To provide an opportunity for all children to interact in order to:

- a) Foster social confidence for the special needs child
- b) Foster acceptance of integration for children with special needs
- c) Value everyone as a unique individual



The Programme

To provide developmentally appropriate activities which are stimulating, challenging and creative and which cater for individual needs and interests.

To plan, implement and evaluate activities which cover all developmental areas and which reflect our multicultural and anti-bias policy.

To provide flexible programmes which promote self-discovery and spontaneous learning.

To develop autonomy, self-esteem and independence.

The Staff ensure that the Programme is:

- Age appropriate
- Individually appropriate
- Socially and culturally appropriate

The Programme:

- Provides active and quiet activities
- Provides indoor and outdoor activities
- Provides whole group, small group and individual activities
- Provides structured and unstructured activities
- Provides fine and gross motor, social and cognitive activities
- Adopts an anti-bias approach, giving all children access to all activities
- Has a multicultural perspective, respecting each family's culture and language, looking at similarities, as well as differences, and valuing diversity
- Encourage a partnership with Parents, because the family has the most important influence on a child's development. Mutual respect and trust and the sharing of information will provide continuity of care for children, which is necessary for them to feel secure and learn eagerly
- Offer a School Readiness programme. Activities provided for smooth transition to Kindergarten

The Parents

To develop a good rapport with Parents, based on mutual respect.

To encourage Parents of all cultures and backgrounds to contribute to the programme or daily activities by sharing their knowledge, lifestyle or culture with the children and the Staff.

To strive to understand and to meet both the needs of Parents and the children.

To recognise the importance of Parents and Staff in complementing each other in the role of educating the child.

To keep Parents informed in all aspects of the functioning of the Centre.

To provide relevant information to the Parents about the child, in a positive, productive manner.

Families at the Pre-school will ensure confidentiality at all times with regard to records of the Service or information obtained from the Staff.

To provide information in other languages as requested by the Parent. If needed, an interpreter will be provided.



The Staff

For Staff to work closely as a team providing support to each other and building healthy working relationships based on mutual respect.

For Staff to create and ensure a warm and friendly atmosphere for children, Parents and the Community.

For Staff to plan, implement and evaluate a weekly programme, which incorporates over a period, programming for each child's individual needs and interests.

For Staff to communicate regularly to ensure consistency in the guidance, care and education of children and that information and progress regarding the children and the service is shared.

For Staff to be able to feel good about themselves and the work they are doing.

For Staff to regularly attend in-services to keep up to date on current issues in Early Childhood Education. A record of all Staff In-service to be kept.

Staff at all times will ensure confidentiality with regard to records of children and their families enrolled at the Pre-school.

Relief Staff will be called upon in the absence of permanent Staff to maintain Staff, Child ratios.

Staff will update their personal records on file.

The Community

To meet the needs of the Community by providing a service which represents the surrounding Community and the Newcastle Grammar School Community.

To prepare children for society, its expectations, values and diversity.

To develop autonomous children with a healthy self concept. To build in them an awareness and empathy for others, their surrounding and their environment in order to enhance our future society.

Family Involvement

In conjunction with a planned programme, families are welcome to join in the daily programme. This encourages continuity between home and the Pre-school for children and a development in Staff / Family relationships.

Parents, Guardians and Grandparents etc., are always welcome at the Pre-school to:

- Spend time with the child
- Keep up to date with the activities at the Pre-school
- Attend parent social evenings
- Join in fund raising events
- Accompany children on service excursions

Every possible effort should be made, on a daily basis to communicate information about children to Parents. You are invited to speak to Staff about your child, please make an appointment.



How Early Children Learn

Children learn best through play that involves direct manipulation of their surroundings. The Teachers prepare the Pre-school environment for the children to learn through active exploration and interaction with adults, other children and materials.

Each child is viewed as unique, with an individual pattern and timing of growth and development. The curriculum and Staff's interactions are responsive to individual differences in ability and interests. Different learning styles are expected and accepted. Programming is based on these individual differences.

Staff are only interested in the process of the activity not the product. Children learn to master set skills only through participating and experimenting with that skill. It is important for all children to "have a go". At times art/craft may not appear to be completed. The finished product will come after the skill has been mastered. Please praise your child's efforts. Ask him/her to explain their work to you. If your child does not have a product it does not mean that they did nothing during the day. They may have been busy with construction or dramatic play. Ask a Staff member.

The Pre-school programme provides opportunity for the children to make their own choices and decisions. This assists them in developing the skills of independence and responsibility. The programme is very flexible and often changes due to the children's interests.

The Pre-school environment may appear to stay the same. This is done to provide consistency for the children. They may choose an activity one day and then wish to return to it and build on it the next. This encourages follow up and thought processing. It enables the child to 'master' an activity or to build on it before moving onto another. Staff are constantly adding to activities and will do so at a child's request. Problem solving is always encouraged.

Formal directed activities are usually held at group times when all children participate in the activity. Language, music, maths and science lessons are taught at group times. Informal directed activities are held throughout the day during indoor and outdoor free play times.

The programme is available at all times for you to review.



4 & 5 Year Olds Goals / Objectives

Self Help Skills

For the children to be encouraged to:

- be able to dress themselves (shoes, socks, pants, shorts, skirts, T-shirts, jumpers)
- to be able to toilet independently
- to be able to locate and look after their own belongings
- to pack their bags
- to assist with packing away
- to be able to hold a pencil correctly

Health and Hygiene

For the children to be encouraged to:

- wash and dry their hands independently and regularly
- be aware of sun practices, i.e. wearing hats and sunscreen outdoors
- blow their noses independently
- eat healthy food and exercise regularly

Safety

For the children to be encouraged to:

- walk inside
- wipe up spills
- be aware of road safety
- play gently

Gross Motor Development

For the children to be encouraged to:

- develop elements of physical competence including -
 - balance
 - galloping, skipping
 - climbing
 - pulling, pushing
 - stretching
 - crawling
 - catching, throwing, kicking
 - walking, running, stopping
 - jumping, hopping
- develop body awareness
- learn to co-ordinate their bodies through experimentation, imitation and exploration
- be aware that physical activity is essential for healthy bodies

Creative

For the children to be encouraged to:

- appreciate creative experiences through explanation
- to use a variety of mediums for creativity and self expression
- understand their environment through role play, movement, literature and props

Literacy Development

For the children to be encouraged to:

- appreciate age appropriate literature of varying forms, eg. fairy tales, factual, fantasy, poetry, rhymes
- develop an interest and love for literature
- use books in an appropriate manner, respect and to be gentle

Art and Craft

For the children to be encouraged to:

- use a variety of mediums that allow for self expression and creativity
- explore different forms of art and craft from different cultures and times
- develop an appreciation for creative experiences
- be able to build on creations previously done



Music and Movement

For the children to be encouraged to:

- participate both verbally and physically in music and movement activities
- enhance their self awareness through music and movement
- be familiar with musical instruments
- develop an awareness of music from different cultures and times
- develop an awareness of musical concepts, eg. tone, pitch, rhythm, etc
- use their imagination and fantasy through music and movement

Social/Emotional Development

For the children to be encouraged to:

- be able to separate from their parents/guardians without distress
- develop a sense of trust with peers and adults in the centre
- develop a positive self-concept and self-esteem
- establish and further enhance turn-taking and sharing skills
- ask for assistance when required
- develop an anti-bias perspective (we are all the same but different)
- acquire socially acceptable strategies for dealing with conflict (use voice instead of hands)
- to play co-operatively
- to participate in group activities
- to complete activities independently
- develop relationships with peers that are mutually respectful

Language Development

For the children to be encouraged to:

- express their needs and wants verbally
- further increase their ability to listen
- initiate conversations with peers and adults
- be exposed to a variety of different languages
- utilise all learning opportunities to reinforce existing language and extend language
- use language for reasoning and problem solving
- to develop comprehension skills

Sensory Development

For the children to be encouraged to:

- further increase the development of all five senses, (sight, hearing, smell, touch and taste), through a variety of play experiences

Cognitive Development

For the children to be encouraged to:

- further enhance their concentration span
- attempt experiences that are repetitious and fail proof
- use problem-solving skills
- use memory recall skills
- perform sequencing activities
- foster and enhance curiosity
- have an understanding of cause and effect
- complete simple puzzles
- become familiar with colours and shapes
- learn by doing
- value and care for the environment
- write their name
- identify some sounds
- identify numbers



General Information

Access To Park Campus

The gates are opened by 8.00am, then locked at 9.00am, to be reopened at 2.45pm. The gate onto Union Street will be the only gate open during these times. This is for safety reasons. These gates are fitted with 'pool' safety closures.

Absences

Parents are asked to telephone the Pre-school Office on 4925 2929 from 8.00am onwards if their child/children is/are absent from School on any day.

Accounts

Preschool accounts are sent out each term. You may arrange other payment schedules with the Bursar's Office. Call 4929 5811. Unless special arrangements have been made, the Parents of Students whose accounts fall into arrears will be charged an administration fee.

Methods of Payment

B-Pay, Cheque, Cash or Credit Card

Cash must be handed to the Bursar's Office at Hill Campus and not to the Junior School Park Campus Office. Cheques (only) may be left at the Junior School Office for sending, via internal mail, to the Bursar at Hill Campus. For Credit Card payments, please phone the Bursar's Office. 4929 5811.

After School Care – refer to page 19

Arrival at School

Pre-school is open for a standard day of 9.00am – 3.00pm. Children may, however, be dropped off from 8.30am onwards at no extra cost.

Please do not leave you child before 8.30, this is a D.o.C.S. requirement.

Pick up time is 3.00pm. If your child is still at Preschool at 3.15pm we will notify you that they will be taken to After School Care.

After School Care is available from 3.00pm – 5.30pm at an extra cost.

Birthdays

We welcome the opportunity to share your child's special day at School and are happy to assist with the distribution of invitations. However, we do ask that you exercise tact when planning 'guest lists' for parties. While we are in no way suggesting that the entire class be invited to parties, in our experience it is hurtful and divisive if all but a few of the class were to be invited. It is far kinder to invite a lesser proportion of the class, or only your child's special friends, or all of the boys, or all of the girls etc.

We are also happy to share a special birthday cake at School, but in the interest of time and 'fair' shares, we ask to either send a large slab cake or cup cakes. Remember there are 39 children to be catered for. Healthy alternatives are preferred.

Clothing

Children should be dressed in play clothes. Much enjoyment is lost when they are worried about getting dirty.

Sleeves need to be worn.

Ensure your child is dressed in such a way to be independent with his/her clothing. Toilet time can be difficult when there are belts, buckles and braces.

Slippy soled shoes are dangerous. Please be mindful of this. No thongs or high heels.

Make sure your child has their hat each day and that their names are clearly labelled on all clothing.



Concerns and Problems

If you have a concern please let someone at the School know about it. If we know a problem exists then we can do something about solving it. Unless we are informed we may never know that the problem even exists. Telephone or make an appointment to see the Director of the Pre-school, the Headmaster or another member of the School Executive.

Criticising the School in public only damages the reputation of our School and, in turn reflects on the Student body and in particular your child. Please inform the School if you have a problem – a problem known could be a problem solved.

Discipline

The School believes in discipline which is firm yet fair, thus enabling Students to develop self-discipline in a caring, Christian community. Rules and regulations ensure that:

- all individuals in our School can feel safe and secure;
- Students will mature and be able to demonstrate the characteristics of ladies and gentlemen;
- property, rights, beliefs and values of all members of the School are respected at all times;
- Students bring credit to themselves, their Parents, their School and their country.

Anything contrary to common sense, good manners and decency is contrary to the rules of the School.

Drop off / Pick up Procedure

Parents are required to sign their children “in” and “out” in the book provided. Please write down your contact for the day, in the column provided. Also write in who will be picking your child up. A comments column is also available for messages. Please check this each day.

On arrival, if we are outside first, please ensure your child has on his/her hat and sunscreen (situated on sign on desk). **You must bring your child out to a Staff member.**

You must let us know if someone else is picking your child up or we will not allow your child to go with that person. If it is someone not on your Enrolment Form either phone us or alternatively send a letter in with them giving permission to pick your child up. They will be asked to provide proof of identity before your child is released into their care. Persons under the age of 18yrs will not be permitted to collect a child from Pre-school.

Excursions & Visitors

From time to time we will be inviting visitors/entertainers into our Pre-school to entertain the children. Excursions will also be planned. Details of all these events will be published in the Pre-school Newsletters and Calender. An acknowledgment note will be sent home prior to the event. Parents are encouraged to come on excursions (if available).

Extras

We are very privileged at the Newcastle Grammar Pre-school as we have available to us:

- A Music Specialist and a music room situated in the Infants Department. We visit this area twice a week
- Monday Divinity with Father Timothy
- The Grammar Additional Needs Teacher is available.
- A Gifted and Talented Specialist is available to extend the children
- The Grammar School bus is available for excursions
- John Waring – Child Psychologist available Fridays for children and Parents. Appointments must be made. This is a free service.



Health

Please advise the Pre-school of any disability, allergies, etc. This must be written on your child's Enrolment Form.

Hand all, clearly marked, medication to a Staff member. Medication must have child's name, expiry date, name of medication and administration instructions. Staff will not administer medication without the relevant information attached to it. A Medication Form must be completed and signed by the parent/guardian before Staff will administer the particular drug. (See Policy Booklet when enrolled)

Illness At Home

If a Student should contract a transmissible illness which could cause or be part of an epidemic, please inform the pre-school upon diagnosis so that we can be alert for further cases. Listed below are the periods a Student is required to be absent from School for certain illnesses:

Please see Infectious Disease section of Policy Booklet.

Illness at School

If a Student becomes ill at Pre-school, we will notify the parent. In an emergency, or where we cannot contact Parents, Students are placed in the care of the School doctor. Parents are naturally responsible for any fees so incurred.

Lunch at School

Lunch is an important meal and should be attractively presented and appetising so that your child will want to eat it. However, you will need to judge how much your child can eat so that he or she is not confronted with too much. Healthy food must be supplied. See Health Policy in Policy Booklet

Notices & Newsletters

Pre-school and Newcastle Grammar School Newsletters and notes will be issued on a regular basis. It is important that you check these for information regarding the Pre-school. Please also check the noticeboard on a regular basis for recent information, which you may find helpful.

The information board, situated at the front door, will have 'what's on' signs – one for the present week and one for the following week. Please check weekly.

A Term Calendar will be sent home at the beginning of each Term. This will include excursions and important dates. Please put this in a prominent position at home so your child does not miss out on upcoming events.

Office Hours & Contact Numbers

The Pre-school Office is open from 8.00am to 4.00pm daily except for School holidays.

The telephone number for the PRE-SCHOOL is: (02) 4925 2929
After School Care PARK CAMPUS telephone number is: (02) 4925 3755

Play Equipment

Children are not permitted to use the fixed equipment without a Staff member present.

The School has a range of fixed play equipment. During School hours Students are supervised while using this equipment. If Parents allow their children to play on the equipment outside of normal School hours or when they are in their Parents care, they are requested to actively supervise their children and to stand on the soft fall area around the equipment to do so.

Children who have passed in to the care of an adult are effectively then under the supervision of their carer. We remind carers that if you then allow your child to use the fixed play equipment, they should be actively supervised by you to ensure their safety.



Pre-school Bags

Each Student should have a big back pack. Bags are to fit every thing in, including drink containers. Lunch boxes, spare clothes, hat and ensure all these containers and the bag is easily opened by your child. We encourage self help skills and it becomes frustrating to the child if these possessions are difficult to manage. All belongings must be named clearly.

Pre-school Rules

- The children will walk while indoors
- The children will use toys/equipment in a gentle and appropriate manner
- Children will use quiet voices while inside
- Children will not play in the bathroom
- We are gentle to ourselves and to others – we are not hurtful (gentle hands)
- The children are encouraged to use their voices, when in conflict, rather than their bodies
- We are careful about our own and other people's work and belongings – we do not break or damage it
- We move safely in our playground and room
- We take care of our health – for example, washing our hands after playing and before meals
- Children are encouraged to pack away

Routine

Our daily routine is very flexible but will consist of the following:

8.30am – 10.30am	Free play indoors (winter), outdoors (summer)
10.30am – 11.00am	Pack away/Transition group (Language/Science/Maths) Wash hands, toilet
11.00am	Lunch
11.30am – 1.00pm	Free play indoors (summer), outdoors (winter)
1.00pm – 1.30pm	Pack away/Transition group (Language/Science/Maths) Wash hands, toilet
1.30pm – 2.00pm	Afternoon Tea
2.00pm – 2.30pm	Pack bags/story listening/putting shoes on Group time, Music – Small Group Lessons
3.00pm	Home

Set Down/Collection of Students

Corlette Street:

Outside the School should only be used by the Pre-school Parents for 5 minutes drop-off and collection of children.

This street is narrow and parking should only occur on the School side of the street.

At No Time Should Cars Attempt to Turn in this Street.

Parkway Avenue:

Parkway Avenue should be used as a quick drop-off or collection zone. Please keep the bus zone clear at all times.

Union Street:

Union Street should be used when longer periods of parking are required. Entry to the site is always available through the Union Street gate. Ensure cars are locked and no valuables on display, when you leave them.

**We Seek the Support of All Parents to Enable
These Arrangements to Work Smoothly
and Ensure the Safety of All.**



Settling Children

Please ensure your child has visited the Pre-school prior to attendance to meet Staff and familiarise themselves with the environment.

Take your child to a Staff member or let them know you are leaving.

It is very important that you say goodbye to your child! Say it once – tell them you are going and will be back to collect them.

Let your child see that you are confident and happy to leave them at Pre-school. This will help them settle.

If your child is upset when you leave please do not come back as this only puts doubt into their minds. Say you love them, that you will be back and phone us later to check on them. We will not allow your child to be distressed for a long period of time. Trust us in our experience.

Your child may, from time to time, become distressed. This may be due to any number of circumstances. Therefore it is very important that you keep us informed as to what is happening in your child's life. We observe them on a regular basis and any change in behaviour is documented. We will discuss with you any observable changes in behaviour at Pre-school.

Social Development

The School seeks to support the home in the social development of children. The influence of the home on the child is very strong and in most cases, stronger than the Schools. Therefore you can assist this development by helping your child to develop into a good citizen. A positive interest in what your child is doing at School is a great encouragement to him or her.

Vacation Care – Refer to Page 20

What to Bring to Pre-school

- School bag – big enough to fit everything in so that your child does not become frustrated packing it in the afternoons. The bigger the better
- Healthy lunch and drink – sandwiches and fruit are best – water and milk. No juice or cordial allowed.
- Healthy afternoon tea and drink – eg fruit, cheese, carrot/celery sticks, sultanas. No chocolate bars, sweet biscuits, lollies, chips, roll-ups etc.
- A school hat – NGS hat is charged to your account
- A small sheet and pillow if required. Children do not have a 'rest time' but if your child requires a sleep you can provide sheets
- Spare clothes – very important!

Please **no toys** from home at Pre-school. They can be broken or lost. We have plenty of equipment and materials for them to play with. If, however, your child has difficulty in settling they may bring a comforter toy for the first Term.

Withdrawal of a Student

As outlined in the Conditions of Enrolment, the School requires one full Term's notice in writing if a Student is withdrawn. Failure to give one full Term's notice in writing will result in Parents being charged a full Term's fees in lieu of notice.



After School Care

This service is run by qualified Child Care Staff and the children are fully supervised. They take part in a range of activities including games, craft, and cooking. Year 3 and above children have the opportunity to do their homework. After School Care operates at Park Campus Practical Activities Room for Pre-school to Year 8.

Hours of Service

3.00pm to 6.00pm Monday to Friday

Pre-school children are to be collected by 5.30pm.

A fee of \$14.75 is charged, which includes the cost of afternoon tea.

* 2009 pricing.

Bookings

Permanent bookings can be made on a weekly/daily basis and should be organised in advance. Casual bookings will only be accepted on the day if there are any vacancies.

All bookings can be made through the Office at Park Campus on 4925 2121 for Pre-school to Year 5, or by contacting the Child Care Coordinator or Staff on 4925 3755 after 2.30pm. All children attending After School Care are to be formally booked in.

Cancellations

A cancellation of any booking requires twenty four (24) hours' notice unless the child is ill. If a cancellation is made within twenty four (24) hours a charge for the session will be made.

Collecting of Children – Park Campus After School Care

All children should be collected before 6.00pm. When children are collected, they should be signed for by the adult indicating they are taking children into his/her care. Pre-school children are to be collect by 5.30pm.

Outside Activities

Any activities outside of the School grounds are covered by normal School arrangements.

Contact Telephone Numbers – Park Campus

A special direct phone line operates for the After School Care room from 2.30pm onwards if required in an emergency – telephone 4925 3755. At other times contact may be made on the School telephone number on 4925 2121.



Vacation Child Care

This service operates during the School holidays on a needs basis. Pre-schoolers are able to attend in the Year of their enrolment.

Children from Pre-school to Year 4 are involved in a range of activities including outings, sport, craft, art, cooking, play, etc. Vacation Care operates in the Practical Activities Room Park Campus.

Hours of Service

8.30am to 5.30pm.

Fee

\$39.00* Full Day or \$22.00 Half Day

There is no late pick offered at Vacation Care. Children must be picked up by 5.30pm.

* 2009 pricing.

Bookings

Permanent bookings are on a daily/weekly basis and can be made prior to the holiday break. Casual bookings will only be accepted on the day if there are any vacancies. All bookings can be made through the School Office during School Term only, or by contacting the Child Care Coordinator and Staff on 4925 3755. Children must be signed in when they arrive each day.

A program will be sent home with each child prior to end of each term. Please fill in booking date form and permission slip and return by closing date to ensure a placement.

Collecting of Children – Park Campus Vacation Care

All children should be collected before 5.30pm. When children are collected they should be signed for by the adult indicating they are taking children into his/her care.

Cancellations

Cancellations of any booking require twenty four (24) hours' notice unless the child is ill. If a cancellation is made within twenty four (24) hours of booking a charge for the session will be made.

Outside Activities

Any activities outside of the School grounds are covered by normal School arrangements. There may be an additional charge for special outings.

Contact Telephone Numbers during Vacations

A special direct telephone line operates for the Vacation Care room from 8.30am to 5.30pm. The telephone number is 4925 3755. When children are on excursions a mobile number will be available from the Coordinator on the day.



The Friends of Newcastle Grammar School

The Parents and Friends and Ladies' Auxiliary of Newcastle Grammar School merged during 1996 to form the Friends of Newcastle Grammar School. The aims of the organisation as stated in the constitution are:

"The aim of The Friends of Newcastle Grammar School shall be to promote the interest of the Newcastle Grammar School, by fostering friendships, by informing the Parent body on topical educational and parenting issues, by providing an avenue of communication between the Parents and the Headmaster and Parents and the School Board, by co-operating with the Staff and by raising funds for teaching and recreational aids for the School that are considered to be 'extras' to that provided by the School. These items are to be decided upon from a list provided by Headmaster."

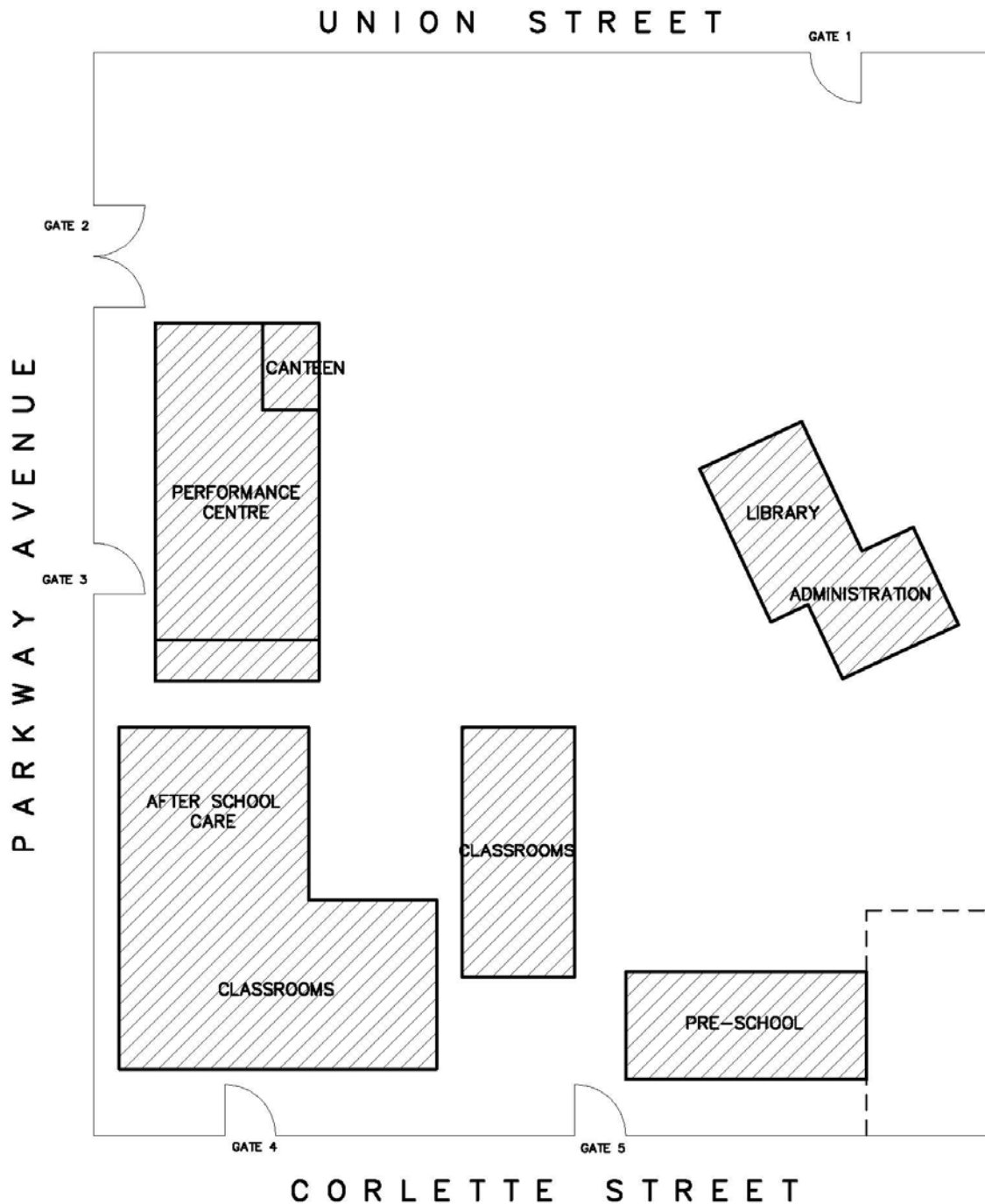
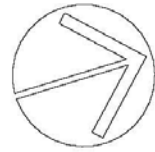
Sub committees for the Canteen, Class Parents, Social Functions, Spring Fair Committee, Clothing Pool and some others help meet these aims.

All Parents/guardians of current and past Students are invited to join the Friends of Newcastle Grammar School and to become involved in all our activities.





NEWCASTLE GRAMMAR SCHOOL PARK CAMPUS





NEWCASTLE GRAMMAR SCHOOL HILL CAMPUS

