Dubbo Christian Preschool

15 February 2025

Dear Parent

Applying to Enrol at Dubbo Christian Preschool

Thank you for your interest in enrolling your child at Dubbo Christian Preschool. We enclose our Prospectus which includes:

- *Program Information*
- Online link to our *Application to Enrol*
- Preschool Philosophy, Statement of Faith, Mission Statement, Educational Charter, Enrolment and Privacy Policies
- Uniform Information and Fee Schedule

If you would like your child to be considered for a place, please complete an *Application to Enrol* online at the Dubbo Christian School website, or via this link

https://www.dubbocs.edu.au/dubbo-christian-preschool/

Applications must be accompanied with the following documents for the Application to be complete and the Enrolment process to progress:

- Copy Birth Certificate
- Copy up to date Immunisation History Statement
- Copy VISA (if applicable)
- Copy relevant Medical Reports
- $50.00 application fee*

As we may receive applications for more places than we have available, we are unable to guarantee that all applicants will be offered a place. *Please note, the application fee is non-refundable.

Thank you for your interest in Dubbo Christian Preschool. We look forward to receiving your application.

Yours sincerely

Michelle Broadley
Preschool Director

141 Sheraton Road
PO Box 1216 Dubbo NSW 2830
Ph: 02 6882 0205
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Berakah Christian Education Ltd. ABN 96 002 837 658

Dubbo Christian Preschool

Program Information

Dubbo Christian Preschool seeks to provide foundational, play-based learning, filled with Christ's love and teaching.

Dubbo Christian Preschool is committed to nurturing young children in a biblical foundation. Carefully planned teaching and learning experiences strengthen a rich foundation between home and preschool for our Pebbles (3 year-old) and Prep (4 year-old) children prior to entry into Kindergarten. Our Educators design learning experiences around each child's interests and with connections to the outcomes from the departmental Early Years Learning Framework (EYLF).

At our Preschool, children are taught about the life of Jesus and his teaching for everyone 'to love one another'. In this way, Jesus is made known to the very youngest of our children and hope is implanted right from the start.

Dubbo Christian Preschool is situated in close proximity to the K-2 section of Dubbo Christian School. This enables Prep children to participate in appropriate community and Kindergarten experiences which assist the transition to Early Stage One. Likewise, valuable information about each child is recorded and conveyed to future educators.

The National Quality Standard (NQS) is a key aspect of the National Quality Framework (NQF) and sets a high, national benchmark for early childhood education and care, and outside school hours care services in Australia. The Dubbo Christian Preschool program has been approved by the Department of Community Services since 2014 and achieved an overall rating of Exceeding NQS in 2024.

DAYS AND HOURS

Dubbo Christian Preschool operates 40 weeks a year.

A two or three day/per week program is offered with sign-in from 8:30am and sign-out before 4:00pm.

STAFFING AND GROUP SIZE

Dubbo Christian Preschool is staffed by Early Childhood teachers and appropriately qualified childcare educators. Dubbo Christian Preschool is licensed to accommodate 60 children per day across the centre, with class sizes limited to a maximum of 20 children. Each room is consistently staffed, so that the children are able to form strong relationships with the Educators in each room.

CURRICULUM

Our program features the best of Early Childhood curriculum approaches as the children's natural curiosity will influence the nature of the program. This is a dynamic process that will change as the children's awareness and abilities grow, allowing a very wide range of activities as the children are comfortable with their learning and enthusiastic to pursue topics of interest. They will naturally engage in activities which investigate topics that fascinate them.

Play-based learning involves playing for a purpose. All activities are planned to develop a range of skills such as gross motor, fine motor, problem solving, self-help and establishing relationships. This approach recognises and allows for individual levels of development and maturity.

OUR PROGRAMS

Dubbo Christian Preschool is a Christ-centred Early Childhood program, helping children to build a firm foundation so that they become confident, resilient, happy and well-adjusted. Our focus on play-based learning will begin to equip children with the social, emotional, gross and fine motor skills needed to begin more formal learning. Our age requirements reflect the Dubbo Christian School's Kindergarten enrolment guidelines. Children must be toilet-trained to attend Dubbo Christian Preschool.

Pebbles applications are welcomed from parents of children who turn 3 on or before 31 January in the year of enrolment. Its purpose is to provide students with experiences that help them grow as individuals and as members of a community in preparation for joining our Prep class the following year. Just as real pebbles have their origin in a rock, our program is built upon the rock of God and His word.

Prep applications are welcomed from parents of children who turn 4 on or before31 January in the year of enrolment. During Terms 3 and 4, focus will be given to transitioning to Kindergarten. Our program will provide children with experiences that help them grow as individuals and as members of a community in preparation for future schooling.

UNIFORM

Prep children are required to wear a serviceable, low cost uniform which is appropriate for the age of the children and suitable for their activities. The uniform is available for purchase from the DCS Uniform Shop.

Pebbles children are not required to wear a uniform.
All children are provided with a DCP hat.

FEES

Preschool fees are invoiced each term, with options of weekly, fortnightly or termly payments available. Please refer to our current Fee Schedule. As a service provider, Dubbo Christian Preschool is not eligible under the Australian Government's Child Care Subsidy for families to receive a rebate. Please contact the Preschool Office to arrange payment or email fees@dubbocs.edu.au

141 Sheraton Road Dubbo NSW 2830

PO Box 1216 | DUBBO NSW 2830 | P: 6882 0205

preschool@dubbocs.edu.au

www.dubbocs.edu.au/dubbo-christian-preschool

Nominated Supervisors: Michelle Broadley | Paul Arundell

Preschool Director: Michelle Broadley

RATED
EXCEEDING
NATIONAL QUALITY STANDARD

Dubbo Christian Preschool

Preschool Philosophy

Statement of Faith

Mission Statement

Educational Charter

Enrolment Process Policy

Privacy Policy Summary Statement

Dubbo Christian Preschool Philosophy

We acknowledge that children are God's unique creations and learn in a variety of different ways. It is also the time of life where foundational play-based learning takes place as they acquire new knowledge and understanding from their expanding world. At Dubbo Christian Preschool we aim to provide a bible-based learning platform where each child can grow and develop in our service in the love and care modelled by Christ. We believe that God's word, the bible, is absolute truth and is the foundation for all our teaching. We welcome families of all backgrounds into our preschool, acknowledging and respecting that some have beliefs different to ours.

We believe children in these early years learn:

- Through trial and error while engaging in play-based learning
- By following role models
- By observing others
- Through communicating
- Through awareness of other culture, values, beliefs, and traditions
- Through resilience and reconciliation
- A developing sense of agency and responsibility for themselves and the world around them

Our role as an Educator in connection with our team charter is:

- To be a good role model
- To provide duty of care and be accountable
- To speak words of life, power and encouragement
- To be sensitive to individual needs and situations
- To work as a team and to support each other through respect and acknowledgement of authority
- To actively engage each learner, acknowledging their individual voices
- To be a lifelong learner in faith and profession

Our partnership with families involves:

- Valuing differences, identity and family values
- Valuing the connections with home
- Supporting individual families
- Welcoming their involvement and input
- Respecting the trust families have put in us by recognising that we play an important role alongside their family

Our partnership with the wider community involves:

- Being welcoming to families, volunteers, the greater school community and other community groups
- Providing experiences that enhance the child's bigger picture of their world
- Networking with others in the community to share ideas and support each other

Through valuing supportive partnerships, we seek to provide foundational and authentic community.

Berakah Christian Education Ltd

STATEMENT OF FAITH

Preamble

This Statement of Faith actions what we believe as we engage in the task of Christian education. This is the faith on which our schools were founded. This is who we are. This is what we promote, practise and teach.

The Bible

The Bible is God's written infallible Word, His self-disclosure to human beings. God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavour should be judged.

The Holy Scripture is the only source of Christian faith, to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises. [1]

God

We believe that there is one true living God, the infinite Designer, Creator and Sustainer of all existence, Himself sovereign and eternally existent in three persons: Father, Son and Holy Spirit. God is holy, just, wise, loving and good. [2]

The Lord Jesus Christ

We believe that Jesus Christ is God incarnate, the unique and only Son, Creator and Sustainer of all things; that He was conceived by the Holy Spirit and born of the virgin Mary; that He lived a sinless life, died an atoning death, rose bodily from the dead; and ascended into heaven to the right hand of God the Father, from where He will come again personally in power and glory to gather a people to Himself, to judge all people and bring in the consummation of God's Kingdom. [3]

God the Holy Spirit

We believe that God the Spirit is sent to convict the world of sin, righteousness and judgment and lead them to repentance; that He indwells believers as the guarantee of their inheritance; that He guides and empowers them, and gifts them for ministry according to the will of God. He brings forth His fruit in the lives of believers enabling them to serve God. [4]

God's Plan for Life

We believe that all of human life is grounded in faith commitments. It is unfolded either as service to God or of a substitute for God. Sin alienates us from God and each other.

All have sinned, have fallen short of the standards of God, and are under God's judgement. God holds each person responsible and accountable for choices made and actions pursued. Human responsibility and accountability do not limit God's sovereignty. God's sovereignty does not diminish human responsibility and accountability. Salvation from the penalty of sin can only be found through our Lord Jesus Christ, through repentance from sin and faith in His substitutionary, atoning death and resurrection. [5]

We believe that Adam and Eve were created male and female, in God's image to reflect His glory to the rest of creation, but they sinned when tempted by Satan. In union with Adam, human beings subsequently are sinners by nature and by choice, alienated from God, blinded to the glory and purpose of God by that sin, and under His wrath. [6]

We believe that salvation from sin and access to God is by grace through faith in Jesus Christ alone; it is a free gift of God apart from any human goodness, works or religious ceremony. Salvation involves repentance for sin and turning to God by faith alone in the all-sufficient sacrifice of our Lord Jesus Christ. [7]

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[1] Deuteronomy 10:12-13, 2 Timothy 3:16-17, 2 Peter 1:19-21
[2] Genesis 1, Deuteronomy 6:4, Matthew 28:19, Mark 12:29, John 14:8-18, Colossians 1:15-20
[3] Isaiah 53, John 1:1-14, Acts 1:1-11, 1 Corinthians 15:24-28, Colossians 1:15-20, Hebrews 1:1-4, Revelation 20:11-21:8
[4] 2 Corinthians 3:7-18, John 14:16-18, John 15:26, 1 Corinthians 12:3, Titus 3:3-8, John 16:7-8, Galatians 5:22
[5] Romans 1:18-20, Romans 3:22-24, Romans 6:23, Romans 12
[6] Genesis 1:27-28, Genesis 2:15, Genesis 3:16-20
[7] John 14:6, Romans 6:23, Titus 3:3-8, 1 Peter 2:21, Ephesians 2:8-9, Acts 16:30-31, Romans 10:9, Acts 4:12, John 3:16-18

We believe that the church, of which Jesus is the Head, is made up of all those united with Him through the Holy Spirit, given to people by God upon salvation. [8]

We believe that God established marriage as a union for life between a man and a woman, to the exclusion of all others, for companionship and intimacy, and as the rightful place for sexual activity and procreation. As God's image-bearers, humans were created, male and female, to live in relationship with our Creator, to love, serve, worship and enjoy Him forever as they faithfully exercise dominion, under God, through stewarding, caring for and enjoying God's creation. [9]

We believe that, in obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed. [10]

Berakah Christian Education Ltd manages the operations of Dubbo Christian School, Wellington Christian School and Dubbo Christian Preschool.

[8] Ephesians 2:20-22, Romans 12:5, Ephesians 1:22, Colossians 1:18, 1 Peter 2:5
[9] Matthew 19:4-6, Genesis 2:24, 1 Corinthians 7:1-40, Mark 10:6-9, Matthew 19:9
[10] Matthew 28:16-20

*Correct as at 09/11/2021

Dubbo Christian Preschool

OUR VISION

In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ.

OUR MISSION

To provide foundational, play-based learning, filled with Christ's love and teaching.

OUR CORE VALUES

- Community
- Authentic
- Foundational

Berakah Christian Education Ltd

EDUCATIONAL CHARTER

This charter is a defining and enduring document that serves as a foundation and cornerstone with which the educational delivery of Dubbo Christian School, Wellington Christian School and Dubbo Christian Preschool will be aligned. By faith we believe the Bible to be the divinely inspired, inerrant[1] Word of God[2], the only absolute rule for faith and conduct[3], and therefore also for the education of our children at home and at school. We acknowledge the centrality[4] of Jesus Christ[5] in all of life including education.

As open enrolment schools, we recognise that our student and parent communities include a variety of religious backgrounds and lifestyle beliefs. All who support our entitlement to our Statement of Faith are welcome in our schools. While we recognise the right of parents and students to hold different views on lifestyle or faith as private matters, it is important when joining our school communities that families understand what each school promotes, practises and teaches.

The special task of parents

Children are a gift from God[6] and in His manifold[7] wisdom, parents are mandated by God to bring their children up in the discipline and instruction of the Lord[8]. In accord with this Biblical responsibility, God has given parents authority over their children to guide and direct them in the way of righteousness[9].

Parents have, therefore, the prime responsibility for the education of their children, including that part of their children's education which takes place outside the home. God has given children, on their part, a corresponding responsibility to honour, respect and obey their parents in the Lord.[10]

Accordingly, our schools will operate in such ways that parents may with integrity fulfil their responsibility under God. And our schools will educate students in a manner that is fully integrated with Biblical truth and the principles of Christian living.

The special task of our schools

Believing God has appointed parents with the responsibility for raising their children in the discipline and instruction of the Lord according to the Word of God, we understand a Christian school to be a legitimate educational institution.

Berakah Christian Education, as a parent-controlled community, exists to support parents in the Christ-centred, Biblically-based nurture and education of children. Thus, our schools operate in a dynamic partnership between parents and staff under the authority of God that recognises and safeguards the unique responsibility of parents.

Our schools are places where educational excellence, formational spiritual growth and maturity are pursued simultaneously, and where students are enabled to reach their fullest God-given capabilities. It becomes the special task of our schools to:

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[1] Without error or fault
[2] 2 Timothy 3:16-17, 2 Peter 1:21
[3] Psalm 19:7, Psalm 119:160, John 10:35; 17.17
[4] The idea that Jesus, because of His birth, life, death, resurrection and ascension, is placed at the centre of every aspect of life
[5] Colossians 1:15-17, Philippians 3:8-9
[6] Psalm 127:3-5
[7] Demonstrated in many ways
[8] Deuteronomy 6.6-9; Ephesians 6.4
[9] Proverbs 19:18
[10] Ephesians 6:1-3, 1 Timothy 5:4, Colossians 3:20

- lead students, under the guidance of the Word of God, to discern the coherent purpose and structure of the creation in Christ;
- encourage students to consider the importance of committing their hearts to the truth and attaining understanding, wisdom and righteousness through Christ; and
- prepare and equip students in the life-long development and use of their God-given skills, talents and creativity to maximum potential, in fulfilling their unique calling in life in dedication to Christ as Lord.

In pursuit of their special task, each school will develop and deliver an education that builds a sense of each student's place in God's story, working towards redemption and restoration.

Within each school community, students are subject to the authority of the teacher which is to be upheld by the whole school community. It is never to be exercised or maintained for its own sake. In our schools it is only to be used for the effective nurture of students, in harmony with the special task of our schools and with an awareness that all authority is of God[11].

The authority and rights of parents in the education of their children are to be recognised. Our schools are not subject with regard to their special task to church, or state, or any outside authority in performing our special tasks. It is acknowledged that, while our schools are entitled to expect freedom from interference in their special task, they are still required to respect and uphold all legitimate authority. This includes the authority of family, church and state. Each should encourage this respect in the child.

[11] 2 Peter 2:13-17, Romans 13:1

Dubbo Christian Preschool Policy

6.1 ENROLMENT PROCESS

Date of Last Review	July 2024
Board approval required	Yes
Owner	Nominated Supervisor
NQF Reference	National Regulations: 92, 93, 99, 102, 102D, 157, 160, 161, 168 National Quality Standards: 2, 6, 7

1. RATIONALE

Dubbo Christian Preschool aims to ensure that each child's enrolment is completed as per our legal requirements. Additionally, we aim to ensure that each child and family receives an enrolment that meets their needs, allowing the family and child to feel safe and secure in the level of care that we provide.

Enrolment forms the foundation for strong relationships between families and early childhood settings to promote a quality experience of education as well as care for children.

Paul wrote to the Corinthians, as believers we should be working together as one body in Christ. In this, each part of the body undertakes specific roles; educators, parents and community members working together to reveal the kingdom of God to the children in our care.
1 Corinthians 12:12 "*Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ.*"
1 Corinthians 12:27 "*Now you are the body of Christ, and each one of you is a part of it.*"

Dubbo Christian Preschool enrolment policy details the process to inform and welcome new parents into the early childhood environment.

2. STATUTORY REGULATIONS AND CONSIDERATIONS

a) National Quality Standards (ACECQA – Australian Children's Education and Care Quality Authority 2011)
b) Education and Care Services National Regulations 2011
c) Early Years Learning Framework – Australian Government (EYLF) LO3
d) Education and Care Services National Law Act 2010
e) Department of Education, Employment and Workplace Relations: www.deewr.gov.au

3. IMPLEMENTATION

3.1 PRE-ENROLMENT ORIENTATION

Dubbo Christian Preschool welcomes visits from prospective families and children. The Nominated Supervisor or delegated authority may provide the visiting family with a tour of the service environment and information that may include:

3.1.1 Service philosophy
3.1.2 Introduction to educators and staff

3.1.3 The physical environment

3.1.4 Administrative matters, cost, and fee payment methods

3.2 OUR ENROLMENT PROCESS

3.2.1 Points at which we take in new children

Our normal entry point is at the commencement of the school year. We will consider applications for entry at other times if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry.

We have limited places to offer. After we offer places we will draw up a waiting list and will use this list to make later offers of enrolment if children to whom initial offers were made deicide not to accept their offer, or if children already enrolled withdraw from Preschool.

3.2.2 Priority Access will be given in accordance to current Start Strong for Community Preschool funding guidelines.

3.2.3 You cannot defer an offer

If we offer a child a place for a particular entry time, that offer only applies to that point of entry. It cannot be deferred to a later date, except by our agreement. Enrolment needs to commence within 4 weeks of the start of contract, unless by other arrangement requested in writing two weeks prior to Term commencing, failure to do so may lead to cancellation of contract.

3.2.3 Our enrolment timetable

Our action	**Parents' action**	**Comments**
1. Parents pick up an *Application to Enrol* form from the office or complete online	If parents wish to proceed with their application they will complete the *Application to Enrol* form and return it along with the Enrolment Fee.	• The Enrolment Fee is non-refundable and paying it does not guarantee a place.
2. We receive and process completed *Applications to Enrol*.		• Applications received by this date do not guarantee an offer of a place. We prioritise applications according to funding requirements.
3. We will assess applications against our selection criteria.		• We may request further detail about information parents have provided on the *Application to Enrol* form to assist us in our assessment.
4. The Director (or delegate) will interview children and parents.	Attend interview with their child at the time arranged.	• An interview doesn't guarantee an offer of a place.

Our action	Parents' action	Comments
5. Offer of a place which includes mailing an *Enrolment Contract.*	Accept the offer of a place by signing the *Enrolment Confirmation* and paying the Preschool Family Bond*,* or reject the offer.	• The number of places offered reflects the number of positions available. We will advise parents if we are offering a place, or if we're placing their child on a waiting list. • The Family Bond is payable when a place is accepted. • Contract must be returned within 4 weeks or contract may be void

3.4 FEES DURING THE ENROLMENT PROCESS

3.4.1 An Enrolment Fee is to be paid by the parents and forwarded with the Application to Enrol form. This fee is charged per child, is non-refundable and does not guarantee the offer of a place at Dubbo Christian Preschool.

3.4.2 A Preschool Family Bond is to be paid by the parents when they accept an offer of a place. The bond is charged per family and may be refunded at the completion of Preschool providing all fees are accounted for. For Preschool children accepted into Kindergarten at Dubbo Christian School, this bond will be transferred to be a part payment of the K- 12 Family Bond.
This payment is not required for existing families who have already paid their Family Bond.

3.5 PRIVACY OF INFORMATION SUPPLIED

All enrolment information provided during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful, information will be retained with the permission of the parents, incase a position becomes available.

3.6 ENROLMENT CONTRACT

Parents who accept a place for their child will do so by signing the Enrolment Confirmation and paying the Preschool Family Bond. This will establish the parents' agreement by supporting the Preschool policies and procedures, to pay the Preschool fees, to accepting the Terms of Enrolment and the requirements if the contract is terminated.

3.6.1 Parents' Declaration

In completing the Application to Enrol form we will ask the Parents to declare that to the best of their knowledge they have:

- Disclosed any special needs of their child
- Provided a copy of any Parenting Plan or Court Order that applies to the prospective child and parent(s) and
- Completed fully the Application to Enrol form with all additional paperwork required

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse or terminate the enrolment process on these grounds.

3.6.2 Preschool Fees

Dubbo Christian Preschool Fee instalments must be paid one term in advance and are due on the first day of each term. Two (2) weeks Fees are non-refundable even

if the child does not proceed with the enrolment after having previously accepted the place. The current Preschool Fees will be set out in the Fee Schedule which will be included in the enrolment pack. All fees and charges are reviewed annually.

3.7 WHEN GUARDIANS OR CARERS ARE ENROLLING CHILDREN

In this policy we have referred to 'parents' to indicate those people responsible for enrolling children. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to enrol in which guardians or carers have responsibility for a child's application.

3.8 OUR ENROLMENT POLICY MAY CHANGE

Dubbo Christian Preschool reserves the right to alter its Enrolment Policy. Changes to the Enrolment Policy will be notified with at least 14 days' notice and communicated to parents. Policies are available upon request or once enrolled, through the Preschool App.

3.9 INFORMATION TO BE PROVIDED BY PARENTS

Families will provide the following information, prior to the agreed start date for the child:

3.9.1 A completed enrolment form including authorisations
3.9.2 Current Immunisation records
3.9.3 Birth Certificate, Passport or other identification
3.9.4 Current contact information for parents and emergency contacts
3.9.5 Information on children's additional needs (including medical conditions, health and developmental concerns and NDIS plans)
3.9.6 Visa or Residential status (if applicable)

Parents who indicate that their child has a medical condition, health or developmental concern will be given a copy of Dubbo Christian Preschool Dealing with Medical Conditions Policy in accordance with policy guidelines. A Risk Minimisation and Communication Plan will be completed prior to the child's first day to ensure the Preschool can best care for their child.

This information will be kept at the service premises in accordance with the service policies and the Education and Care Services National Regulations 2011.

3.10 Prior to Formally Commencing at Dubbo Christian Preschool

3.10.1 Prior to commencement, parents and their child will be invited for a formal interview with the Preschool Director and Nominated Supervisor.
3.10.2 For children commencing Preschool at the beginning of the Preschool year, a series of Orientation sessions on our Dubbo Christian Preschool YouTube channel will be made available to parents via email at the end of the year prior to commencement. An orientation session is held in the week prior to commencement. During the orientation session children participate in activities and parents are given opportunities to get to know Preschool staff. A family member will remain in the premises during these visits. The family member must register on arrival and when they leave. The child cannot be left at the service until they have formally commenced and are therefore included in the ratios.

3.10.3 Children commencing Preschool at other times of the year are welcome to visit the Preschool prior to their first day. A family member will remain in the premises during these orientation visits. The family member must register on arrival and when they leave. The child cannot be left at the Preschool until they have formally commenced and are therefore included in the ratios.

3.10.4 Prior to the child's first day educators and staff will familiarise themselves with information about the child from the enrolment information provided. They will ensure they are aware of any medical conditions and how to manage them if required.

3.10.5 Children are to be toilet trained/timed prior to commencing Preschool. "Toilet trained/timed" means that children will go to the toilet independently when asked and are able to wipe with minimal assistance. If they are unable to be toilet trained or toilet timed within five (5) weeks of the commencement of the contract, Preschool Staff will review the child's readiness for Preschool for the current year. This will be discussed between Parents, Educators and the Director.

3.11 UPON COMMENCEMENT

3.11.1 On the child's first day of attendance, Educators and staff will welcome the family and the child, ensuring that there is a space ready for the child's belongings. Educators will reassure the family and assist with separation if required.

3.11.2 The Educator will undertake a final check of enrolment details, authorisations and information updates prior to the family departing the service.

4. POLICY AVAILABILITY

The Enrolment Process Policy, updates and requirements will be made available to staff, families and visitors.

Version	Action	Date
February 2021	Addition to 3.2.2; change to 3.2.8; add 3.10.6	03/06/2022
July 2023	Slight changes. Addition of priority access in 3.2.2 & 3.2.3.5 Contract return date Responsible person changed to N/S	30/06/2023
July 2024	3.2.2 Added Start Strong for Community Preschools to priority access paragraph	04/07/2024

Related Policies & Procedures	Person Responsible
Acceptance and Refusal of Authorisations Policy	Nominated Supervisor
Administration of First Aid Policy	Nominated Supervisor
Child Health Policy and Guidelines	Nominated Supervisor
Child Protection Policy	Nominated Supervisor
Privacy and Confidentiality Policy	Nominated Supervisor
Grievance Policy	Nominated Supervisor
Dealing With Infectious Diseases Policy	Nominated Supervisor

Dealing With Medical Conditions Policy	Nominated Supervisor
Arrival and Departure Policy	Nominated Supervisor
Governance, Management of Records and Confidentiality Policy	Nominated Supervisor
Incident, injury, trauma and Illness Policy	Nominated Supervisor
Nutrition, Food and Beverages and Dietary Requirements Policy	Nominated Supervisor
Fee Policy	Business Manager
Sun Protection Policy	Nominated Supervisor

PRIVACY POLICY – SUMMARY STATEMENT

The Preschool collects personal information, including sensitive information about children and families, before and during the course of a child's enrolment at the Preschool. The primary purpose of collecting this information is to enable the Preschool to provide learning for your child.

Some of the information we collect is to satisfy the Preschool's legal obligations, particularly to enable the Preschool to discharge its duty of care.

Certain laws governing or relating to the operation of Preschools require that certain information is collected. These include Public Health and Child Protection laws.

Health information about children is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about your child from time to time.

The Preschool from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Preschools/Childcare services, government departments, medical practitioners, and people providing services to the Preschool, including specialist visiting teachers, public transport companies and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

Personal information collected from children is regularly disclosed to their parents or guardians. On occasions, information such as Preschool activities and other news is published in Preschool newsletters, newspapers, Preschool App and on our website.

Parents may seek access to personal information collected about them and their children by contacting the Preschool.

As you know the Preschool from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

If you provide the Preschool with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the Preschool and why, that they can access that information if they wish, and that the Preschool does not usually disclose the information to third parties.

This document is a summary of the Dubbo Christian Preschool Privacy & Confidentiality Policy.
Full copies of the policy are available from the Preschool.

Dubbo Christian Preschool

2025 Fee Schedule

FEE SUMMARY

The NSW Government has announced that they will be continuing their Start Strong Fee Relief Preschool program for 2025. This funding will provide a subsidy for both Prep and Pebbles programs for children attending 600 hrs per year (2 days per week) or 900 hrs per year (3 days per week). Our 2025 fees are $48.00 per day.

Classes	Term Preschool Fees	Annual Preschool Fees	Cost After Fee Relief Annual
Prep/Pebbles 600 hrs (2 days per week)	$960	$3,840	$0.00
Prep 900 hrs (3 Days per week)	$1,440	$5,760	$1,420

Please note- due to the substantial NSW Government subsidy, there is no sibling discount for Preschool

FEE RELIEF DECLARATION – START STRONG, NSW GOVERNMENT. If you nominate Dubbo Christian Preschool for Fee Relief – Start Strong, NSW Government in your declaration, there will be no charge for Fees for 2 days per week (600 hrs per year) at DCP. If a child is enrolled for 3 days per week, the third day will be charged at the discounted rate of $35.50.

PAYMENT OF FEES. Fees are payable in full by the first Friday of each term unless an existing fee arrangement is in place. This agreement is established by the submission of the annual Fee Payment Commitment Form. Quarterly Fee Statements are issued in the holidays preceding each term. Payment can be made by Direct Debit (preferred), BPay, Direct Deposit, Centrepay, EFTPOS (at the school office or credit card over the phone), cheque or cash. Payment arrangements, including weekly, fortnightly and monthly options are available upon request.

EQUITY DISCOUNT. If you identify as ATSI or hold a current Centrelink health care card, you will receive an Equity discount. In addition, if your child has a disability requiring additional support, you will also receive a discount.

TERMINATION OF ENROLMENT. Two weeks' notice in writing (**addressed to the Director**) is required if parents decide to remove their child/ren from the Preschool at any stage during the Preschool year. This includes children who will be leaving DCP at the end of the current year. If this notice is not given, parents will be charged fees in lieu of the period of notice. Parents will be liable to pay fees if termination of enrolment occurs within the last five (5) weeks of Term 4 for any reason.

All Fees and Charges are subject to annual change at the school's absolute discretion

Berakah Christian Education Ltd trading as Dubbo Christian Preschool ABN 96 002 837 658
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DUBBO CHRISTIAN PRESCHOOL

UNIFORM DETAILS – BOYS & GIRLS

DCP Prep

SUMMER:

- POLO SHIRT- Green with DCP Logo (Available at Dubbo Christian School Uniform Shop)
- SHORTS - Dark navy shorts
- SOCKS - Own
- SHOES - Joggers
- BACKPACK - Own

WINTER:

- POLO SHIRT - Green with DCP Logo (Available at Dubbo Christian School Uniform Shop)
- JUMPER - Dark navy with DCP Logo (Available at Dubbo Christian School Uniform Shop)
- TRACKPANT - Dark navy track pants
- SOCKS - Own
- SHOES - Joggers

DCP Pebbles

No uniform is required for **Pebbles.** Sensible play clothes and closed-in shoes are to be worn in accordance with Sun Smart regulations.

DCP PROVIDES A FULL BRIMMED HAT FOR ALL CHILDREN

PLEASE ENSURE ALL ITEMS ARE CLEARLY LABELLED WITH YOUR CHILD'S NAME