

FRENCH-AUSTRALIAN PRESCHOOL HOLIDAY PROGRAM
OCTOBER 2007

PLEASE NOTE THAT ALL BOOKINGS MUST BE IN BY
Tuesday 18th September

BOOKINGS CAN BE ACCEPTED AFTER THIS DATE IF SPACES ARE AVAILABLE, BUT AN ADMINISTRATION FEE WILL BE CHARGED AS ADDITIONAL CHILDREN DIRECTLY IMPACT THE NUMBER OF STAFF THAT NEEDS TO BE RECRUITED.

Please note that we cannot take any children under 3 years of age

HOURS: 8am to 6pm

CONTACT NUMBERS: 6295 0621 .**FAX:** 6295 9582

BOOKINGS & PAYMENTS

Bookings are due in advance, before the holiday program commences. Account Statements will be issued at the completion of the Holiday Program within the Preschool's normal billing cycle.

Payments can be made at the office by cash, cheque or EFTPOS. Payment by credit card is also available. Any cheque should be made out to the French-Australian Preschool Association Inc. (Postal address: PO Box 3558, MANUKA 2603)

Fee Schedule (before or on the 18th September)

| | |
|----------|-----------------------------|
| Weekly | \$220(5 days) |
| Daily | \$45 |
| Half Day | \$22.50(8am-1pm or 1pm-6pm) |

Fee Schedule (after the due date)

| | |
|----------|---------------------------|
| Weekly | \$240(5 days) |
| Daily | \$50 |
| Half Day | \$25 (8am-1pm or 1pm-6pm) |

- **All fees payable are eligible for the Child Care Benefits Scheme. If you are eligible for Child Care Benefits please make sure the office has a current assessment notice.**

CANCELLATIONS/REFUNDS CONDITIONS:

Booking Changes:

If you wish to change your booking you will need to complete a 'Change to Booking Form' and submit this to the Preschool at **least 2 working days** before the change. If you do not advise the Preschool of any changes, or do not give sufficient notice, you will be charged for the days you have booked.

No cancellation will be accepted unless a medical certificate is presented.

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COORDINATOR

The Coordinator of the program is Margaret Hanns. Annette Chemin who is the Director will be on the premises throughout the program.

STAFF

Lynelle Gunner, Melissa Dzundza, Nicole Moutia, Jacques Montagner, Nico Watts and Andrée Gosselin. Some of these members of our team also work in our preschool & after Preschool care program (Garderie) during the year. All efforts are made to recruit personnel that are familiar with the preschool and the children.

PROGRAM

A copy of the program is available and is attached to the Booking Form.

RECEIPTS:

The office will issue receipts. For children who do not attend the Preschool program your receipt will be mailed to your home address.

LATE BOOKINGS:

It is possible during the holidays to ring the Preschool to book your child in the program. However this can only be done if there is a place available for the particular day needed and you also incur a late booking administration fee.

SIBLINGS & RETURNING CHILDREN:

The Holiday Program is also open to siblings of children currently enrolled and children who have previously attended the Preschool, provided that they are between the ages of 3 and 6. If enrolling a younger child for the first time, please note all children attending must be toilet-trained.

For siblings and children returning please ensure that you have completed an Enrolment Update Form before your child commences to ensure we have up to date information. When attending the program please place your child's bag, hat etc outside the Garderie class.

FOOD:

Please pack a drink, morning tea and lunch for your child. The Preschool will provide afternoon tea. Morning tea. They are to be placed in their usual spot (eg: if your child is in Classe Rouge, then your child's morning tea goes in Classe Rouge morning tea box). If your child is returning please leave their morning tea in the box outside Garderie.

NOTE: DUE TO ALLERGIES OUR SCHOOL IS A NUT FREE ZONE (NO NUTS OR NUT PRODUCTS PLEASE)

CLOTHING & BEDDING

Please provide your child with appropriate seasonal clothing (including a change of clothes, coat & a hat). Please apply sunscreen at home and the staff will reapply sunscreen throughout the day. You will need to provide bedding for rest time. Please bring in the bedding your child will use in the Preschool program.

ROOM ARRANGEMENTS

Depending on the number of children attending the program the room arrangements will be as follows:

- Children currently attending Classes Rouge and Rose will have "Classe Rose" as their homeroom.
- Children currently attending Classes Bleue, Verte and Jaune and returning children will have Garderie as their homeroom.

SIGN IN & OUT: Please sign your child in and out each day. Please note all signing in and out sheets will be placed outside Garderie. The list will be in alphabetical order.

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SAMPLE OF DAILY ROUTINE

| | |
|--------------|-------------------------------------|
| 8.00 | Indoor play (in Garderie) |
| 9.15 | Pack up/Transition Story, songs |
| 9.30 | Outdoor Play |
| 10.15 | Toilets, Wash hands, |
| 10.30 | Morning Tea |
| 10.45 | Activities/Learning experience |
| 11.50 | Pack up, transition time |
| 12.00 | Toilets, Wash hands |
| 12.15 | Lunch |
| 12.30 | Quiet play in home rooms |
| 12.45 | Toilets Wash hands/Transition Story |
| 1.00 | Rest / Quiet time |
| 2.30 | Video/Quiet play |
| 3.00 | Outdoor Play |
| 3.55 | Toilets, Wash hands, |
| 4.00 | Afternoon tea |
| 5.00 | Activities/Stories (in Garderie) |
| 6.00 | Preschool Closes |

Please note that these times are approximations only as the routine is intentionally flexible and adapted according to the children's changing needs & interests.

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Program Information

The aim of the Holiday Program is to offer children lots of exciting and enjoyable experiences and activities, keeping in mind that the children are on holidays and should be having fun. The structure of the program will be similar for each day, as well as offering flexibility to accommodate the children's needs and interests. The Holiday Program endeavours to develop the children's independence, self-help skills and their overall self-esteem.

These aims are achieved by allowing the children to make choices and suggestions.

Learning experiences are rotated over 3 days (Monday to Wednesday) thus enabling the children to participate in most of the activities.

Listed below are only some of the activities available for the children.

Other activities will be programmed on a weekly basis reflecting individual children's needs and interests.

| <i>Week 1</i> | <i>Week 2</i> |
|-------------------------------|---------------------------|
| <i>Group Finger Painting</i> | <i>Paper plate pizzas</i> |
| <i>Floating & Sinking</i> | <i>Cardboard Castle</i> |
| <i>Movement to music</i> | <i>Play dough</i> |

The activities are set not only for the children to have fun, but as experiences that aid and enhance their learning in all areas (social, emotional, cognitive, fine and gross motor skills).

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Program Information continued;

Cooking is done on Thursdays. The cooking experiences are something the children really enjoy. This is a wonderful experience for the children to learn:

- **Maths** concepts such as counting and measuring
- **Science** concepts such as cause and effect
- **Social** experiences - children can join a group activity; take turns, opportunities for interactions with other children and adults
- **Language** enriching their vocabulary skills

Week One

Cornflake Biscuits

Week Two

Cheesy Afternoon Muffins

**A Visit from Mary French : A Storytelling Session: Friday 12th October 2007,
1 session: Duration : 1 hour session: 10am – 11am.**

**Stories are told with some props, finger puppets and some musical instruments.
Theme is Animals.**

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BOOKING SHEET

1. Child's Name: _____

2. Child's Name: _____

WEEK ONE 01.10.07—5.10.07

DAYS OF ATTENDANCE: (Please Circle)

| | | <i>Full days</i> | <i>½ days am</i> | <i>½ days pm</i> |
|-----|-----------|------------------|------------------|------------------|
| 1st | Monday | full | Public | Holiday |
| 2nd | Tuesday | full | 8am - 1pm | 1pm - 6pm |
| 3rd | Wednesday | full | 8am - 1pm | 1pm - 6pm |
| 4th | Thursday | full | 8am - 1pm | 1pm - 6pm |
| 5th | Friday | full | 8am - 1pm | 1pm - 6pm |

WEEK TWO 8.10.07—12.10.07

DAYS OF ATTENDANCE: (Please Circle)

| | | <i>Full days</i> | <i>½ days am</i> | <i>½ days pm</i> |
|------------------|-----------|------------------|------------------|------------------|
| 8 th | Monday | full | 8am - 1pm | 1pm - 6pm |
| 9 th | Tuesday | full | 8am - 1pm | 1pm - 6pm |
| 10 th | Wednesday | full | 8am - 1pm | 1pm - 6pm |
| 11 th | Thursday | full | 8am - 1pm | 1pm - 6pm |
| 12 th | Friday | full | 8am - 1pm | 1pm - 6pm |

Parent Signature:

Date:

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CHANGE TO BOOKING/CANCELLATION FORM

Date: _____

1. Child's Name: _____

2. Child's Name: _____

WEEK ONE 1.10.07—5.10.07

| <i>Full days</i> | <i>½ days am</i> | <i>½ days pm</i> | | |
|------------------|------------------|------------------|-----------|-----------|
| 1st | Monday | full | Public | Holiday |
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WEEK TWO 8.10.07—12.10.07

DAYS OF ATTENDANCE: (Please Circle)

| | | <i>Full days</i> | <i>½ days am</i> | <i>½ days pm</i> |
|------------------|-----------|------------------|------------------|------------------|
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