



MITTAGONG PRESCHOOL
Kindergarten Incorporated

NEWSLETTER

February 2011

Dates for the diary

Fri. 25th February	Informal evening get-together for parents at The Briars Inn on Moss Vale Road, from 6pm
Mon. 28th Feb to Fri. 4th March	Morning tea at Preschool each morning
Wed. 2nd March	Bush Fun Run Meeting 9.30am
Tues. 8th March	Family Night at Preschool, 5.30 – 7.00pm
Tues. 15th March	Annual General Meeting/Parent Committee Meeting, 7pm
Thurs. 17th March	Bulb orders due
Sat. 26th March	Election Cake Stall at preschool

President's Report – February 2011

(As presented at the Parent Committee Meeting on Tuesday 15th February)

Welcome to the first meeting of the Parent Committee for 2011. I hope everyone had wonderful holidays and have now settled back into the preschool (and big school) routine.

I'd like to welcome all the new families to the preschool and hope that you (and our returning families) have a great year filled with lots of joy and laughter. We're trying something new this year by having more social events for the families, so please join us for our upcoming morning tea week, drinks at the Briars (grown-ups only), and for our family night. These are a great chance to get to know the other families.

Thanks to all the families and staff who helped out over the holidays to keep the preschool looking lovely. Hopefully by the time the next newsletter rolls around we'll have a new structure up in the outdoor area that I am sure will be worth the wait!

I am pleased that we are once again full, and still have a healthy waiting list. I think this is testament to our excellent staff, involved families, and generally great reputation in the community.

Next month is our AGM, at which a new committee will be elected. I'd encourage you to come along, and please talk to me or Pauline if you are interested in joining the committee. Remember that everyone is welcome (and encouraged) to come along to the meetings, even if you're not an official committee member.

Cheers, and have a great year!

Deanna

Director's Report – February 2011

As we start the year, I would like to welcome all our new children & families & welcome back all our returning children & families. We are off to a flying start as we quickly get to know all the children's interests & their personalities. We look forward to the year ahead as an opportunity to observe each child in great detail, helping them to develop their skills & competencies. At the moment, we as a staff, are busily beginning our focus child observations & also concentrating on reflecting the national curriculum framework "Belonging, Being & Becoming: The Early Years Learning Framework for Australia" (EYLF) within our daily program.

Just a quick reminder regarding food at Preschool – due to severe allergies and, in some cases, anaphylaxis to nuts, we are nut –free, which means no whole nuts, nutella or peanut butter. We also ask that you don't send in muesli bars encrusted with nuts. Please note – foods that indicate traces of nuts are allowed at Preschool. Lastly, please encourage your child to wash their hands and face on arrival, removing any traces of the peanut butter toast or any other allergens. Thanks for your cooperation regarding this matter.

On the topic of general housekeeping, I would like to remind parents & families about hats & applying sunscreen in the morning even if it is overcast as the UV is often still high. We reapply sunscreen at 1 pm each day to cover the afternoon outside play-time. Also, if your child is sick or unable to attend Preschool on a certain day, please ring the Preschool as early as possible so staff are notified of absences. Thanks for your continued support.

Over the holidays, the Preschool volunteer elves have been hard at work on various projects at the Preschool. Many thanks to Heather James for liaising with Ranbuild & Council regarding, our soon to be erected, "World Stage" outdoor learning area. Thanks also to Heather & Heath James & Rob Michie for taking down the structure over several days. Whilst still on the topic of this structure, I would like to thank more parents, Mark Woszczalski for his inspiring artwork & Mike Contre for his carpentry work. Mike also helped with preparation of the area for our new photocopier. Many thanks to Alan Bertram for his ongoing help as a Preschool Grandad & resident 'Preschool Maintenance Man' & especially for his work with Ken Edworthy (another Preschool Dad) to modify the creek reservoir. Thanks also to Agnes Bertram for her help with the creek. Finally, on the creek front, thanks to Andrew Knowles, a past-parent for donating his time to do the electrical work to reconnect the pump in the creek. The creek is working well again & is being enjoyed by all thanks to all their hard work.

Ongoing thanks must go to Sylvia Brandmayr for her time & efforts (both last year & already this year) to categorise books & update our inventory in the library area. Regarding books in the library – if you have some time to spare, we have a pile of books that need covering. Please see Pauline if you could take a few.

We have a range of events coming up over the next few weeks to help with feeling welcome & networking at the Preschool. Please check the list (below & on the Upcoming Events page) to see what might appeal to you & what you can manage in your busy schedules. As a community-based Preschool we rely on the involvement of the families in the Preschool community. Involvement is an invitation, not an expectation, but we hope families will consider ways they can be involved in their child's early education.

Friday 25th February – Informal evening get-together for parents at the Briar's Inn, Moss Vale Rd. from 6 pm. Come along & have a drink & a chat whilst you meet other Preschool parents. If you are able to come, please sign-up on the sheet in each room.

Monday 28th February – Friday 4th March – Morning tea at Preschool each morning – stay for a while at drop-off time (1/2 hour or so) to have a cuppa, something sweet & a chat. Younger siblings are very welcome & no need to bring anything along, just yourselves!

Tuesday 8th March – Family Night at Preschool 5.30 – 7 pm. Come along & bring a picnic dinner or use our BBQ & meet the other families & staff. Preschool sing-along at conclusion of the evening. Sign-up on the sheet in each room.

Tuesday 15th March – Annual General Meeting/ Parent Committee Meeting 7 pm – election of new committee. Please see the following outline of Committee positions for details. If you are interested in a position, please don't hesitate to talk to myself or Deanna.

Thanks, Pauline Iacono

Election Cake Stall @ Preschool

Saturday 26th March

Cakes/slices can be left @ Preschool on Friday afternoon or on Saturday morning when you come to vote.

Donations of bags of lollies would be welcomed prior to the event as we intend to make up lolly bags to sell on the day.

Please sign-up on the sheet when it is available. Cake or slice boxes will be placed on each locker in the week before the election. More available in the office.

Considering food-allergies, please remember to label donated goods with an ingredients list.

Community News

First Aid Course

If you are interested in doing a first aid course, please call one of the Preschool Dads, Stephen on 0425 275 017

Looking for babysitting work

I am currently a Year 12 student at Oxley College. I have had babysitting experience in the past, and can arrange my own transport to & from work. I can also supply Character references. Please contact Amelia Chapman on 4872 4682 if interested.

SPRING BULB FUNDRAISER

We're excited to take part in a spring bulb fundraiser, in conjunction with Tesselaars. Last year, with not a lot of effort, we raised more than \$450. That money was put to good use around the preschool.

Bulbs are an easy and inexpensive way to beautify your garden for spring; left alone in the ground, many bulbs will dazzle you year after year. And they're drought-tolerant, too. Pop them in the ground and forget about them—within a few months, out of the winter soil cheery blooms will rise.

There are gorgeous bulbs galore in the full-colour catalogue, which you'll find this week in your child's file under the sign-in desk. Each fundraising order is individually packed and labelled, and postage is free (you'll find all the details you need in the catalogue).

Bulb orders are due Thursday 17th March for distribution before the end of term.

THE PARENT MANAGEMENT COMMITTEE

The following is an outline of the roles and responsibilities of the parent management committee. There is an Annual General Meeting (AGM) in March of each year to elect new members to the committee, so if you wish to be nominated or involved in any of the following roles, please see either myself or Pauline to answer any questions you might have.

As a community based preschool, we require a 'Parent Management Committee' to function.

By being involved on the 'Parent Management Committee' you become a key-player in the decision making on how the Preschool is managed. The positions on the Management Committee are as follows:-

President

- Is the 'face' of the committee and acts as spokesperson for the organisation.
- Ensures the rules of the constitution are followed.
- Chairs the monthly meetings – leading the committee members through the agenda and keeping discussions on track and relevant. It is the Chair's role to ensure that everyone has a chance to speak and that the meeting runs smoothly.
- Ensures monthly meetings are held and organised in advanced
- Ensures that decisions made at meetings are followed through.
- Where a vote is tied the Chair usually has a second or casting vote to break the deadlock.
- Acts as a link between the Committee and the Director.
- May act with other members of the executive on behalf of the full committee in an emergency. Any such executive decisions should then be put to the full committee at the next meeting.
- The President has an important role in developing a good rapport between committee, director and staff.
- Liases with the Director in making decisions, which cannot wait until the monthly meeting.
- One of the Signatories of Preschool Cheques.
- One of the executive committee.
- Delegates tasks to other Executive / Committee members as required.

Vice President

- Assists the President and shares some of the tasks.
- Acts as President in their absence (at meetings and around the Preschool).
- One of the Signatories of Preschool Cheques.
- One of the executive committee.

Secretary

The Secretary is responsible for:

- Keeping the records of the organisation filed and up-to-date and for dealing with correspondence.
- Taking minutes at meetings and distributing them to members before the next meeting.
- Ensures that a copy of the monthly minutes of meeting are recorded in the minutes book.
- Draws up the Agenda for the monthly meetings in consultation with the President and Director.
- Presenting a list of correspondence to the committee at each meeting and bringing their attention to any urgent or important items.
- Presents applications for new members to the committee for approval.
- Prepares thank you notes and certificates for donations and assistance.
- Updates Staff contracts.
- Collects mail from the post office.
- One of the Signatories of Preschool Cheques.
- One of the executive committee.

The Treasurer

The Treasurer is responsible for overseeing financial management and keeping the committee informed about the financial state of the Preschool. The Treasurer's role includes:

- Preparing the annual budget.
- Monitoring the income and expenditure.
- Keeping the books and financial reports up to date.
- One of the Signatories of Preschool Cheques.
- One of the executive committee.
- Presenting financial reports at committee meetings and the annual financial report and audit to the AGM.
- Ensuring that a copy of the organisation's annual audit and other financial returns are sent to the relevant funding bodies and government departments.

Assistant Treasurer

- Assist the treasurer in all aspects listed above.
- Reports on the income & expenditure at the meetings in the absence of the Treasurer.
- One of the executive committee.

General Maintenance

- Reports on the general maintenance of the Preschool.
- Observe and list items requiring maintenance in consultation with the Director.
- Put together roster systems with other volunteers to call upon.
- Contact volunteers to ensure items of maintenance are conducted.

Publicity / Newsletter

- Places any advertisements in the newspapers.
- Types and distributes newsletters each month following monthly meetings.
- Writes up notices to advise the parents of up and coming events.

Fundraising /Fun Run Co-ordinator

- Manages Fun Run sub-committee and co-ordinates the Bush Fun Run
- Manages minor fund-raising events for the year.
- Advises the Committee of any new fundraising ideas.
- Reports to the monthly meetings on fundraising/Fun Run progress.
- Put together roster systems with other volunteers to call upon.

Fun Run sub-committee (4-5 positions) – See Information Below

- Assists the Fun Run co-ordinator in preparation for the Fun Run (August) and also at the event.
- Sub-committee positions include Promotion/Publicity, Track Preparation, Catering, Administration/registration and general Fun Run requirements.

Social Events Coordinator

- Manages Preschool events for the year
Family Night, Mothers Day Night, Fathers Day Night, Christmas Family Night
- Put together roster system with other volunteers to call upon.

General Members

- To attend the meetings and assist the committee in making decisions.

Bush Fun Run - what is it all about?

The Bush Fun Run is an annual community event started in 2008 by the Mittagong Preschool Parent Committee. It is run by the Committee, staff, families and the Bush Fun Run Coordinators (Naomi Parkes in 2008, Sonia Dunn & Naomi Parkes in 2009 & Sonia Dunn in 2010). It is held at Welby Hockey Fields, corner of Meranie Street and Joadja Street, Welby, between the hours of 8.30 am and 2 pm. There are 2km, 5km and 10km courses which start at the hockey fields and travel through the surrounding bushland. While the 5 km & 10 km events are for serious runners or walkers, competitors may either run, walk or push a pram on the 2 km course. Food, drink and entertainment are available for the runners and spectators. In 2011 we expect at least 500 people to participate.



We have received support from over 25 local businesses who have provided us with prizes, entertainment, track support, catering, food, promotion etc. We have also involved community groups and businesses by encouraging group teams to register: *“Round up your friends, family, clients or colleagues and share the day as a team...By supporting the event, your company helps sustain our local community preschool and benefit the children who attend it.”* We are also supported by the Rural Fire Service (Mittagong Branch), Mittagong Lion’s Club, St. John’s First Aid, Chevalier College Cadet Unit and the parents and staff at Mittagong Preschool. Most of the Preschool families were represented at the event as helpers, runners, or both. Due to the success of the event, we were able to make small donations to several community organisations that supported us. We promote support of the event in this manner - *“apart from supporting the preschool, the event will promote a healthy lifestyle in the community.”*

2011 Bush Fun Run

Planning is underway for our Bush Fun Run for 2011. The current committee is meeting at the Preschool on **Wednesday 2nd March at 9.30 am** & welcomes all parents who are interested in the plans or would like a job to do. Please feel free to come along, have a cuppa & see what’s happening.