



**GLENFIELD
PRESCHOOL
KINDERGARTEN**

PARENT HANDBOOK



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1.0 Our Commitment to you

There's more to early learning than simply care - the early years are fundamental to a child's emotional, cognitive and social development.

Research suggests that a quality early childhood education sets a child up for success throughout their school years and even later in life. That is why we are focused on providing our families with quality programs to support children's learning and development from birth right through to school age.

Our children and our families are at the heart of our service. Our commitment to you and your child is that we take the time to invest in our centres and our people, so that they can best support your child, nurture them, empower them and help them to grow. We know that doing this goes a long way to ensuring that the children in our care can flourish.

1.1 Our philosophy

In relation to children:

Our team at Glenfield Preschool Kindergarten will aim to provide an environment that is safe and that allows children to explore, grow and develop. Within this environment all children's needs of safety, affection, education and physical needs will be met. We will provide a balanced and relaxed learning environment, where children are given the opportunity to develop a healthy and positive self-esteem, and where they are able to play at their own pace and level of development. Your child will be motivated to interact verbally in a positive way and to be able to participate within the group with respect, care and an understanding of others.

In relation to families:

Our team at Glenfield Preschool Kindergarten will aim to provide a link between home and care. We will work in partnership with families to provide the best possible care for your child as well as meeting the needs of the family as a whole. All our staff will develop and maintain open communication with our families and use families as a source of information and support. We encourage our families to take an active role in their child's learning and in the centre through sharing cultures, ideas, knowledge, strengths and differences. Our parents are viewed as an asset and we encourage you to be involved in day-to-day operations, programs, and centre decisions. We aim to provide a support network to families utilising our centre and provide them with knowledge, advice and professional support should this be required. All families have the right to an 'Open Door Policy' as family participation is important in providing quality care in respect of value.

In relation to staff:

The staff at Glenfield Preschool Kindergarten will provide a curriculum to support children's wellbeing and learning, the intentional provisions and the offerings that make in order to create possibilities and opportunities for children's engagement. Our educators aim to build positive relationships with children based on trust and understanding. Staff will meet children's basic needs with care, nurturing and affection. They will model appropriate behaviour and reflect on their own beliefs to create an environment free from judgement and bias and accept diversity, difference and individuality. At all times staff will use the children's best interests as their guiding principle.

In relation to the community:

Our Staff at Glenfield Preschool Kindergarten will aim to promote respect for diversity, culture and individual differences. We use every opportunity to teach children about the community around them and further develop their awareness of others and the world around them. Our educators will aim to teach children about what is expected of them, and what is acceptable within our society. They will offer guidance and be positive role models, modelling appropriate and socially acceptable behaviour at all times.

In relation to play:

Our educators aim to provide children with opportunities for free play and exploration to create a balance between teacher initiated learning and children's ideas. We aim to create an environment where teachers do not always decide what to teach but rather help children develop projects around their own ideas, interests and play. Our Staff will listen to their ideas and observe their interests to expand on their play experiences. They will include activities that further develop their knowledge and skills through their own ideas as well as their own actions In relation to sustainability:

Glenfield Preschool Kindergarten aims to create a stimulating environment where children have the time, space and resources to experiment and explore their natural environment. We recognise the importance of being environmentally conscious and will continue to inspire this in young children so they can participate in sustainable practices for their future.



In relation to the program:

Our team in practice will aim to provide a program that balances developmental needs with children's need to express themselves through imagination, creativity and spirituality. Staff will challenge children to explore and experiment with their own ideas while guiding them in a way of learning from this curiosity. They will also use their own ideas and knowledge to initiate children's thinking and encourage them to learn through every day experiences as well as providing opportunities for developmentally appropriate play. We respect each child's culture and its values, which we incorporate into our multicultural and anti-bias program.

All activities planned are age and stage appropriate and reflect each child's development. Based on The Early Years Learning Framework, daily routines and the curriculum, encourage active involvement and meaningful experimentation in a secure setting that allows the children to be leaders of their own play. Our practices support "Belonging, Being and becoming" and the 5 Learning Outcome Areas for Children:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners and
- Children are effective communicators.

1.2 Contact Details

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1.3 Operating Hours

Glenfield Preschool Kindergarten is an approved Long Day Care centre caring for 29 children per day **6 weeks – 6 years old**.

We operate from **Monday to Friday 7.00 am – 6.00 pm** and are open 52 weeks per year (close only on public holidays).

A late fee will apply if your child has not been collected by 6pm.



**KIDS
PLAY TIME**

2.0 Enrolment/Orientation Process

2.1 Enrolment Form

Please fill out every question that is on the enrolment form. These questions are important as they allow for a smooth enrolment and allow staff and management to be up to date with accurate information (The questions on the enrolment form are required by law). On enrolment every child must have a completed enrolment form; this contains information that will assist the staff at the centre in maintaining the wellbeing of each child.

Please be aware of the importance of notifying the centre of any changes in address or contact numbers, emergency contact numbers, authorised people to collect your child or any changes in health in your child.

2.2 Orientation

When you have completed the enrolment form and provided the documents required (as stated on enrolment form) the Parent and the director will discuss your families' and your Child's individual needs. You will receive a tour of the centre where you will meet staff members and be introduced to what your child will experience during their time here (you may also have many questions to ask at this time). If possible it is recommended that each child should have the opportunity to spend some time at the centre with their parent before they are fully enrolled.

One or two visits of up to one hour (or longer if you have the time) often help the child to settle in, as they will feel more comfortable in the environment. Often parents are worried on their Child's first day and children can sense this, try to be positive and happy. We aim to settle you and your child as quickly as possible, however, we do recommend, you explain to your child that you will be leaving and coming back soon. ALWAYS say goodbye to your child as it gives your child a sense of security. Most children settle quickly if you say goodbye and leave.



**NATURE
TIME**

3.0 General information

3.1 Priority of access

Priority access is used when there are children on the waiting list. Every approved childcare centre has to follow the priority of access guidelines.

The priorities of access are listed below:

Priority 1 – a child at risk of harm or abuse.

Priority 2 – a child of a parent/s who satisfy the government's work, training or study test.

Priority 3 – any other child.

We may require a priority three child to vacate a place for a child with a higher priority (priority one or two). More information on priority access can be viewed at www.mychild.gov.au

3.2 Payment of Fees

Following a once off enrolment fee, it is our policy that family's weekly fees are paid one week in advance. The parent must then continue to pay the weekly fee in advance to maintain a credit balance equivalent to one week of fees.

All payments must be made via EZIDebit and all families must complete an EZIDebit application form upon enrolment. Our service has a no cash policy.

If you are planning holidays a Holiday Application form is available from the office. This form must be filled out two weeks prior to the holiday absence to receive a discount off your fees for up to four weeks each financial year.

All children's booked days, including public holidays and absent days must be paid to retain your child's place.

Please refer to the fee policy for all conditions of fee discounts including holiday bookings.

3.3 Late fine

If parent's fall behind in their fees and have not arranged a payment plan with the management there will be a \$2 late fee apply per minute.

3.4 Overdue fees

Kindly be aware that places will not be held when fee arrears exceed ten days care. If you are experiencing financial difficulty please do not hesitate to speak with the director to work out a payment plan.

3.5 Withdrawal from the centre

Two weeks notice in writing is required to enable the centre to arrange each child's departure. All fees must be up to date prior each child withdrawal to avoid forfeiting the deposit.

3.6 Absences

It would be appreciated if you could inform the centre if your child is sick or unable to attend care. Please be aware that fees still need to be paid in the event of sick days, family holidays and public holidays. The department of Education, employment and workplace relations allows 44 days of absence per year. A doctor's certificate can be provided to extend the number of sick days allowed.

4.0 Am I entitled to Government Assistance?

The Child Care Subsidy (CCS) is a payment made by the Australian Government to help families with the cost of quality child care and early education. This is paid directly to the service to reduce your weekly fees.

Three things will determine a family's level of Child Care Subsidy:

1. A family's combined income will determine the percentage of subsidy they are eligible to receive
2. An activity test will determine how many hours of subsidised care families can access, up to a maximum of 100 per fortnight.
3. The type of child care service will determine the hourly rate cap.

Some basic requirements must be satisfied for an individual to be eligible to receive the Child Care Subsidy. These include:

- The age of the child (must be 13 or under and not attending secondary school).
- The child meeting immunisation requirements.
- The individual, or their partner, meeting the residency requirements.

The number of hours of subsidised child care that families will have access to per fortnight will be determined by a three-step activity test.

In two parent families both parents, unless exempt, must meet the activity test. In the case where both parents meet different steps of the activity test, the parent with the lowest entitlement will determine the hours of subsidised care for the child.

Low income families on \$66,958 or less a year who do not meet the activity test will be able to access 24 hours of subsidised care per child per fortnight without having to meet the activity test, as part of the Child Care Safety Net.

Step	Hours of activity per fortnight	Maximum hours of subsidy per child, per fortnight.
1	8-16	36 hours
2	More than 16 hours to 48 hours	72 hours
3	More than 48 hours	100 hours

You can read more about the Child Care Subsidy and Activity Test and complete an online estimator at www.education.gov.au/ChildCarePackage

It is the responsibility of the parent to register for the Child Care Subsidy. This can be done by contacting Centrelink either in person, by phone on 136 150 or by accessing their My Gov account at www.my.gov.au

Source: www.education.gov.au/child-care-subsidy-activity-test

4.1 Early Years Learning Framework

The Early years Learning Framework is a National Early Learning Framework for children from birth to five years. As the early years are a vital time for children to learn and develop, the framework has been developed to ensure your child receives a quality educational program.

Educators will use the framework in partnership with families to develop learning programs responsive to children's ideas, interests, strength and abilities and recognise that children learn through play.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

- **Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationship they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Through the Framework's five learning goals, educators will assist your child to develop:

- A strong sense of their identity
- Connections with their world.
- A strong sense of wellbeing.
- Confidence and involvement in their learning.
- Effective communication skills.



KIDS TEA
TIME

5.0 Relationships with families

5.1 Keeping parents informed

Parents and other members of the child's family are important members at Glenfield Preschool. Not only are they welcomed and invited to become involved, but also most importantly they are collaborators with professionals and the child in the provisions made for children. The family is the most powerful influence on children's learning and development; therefore it is crucial that children's experience in their family and the family's perspective on the child are taken into account and that professionals operate in partnership with parents on behalf of their child. At Glenfield Preschool we believe that all families are treated equally and respected as having specific needs, interests, communication styles and family values.

All families have the right to an "Open Door Policy" as family participation is important in providing quality care in respect of value.

Parent committee meetings

Staff members also provide 2 parent committee meetings each year. Here Parents will be invited to come and discuss any issues that they wish to address to help improve the centre.

2 planned opportunities are provided for you to come to the centre and look at your child portfolio, and discuss your child's development and learning through our Parent/Educator interviews. However portfolios can be viewed at any stage of the year upon request from your child's educator.

If you wish to speak to your Child's Educator or the Director at any other date this can be arranged through the teacher and the director.

Informal discussions upon picking up/dropping off your child

Newsletters

Notice board, posters and signs

Emails to ensure you are up to date with centre information.

It is important that you notify us if your information changes, such as email address, home address, home/mobile number, emergency contacts and family circumstances (custody cases, AVOs etc.). This can be done in many ways as well such as through email, speaking to the director or any other staff member and written communications.

5.2 Parent Grievance Procedure

At Glenfield Preschool Kindergarten our goal is to provide quality care for you and your child. In the event that our care does not fulfil all your expectations we encourage you to either fill out a customer complaint form or discuss the matter with the Director or the Authorised supervisor who will try to resolve the problem. The authorised supervisor and the director will work with staff members to resolve the matter professionally and confidentially.



KIDS FUN
TIME

6.0 Health & Safety Information

6.1 Meals

Breakfast, morning tea, afternoon tea and late afternoon tea will be provided and will include fruit, crackers and on occasion Birthday cake. Healthy lunch have to provide by a parents.

Due to possible sever allergies Chocolate, nuts and other nut products such as Nutella is **NOT PERMITTED** at our centre at any time.

6.2 Medication

If your child requires medication while at the centre, the details must be recorded and signed for in the medication book, this must be shown to a staff member and medication **MUST** be handed to a staff member, **NOT** left in the child's bag. Medication will only be giving if it is current, in its original bottle or container with clear printed instructions on how to administer the medicine on the label. The medicine must also be prescribed for that particular child.

Two staff member will administer the medication to ensure that the right amount is given at the correct time. This will be documented on the medication form. We will administer Panadol (with parent permission) if a child develops a temperature whilst in the centre. (Please ensure you give permission when signing your enrolment form) on this occasion we will contact a parent or carer/emergency contact before administering the Panadol.

6.3 Illnesses

Children do get sick when they are in care, some more then others. If your child is sick we ask that you do not bring them to the centre. The centre retains the right to exclude any child who is regarded to sick to be attending for the day. There are some illnesses for which the department of health provided guidelines for exclusion from the centre. These can be found on the following website: www.health.gov.au

6.4 Immunisation

From 1st January 2016, families with a child (up to age 20) and currently registered with Conscientious or Religious exemption (along with the partially vaccinated) will be contacted by Centrelink and provided a time-limited period (1 January 2016 to 31 December 2017) to commence a free 'catch-up' with the current National Immunisation Program Schedule (NIPS), or be denied further payments.

Immunisation protects children (and adults) against harmful infections before they come into contact with them in the community. Immunisation uses the body's natural defense mechanism - the immune response - to build resistance to specific infections. Nine diseases can be prevented by routine childhood immunisation - diphtheria, tetanus, whooping cough, poliomyelitis (polio), measles, mumps, rubella, Haemophilus influenza type b (HIV) and hepatitis B. All of these diseases can cause serious complications.

Immunisation is given as an injection. Immunisation helps children stay healthy by preventing serious infections.

6.5 Staff

The centre has a team of dedicated people with a range of childcare qualifications. These qualifications range from University degrees to certificate three. We are also proud to provide opportunities for traineeships to people that show a passion and a commitment to the child care industry. We also require that each staff member has a first aid certificate, current working with children's check, Asthma management and Anaphylaxis training.

6.6 Delivery & collection of children

Parents are required to sign their child in and out of the centre, the sign in and out sheet is at the entrance of the centre. The sign in and out form is a legal document and MUST be signed each time your child comes to the centre. Not signing may result in the centre receiving massive fines, and families losing part of their CCB.

6.7 Sun protection policy

The aim of the sun protection policy is to develop a positive attitude towards skin protection and to reduce possible incidence of skin cancer. At Glenfield preschool sunscreen and hats are to be worn at all times when playing outdoors. When packing your Child's bag. Please ensure that your child has a hat on arrival. Educators will give the children sunscreen to apply before outdoor play and will ensure that your child wears a hat. Sunscreen will be reapplied when needed. Staff members will also role model sun safety by also wearing hats and sunscreen.



**KIDS
LEARNING
TIME**



7.0 Service features

7.1 Parent participation

Parents are welcome to the centre at any time and whilst we appreciate that most parents have a busy schedule we actively encourage your input. The centre is here for you and your family and you are welcome to visit at any time. We encourage all parents to attend parent committee meetings so their suggestions and ideas can be listened to.

7.2 Portfolios

Observations on each child along with their artwork are kept and placed in your child's portfolio; this portfolio is made for your child with care from each dedicated Educator. Families treasure portfolios as it holds photos and observations of each child's time at school. Portfolios are presented beautifully and are our gift to you.

7.3 Our event calendar

Glenfield preschool kindergarten believes that by providing different experiences for children allows them to grow and develop. We support this growth by organising many community visitors such as the fire brigade, the police and the Ambulance. We also have other visitors such as puppet shows, animal farms and multicultural experiences. Our calendar is made with Educators and families at one of our family committee meetings.

7.4 Multicultural policy

At Glenfield preschool we recognise all people as equals and we try to teach this value to each child. We try to do this through the use of multicultural experiences. These experiences include the use of different cultures music, clothing, pictures, books, songs, games and foods. We try to do this without the use of stereotypical images and ideas. Staff members are also sensitive to the cultures of the families that attend the centre and the families in the community. We provide a service that encourages parents to help us

accurately reflect their culture. Staff also request that families provide words or phrases that staff can use with each child to help them feel comfortable, accepted and secure

7.5 Our program

Our program is written by qualified Educators and is based on individual children's needs, strengths and interests. Observations, learning stories, photos, checklists and interactions used to help us identify each child's abilities. To see our program and how it runs you are welcome to take advantage of our open door policy or simply view in the front foyer.



**KIDS
LEISURE
TIME**

8.0 Your Child's Day At School

8.1 Clothing

Please send your child to school in clothes that are comfortable and loose. Children often play with paint, play dough and other messy activities so it is best to bring your child in play clothes or clothes that can easily be washed. Children must also wear enclosed shoes (thongs and slippers must not be worn to school).

What you need to bring:

(If your child has a sleep please bring)

- 1 fitted cot sized sheet

- 1 flat cot sized sheet or a blanket in colder weather

You must also bring a back pack/bag with:

- At least 3 changes of clothing including socks and underwear and

- A hat (a broad rim hat is best).

Please encourage your child to not bring their own toys to school as they may get broken or lost.

Please note that all clothing should be labeled with each child name (including shoes).

8.2 Rest time

All children are required to relax/rest/sleep after lunch, during this time soft music is played to help children relax. Children that sleep will be placed on a bed with their own sheets. If your child does not sleep they will be offered pillows to rest on, books to read or other quiet activities such as drawing or puzzles etc.

8.3 Behaviour Management

At Glenfield Preschool Kindergarten our aim is to foster positive behaviour, we do this through positive reinforcement, and encouragement. If a child is seen to be misbehaving we redirect their behaviour. In the event of bullying or violent behaviour we stop the behaviour immediately and discuss the behaviour with the child. Educators will advise parents or carers if their child displays negative behaviour at pick up time. At no time are Educators to yell at children call them names or degrade them in any way.

8.4 Child's development

At Glenfield preschool kindergarten we believe that play is best for children and helps them develop in many areas. Play enables children to grow, by offering a play based program we can impact positively on their:

● Social & emotional development:

Play allows them to develop the ability to interact with peers and adults in a positive environment. Children who are able to play in a positive environment develop self-confidence and the ability to be in charge of ones emotions. This enables them to build their self-esteem. Creating a play based environment develop social skills of co-operation, conflict resolution and consideration towards others.

● Cognitive Development:

Play develops children's cognitive (brain) development as through interacting with the environment they are exploring new ideas and concepts. Play allows a child to development cognitive skills such as memory, concentration, problem solving, language development and mathematical skills.

● Science & Technology:

Through play children have a number of opportunities to explore science and technology. At Glenfield preschool, science is explored through many types of play. These science experiences allow a child to understand the world around them. Technology skills are developed through the use of computers. Our preschool program gives each preschool child the opportunity to interact with computers and technology.

● Physical Development:

Physical development can be described by two categories (gross motor and Fine motor), Gross motor (large muscles) development can be built up through outdoor play such as running, jumping, climbing and dancing. Fine motor (small muscles) development is built through drawing, painting, building blocks and cutting. It is important that children play with a variety of things to help their fine motor and gross motor development. Physical development allows children to develop a sense of balance.

● Language Development:

When children are playing they are listening, speaking, communicating, writing, drawing, reading and typing (and more). All of these activities help a child's language development.

● Mathematics

Exploration of mathematical skill happen naturally through play as children are playing and exploring with numbers, shapes, sizes, weight and position. When cooking, making play dough, playing with blocks, puzzles or number games and rhymes children are practicing simple mathematical skills

8.5 Arts (music, drama, art, craft, dance, movement)

Art experiences are offered daily as a major part of your child's day. At Glenfield preschool kindergarten we provide children with many types of art.

● Music:

Through music children have fun whilst developing an appreciation for rhythm, beat, melody and other musical concepts; this is done through playing musical instruments, listening to different types of music and singing.

● Drama:

Role playing and make believe play give children the chance to express themselves, act out real life situations and interact with peers. This is done through dress ups, reacting books (such as wombat stew) and home corner

● Art & craft:

Art and craft enables children to express and communicate ideas, thoughts, feelings and emotions in a visual form. It allows children to be creative, discover awareness of different materials and refine fine motor skills. The children at Glenfield preschool are offered a wide range of arts and crafts.

● Dance & movement:

Dance and movement allows a child to respond to music through body movement. It helps develop balance, coordination, a sense of rhythm and an appreciation of other cultures dances and dance styles. Dancing is also great for fitness.



9.0 School Readiness

Starting school is a significant milestone in the life of any child and family. Glenfield Preschool Kindergarten provides an enriching environment that supports continuity of learning and positive transitions for each child into formal schooling. We provide an intensive Preschool / School Readiness Program that incorporates the NSW Primary School Key Learning Areas with the Early Years Learning Framework.

Our intensive and comprehensive Preschool Program encourages children to learn and develop pre-reading, pre-writing and pre-maths skills. We base our activities on the 'Ants in the Apple' Program, which places a big emphasis on Phonemic Awareness. We also incorporate the NSW Foundation Style Handwriting into our Preschool Program as children develop their pre-writing skills. Our extensive program is structured around different focus activities each week, which are explored through a variety of educational experiences and exercises. The children focus on a letter, number, shape, colour and word each week. Glenfield Preschool Kindergarten liaises with local schools in order to develop a smooth and comprehensive transition to school program. The Educators work in collaboration with families to support the individual strengths and needs of each child and provide a high quality program that covers all areas of development as children become confident, develop positive self-esteem, self-reliance and social skills prior to starting formal schooling. Our Preschool Program includes visits to a local Primary School. We also host a school readiness information evening for families to attend towards the end of each year. Our qualified Educators who are happy to talk to you at any time about your child's progress and development run our Preschool Programs.



Some key areas covered in our Preschool Program include

- Learning numbers 1-20
- Learning all letters of the alphabet
- Recognition of upper and lower case letters
- Identification and recognition of primary and secondary colour
- Identification and recognition of different shapes
- Writing own name
- Reading own name in a variety of typed and hand written fonts
- Learning days of the week, months of the year and seasons
- Hygiene, health and safety, including dental hygiene, road safety, 'stranger danger' and sun protection
- Using proper pencil grip
- Using scissors and glue
- Following rules
- Using words such as 'please', 'thank you', and 'excuse me'
- Participates in small and large group activities
- Socialises and interacts positively with peers
- Interacting positively and politely with adults
- Puts shoes and socks on without help
- Pack and unpack school bag
- Following through on instructions without constant supervision
- Use the toilet independently
- Sharing and turn taking skills

9.1 Graduation ceremony

Glenfield Preschool Kindergarten holds a special Graduation Ceremony for the pre-school children at the end of each year. This is held in traditional style. The children wear the graduation outfit (cap and gown) and are awarded their Graduation Certificate.



Glenfield Preschool Kindergarten

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