



Preschool Governance and Management Procedure

Context of the Weetangera Preschool

Weetangera Primary School has been granted a service approval to operate an on-site preschool. The governance and management of the preschool unit is undertaken centrally by the Weetangera Primary School Leadership Team.

Procedure statement

Weetangera Preschool will provide quality early childhood education, operating in accordance with all legal and regulatory requirements. The educators make every effort to reflect the special nature of their community and encourage family input into the running of the preschool. The Weetangera Leadership Team will take into account the needs of the families, children and educators in making decisions impacting the operation of the preschool, ensuring all decisions are made in a legitimate way and in the best interests of the specific preschool, the preschool team, and Weetangera Primary School.

As an approved service provider, Weetangera Primary School will:

- ensure that the preschool operates in accordance with relevant legislation and is responsible to the regulatory authority for ensuring the preschool operates in accordance with the conditions of approval
- ensure all staff members are aware of their obligations under the relevant legislation and the implication of being a Nominated Supervisor, Certified Supervisor and Educational Leader •
- actively encourage participation of families in the management of the preschool through:
 - o Participation in the P&C and School Board (when available) o
 - o Providing feedback to preschool staff and the Weetangera Leadership Team through surveys and other communication strategies o Involvement in social and community events
- ensure the philosophy reflects the needs and values of the educators, children and the broader community, by reviewing and updating the philosophy at least annually. The Weetangera Leadership Team will also ensure the operation of the preschool is consistent with the philosophy and ensure policies and procedures are updated regularly to make certain that they meet current needs, and that all policies and procedures are implemented by all staff members
- adhere to the Confidentiality of Records Procedure in line with all ETD Records Managements processes.

Reviewed June 2018

