



**Providing enriching early educational experiences that foster each child's growth,
curiosity, and lifelong love of learning.**

2025 Information Handbook

BIRRAHLEE PRESCHOOL – 70 BURNS BAY ROAD LANE COVE 2066

02 9427 5900 | ADMIN@BIRRAHLEE.COM | WWW.BIRRAHLEE.COM

1. Welcome to Birralee	4
Birralee Community Preschool	4
Our Team	4
Birralee Office	4
Calendar of Events	5
2. Management and Governance	6
Our Administration of Birralee	6
Management.....	6
Mandatory Reporting Obligations	7
Policies	7
3. Philosophy.....	8
About Us.....	8
Communication.....	8
Belonging	8
Relationship	8
Positive.....	9
Respect.....	9
Inclusion	9
Diversity	9
Sustainability.....	9
Curiosity	9
Empowerment	9
4. Guided FRAMEWORKS	10
Understanding the NQF, NQS, and EYLF.....	10
5. Educational Program	12
6. Daily life at Birralee	13
Operating weeks and hours.....	13
Arriving and Departing.....	13
Toys and Belongings.....	13
Nut Aware Policy.....	13
Sun Safe Policy	14
What to bring on the first day (and every day after).....	15
7. Security	16
OWNA App – Digital Sign-In/Out	16
8. Health	17
Anaphalaxis / Asthma / Allergies / Diabetes	17
Quarantine periods are as follows:.....	18
9. Fee Policy	19
10. OWNA – Communication Platform.....	21
General Purpose	21
Program and Plan.....	21
Communication.....	21
OWNA App – Key features.....	22
www.OWNA.com.au – Parent Portal.....	23
Absences	24
11. Other Services	25
Birralee Club.....	25
Birralee Office	25

1. WELCOME TO BIRRAHLEE

BIRRAHLEE COMMUNITY PRESCHOOL

Welcome to Birralee Preschool. We are here to provide high quality care and extensive learning opportunities for your child/ren. Our preschool offers curriculum provided through the Birralee philosophy, ensuring an environment that encourages learning through experience, exploration and at each child's own pace.

This information handbook provides a general introduction to Birralee Preschool, its aims and the way it operates. By reading it we hope you will gain an understanding of how Birralee Preschool operates and will encourage you to become actively involved in Birralee Preschool. As a community based preschool, the input of families and our local community is invaluable to the future wellbeing of the preschool.

OUR TEAM

Birralee provides families with the assurance of stable and consistent staff, which contributes to a happy and friendly environment. Our staff are committed to providing high quality early childhood education to preschool children by:

- Providing higher adult/child ratios than is recommended under the National Quality Framework (NQF);
- Ensuring each classroom has a University trained teacher;
- Attending regular training and professional development;
- Keeping up-to-date with the latest educational practices and principles;
- Working as a team and reflecting on practices;
- Employing specialist staff to support children with additional needs; and
- Working collaboratively with other professionals in the community.

BIRRAHLEE OFFICE

Office hours are 9.00am - 3.00pm, Monday – Friday

Phone: 9427-5900

General enquires: admin@birralee.com

Account/Fees enquires: accounts@birralee.com

New Enrolment and waitlist enquires: enrolments@birralee.com

Class emails

kookaburra2day@birralee.com	kookaburra3day@birralee.com
Rosella2day@birralee.com	Rosella3day@birralee.com
Kingfisher3day@birralee.com	Kingfisher2day@birralee.com
Cockatoo3day@birralee.com	Cockatoo3day@birralee.com

CALENDAR OF EVENTS

To be updated....

Event	Audience	Date
Birralee AGM	Existing Birralee families	
Welcome BBQ	Existing Birralee families	
Open Day	Existing and new families	

2. MANAGEMENT AND GOVERNANCE

OUR ADMINISTRATION OF BIRRAHLEE

- Birralee Preschool is a community based non-profit organisation, a company limited by guarantee.
- The members of the Board of Directors consist of families at Birralee and 2 positions for external community members.
- Birralee commenced in 1948 in the current building which is erected on land owned by Lane Cove Council.
- The cost of running the preschool and extending the facilities and equipment is financed from preschool fees, donations, Government funding (State) and some fund raising activities.
- Family members are encouraged to participate in the various social activities throughout the year to ensure their success.
- Birralee can apply for additional funding from the Department of Education to assist children with additional needs who qualify for the subsidy.

MANAGEMENT

- The management of Birralee Preschool and the control and administration of Birralee is vested in the Board of Directors who are parents elected from the members of the company. The Board of Directors consists of a President and not more than ten (10) Directors including a Secretary and Treasurer.
- The responsibilities of the Board of Directors include staff matters, the standard of building, grounds and equipment, and all matters relating to the finances of the company.
- The Board reports to the members of the company at least once a year at the Annual General Meeting in March. Members can attend monthly meetings if they wish. These are usually held on the second Monday of the month at 7.30pm.
- The fundraising aspect of management is performed by the Birralee Club.

MANDATORY REPORTING OBLIGATIONS

At Birrahlee Preschool, all staff are mandatory reporters under Section 27 of the Children and Young Persons (Care and Protection) Act 1998 (NSW) and Regulation 84 of the Education and Care Services National Regulations. This means that if any staff member reasonably suspects a child is at risk of significant harm, they **MUST** notify the NSW Department of Communities and Justice without delay. We take this duty very seriously—our educators and leaders are trained to:

- Recognise signs of concern
- Follow clear, documented reporting procedures
- Work collaboratively with families and authorities to keep every child safe

Please scan the QR code below to access more information regarding child protection.



Early Childhood Education and Care Reporting Obligations

Staff and volunteers who work in Early Childhood Education and Care have reporting obligations related to the safety, welfare and wellbeing of children. They apply to all ECEC service types including long day care, family day care, outside school hours care, preschool, occasional care and mobile services. These reporting obligations exist to protect children from abuse or other harm that may occur while they are in the care of the organisation or elsewhere. Reports often need to be made to more than one agency, as the following chart explains.

 NSW Police Force  Make a report to police if the matter involves conduct towards a child that you suspect may be criminal in nature. For emergencies call 000 For police assistance and general enquiries call 131 444 	 Department of Communities and Justice (DCJ)  Make a report to DCJ if you suspect a child is at risk of significant harm. Types of abuse include neglect, sexual, physical and emotional. Call the Child Protection Helpline on 132 111 	 Reportable Conduct Scheme  Notify reportable allegations against staff, certain volunteers and contractors within 7 working days. For advice and support contact 02 8219 3800 reportableconduct@ocg.nsw.gov.au 	 NSW Regulatory Authority  Notify incidents, complaints and allegations via the National Quality Agenda IT System (NQA ITS). You can also call 1800 619 113 or email ececd@det.nsw.edu.au 	 Organisational response Every concerning matter is an opportunity for your organisation to strengthen its child safe practices and culture. This includes assessing and reviewing relevant policies and procedures. For support implementing child safe practices contact the Office of the Children's Guardian on 02 8219 3600 
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POLICIES

Our policies provide the framework and clear direction for procedures and practices that are consistent with current legislative requirements and professional knowledge. Policies and procedures guide the educators to ensure consistency in service, day to day operation and information provided to families. Policies are written by the Management Committee in collaboration with staff and families.

Policies are available online via OWNA.

3. PHILOSOPHY



ABOUT US

Birrahlee is proudly a community based, not for profit preschool that has been long established. We are committed to providing exceptional, genuine, and comprehensive educational experiences within a welcoming and secure environment. Our educational approach is collaborative, involving children, their families, and the local community, to ensure the delivery of high-quality, holistic learning experiences.

COMMUNICATION

We believe in fostering open and respectful communication between children, families, educators, and the community. By actively listening to each other, we build strong relationships and create an environment where ideas, thoughts, and feelings are freely shared and valued. Effective communication is the foundation of understanding and collaboration.

BELONGING

We foster a sense of belonging by creating a secure and inclusive environment where every child feels they are an integral part of the Birrahlee community. We involve children in activities that link them to their family units and the broader community, enhancing their feeling of belonging.

RELATIONSHIP

Building positive, trusting, and supportive relationships is paramount. We prioritise the development of strong connections between children, families, and educators, fostering a sense of security and trust.

POSITIVE

We focus on strengths, encouragement, and creating a nurturing atmosphere where children feel confident and valued. Through positive interactions and experiences, we inspire a sense of optimism and self-worth in each child.

RESPECT

We hold respect as a core value, actively listening to children's voices, acknowledging their contributions, and valuing the diverse backgrounds and perspectives of all families and community members. We demonstrate profound respect for the land of the Cammeraygal people and all Aboriginal and Torres Strait Islander perspectives.

INCLUSION

Our commitment to inclusion extends to every child and family. We believe that all children, regardless of their abilities, background, or circumstances, should have equitable access to learning experiences and opportunities. Inclusion is woven into the fabric of our preschool.

DIVERSITY

We acknowledge, respect, and integrate the rich cultural heritage and traditions of these communities into our preschool program and daily activities, fostering an inclusive and informed environment. We celebrate diversity with a special focus on Aboriginal and Torres Strait Islander perspectives.

SUSTAINABILITY

We embed sustainability practices in our programs and practices to instil a sense of environmental responsibility and care in our children from an early age. These practices are part of our commitment to contributing to a viable future for all.

CURIOSITY

We nurture curiosity through a play-based learning with intentionality that challenges children and maximises their learning opportunities. We support children's natural desire to explore and learn, driven by their interests and inquiries, fostering a lifelong love of learning.

EMPOWERMENT

We support children in taking an active role in their learning journey, fostering independence, confidence, and a sense of agency. By empowering them, we enable children to shape their learning experiences, becoming the designers of their own paths of discovery.

4. GUIDED FRAMEWORKS

UNDERSTANDING THE NQF, NQS, AND EYLF

National Quality Framework (NQF)

The NQF was introduced in 2012 to raise the standard of early childhood education and care across Australia. It provides a national approach to regulation, assessment, and quality improvement for early learning services. The NQF aims to ensure all children receive high-quality education and care that lays a strong foundation for their future. It includes:

- **The National Quality Standard (NQS)** – A benchmark for assessing service quality.
- **Approved learning frameworks** – Guidelines for curriculum decision-making and learning outcomes (e.g., EYLF).
- **Assessment and rating** – A system to evaluate and publicly report on service quality.
- **Minimum requirements** – Includes educator qualifications, educator-to-child ratios, and health and safety standards.

The NQF promotes greater consistency and transparency across services and encourages ongoing improvement to support children's learning and development.

Please scan the QR code to access detailed information about the NQF.



National Quality Standard (NQS)

The **NQS** is a key part of the NQF and outlines seven Quality Areas that are important to children's outcomes:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and leadership

Each early childhood service is assessed and rated against these Quality Areas by their state or territory regulatory authority. Services receive both individual ratings for each area and an overall rating, which can be:

- Exceeding National Quality Standard
- Meeting National Quality Standard
- Working Towards National Quality Standard
- Significant Improvement Required

These ratings help families make informed choices and reflect a service's commitment to providing quality care and continuous improvement. The NQS encourages educators and leaders to reflect on their practices and deliver programs that meet the individual needs of children and families.

Please scan the QR code to access detailed information about the NQS.



Early Years Learning Framework (EYLF) – Version 2.0

The **EYLF** is one of Australia's approved learning frameworks under the NQF and is used by early childhood educators to guide curriculum and pedagogy. The EYLF supports children's learning from birth to five years, as well as their transition to school.

Version 2.0 of the EYLF continues to focus on **belonging, being and becoming**, which reflect the importance of children feeling connected, being present in the moment, and growing into confident and capable learners. It is built around five key learning outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

A key principle of the EYLF is that learning through play is essential to children's development. It encourages educators to intentionally plan learning experiences that are based on children's strengths, interests, and cultural backgrounds. The EYLF also supports inclusive practice, Aboriginal and Torres Strait Islander perspectives, and sustainability.

Through the EYLF, educators develop responsive, engaging, and developmentally appropriate programs that promote each child's learning, agency, and holistic growth.

Please scan the QR code to access detailed information about the NQS.



5. EDUCATIONAL PROGRAM

Our program is designed to be playful, purposeful, and personalised for every child. We begin by observing and collecting detailed information on each child's interests, ideas, strengths, and learning journey through daily observations and family conversations. This ensures we identify areas where children need support or where they're ready to be extended in their learning.

Each child's learning follows an individual planning cycle: collaboratively setting flexible goals with children and families, implementing tailored experiences, documenting engagement and progress, and reviewing outcomes to inform next steps. At the end of each term, we evaluate progress against goals and provide summaries to support smooth transitions into future learning stages.

Our curriculum is grounded in early childhood education theory and current research, which we link directly to practice. We offer rich everyday play opportunities alongside intentional teaching moments, embed cultural diversity and Indigenous community connections into the environment, and remain responsive to spontaneous interests as they emerge.

To ensure equity and depth, we employ a variety of strategies—child-led, teacher-initiated, and play-based—adapting experiences as children's interests and development evolve. Inclusive practices guarantee all children access meaningful learning, while ongoing assessment through observations, reflections, and feedback loops drives continuous growth and adaptation.

Our participation in Early Learning Languages Australia (ELLA) further enriches the program. Through seven play-based, interactive digital apps on iPads, children in the year before school learn new languages while building social skills, celebrating cultural diversity, and strengthening home-school connections. This digital initiative complements hands-on cultural activities and resources in our environment.

Our Inclusion Support Teacher partners with families, educators and allied health professionals to promote every child's participation in our program. Whether a child needs extra support with communication or self-regulation, or has a diagnosed disability, we develop collaborative strategies and referrals to ensure high-quality outcomes. This team approach continues through the transition to school, maximising continuity of care and learning.

6. DAILY LIFE AT BIRRAHLEE

OPERATING WEEKS AND HOURS

- Hours of Operation – 8.15am to 3.45pm (last pick up at 3.40pm)
- There is no additional before or after school care provided.
- Please be aware that a late collection fee will apply for any child picked up after 3:45pm. The fee is \$15 for the first 5 minutes, and \$30 for each subsequent 15-minute period (or part thereof).
- The preschool operates on term dates set for NSW Public Schools, with the exception of 4 pupil free days. The preschool is closed on public and school holidays

ARRIVING AND DEPARTING

- On arrival and departure parents/carers must digitally sign in and out using OWNA ipad available at the class entrance.
- On arrival, encourage your child to unpack their own bag and put items in the appropriate place.
- Siblings are the responsibility of parents/guardians while they are at Birralee; they are not to be left unattended at any time.
- Siblings are not to play on any of the equipment
- Please assist staff by leaving the playground promptly after drop-off and pick-up.
- Children should not be left alone in cars outside preschool; it is dangerous and illegal.
- Check that gates are closed behind you when you exit. Make sure that you don't let anyone else's child through with you. Hold on to children's hands when going into the car park.

TOYS AND BELONGINGS

We kindly ask that children do not bring toys to preschool. Personal toys can easily become lost or broken, which can be very upsetting for children. Birralee is not responsible for any personal items that are lost or damaged.

Comfort or security items, such as a blanket or soft toy, are welcome if needed to help your child feel settled.

Please ensure all personal belongings and clothing are clearly labelled with your child's name.

NUT AWARE POLICY

We have a number of children enrolled at Birralee who are diagnosed with Anaphylaxis, a life threatening allergy to nuts as well as other foods. We are a **nut aware centre** and ask families not to provide any foods containing nuts or with traces of nuts or cooked in nut oil.

This year families are asked not to bring egg in whole form or raw products (boiled eggs, fried rice, pavlova and mayonnaise).

SUN SAFE POLICY

Birralee is a **SunSmart Centre**, and we are committed to protecting children from harmful UV exposure.

- We ask that families apply sunscreen to their child each morning before arriving at preschool.
- Children will be taught how to reapply sunscreen independently before outdoor play in the afternoon.

Each child will receive a broad-brimmed Birralee hat as part of their enrolment.

- Children must wear a hat to play outdoors unless the UV index is below 3.
- We follow a 'No Hat, No Play' policy. Spare hats are not provided, so please ensure your child brings their hat every day.
- If a hat is forgotten for two consecutive weeks, a new Birralee hat will be issued and charged to your account.

Children must wear sun-safe clothing, such as shirts with collars and sleeves.

Singlets, tank tops, and strappy tops are not permitted.

WHAT TO BRING ON THE FIRST DAY (AND EVERY DAY AFTER)

BAG

Please provide one medium-sized preschool bag for your child.

WATER BOTTLE

Please clearly label your child's water bottle with their name. Bottles should contain water only—no juice or flavoured drinks. Children can refill their bottles throughout the day at our designated water station.

LUNCH BOX WITH ICE BRICK

All lunch boxes must include an ice brick every day to keep food fresh.

MORNING TEA

Pack a nutritious snack or fruit in a separate, labelled container.

LUNCH

Send a wholesome and nutritious packed lunch. Include sandwiches or salad plus extras such as cheese, fruit, yoghurt etc.

Please do not send lollies, sweets, sweet biscuits, chips, cakes, fairy bread, juice, or hot food in a thermos.

Label all containers, and consider not using sandwich wraps and avoid pre-packaged food like yoghurts, muesli bars etc).

HAT

A broad-brimmed Birralee hat is provided in your enrolment pack. Please label it and bring it every day.

CLOTHING

Dress your child in casual clothes suitable for active and messy play.

Children must wear sun-safe clothing, such as shirts with collars and sleeves.

Singlets, tank tops, and strappy tops are not permitted.

Include a spare set of clothes in their bag.

SHOES

Footwear should be secure and suitable for climbing and outdoor play. Thongs and Crocs are not appropriate for preschool.

ACCIDENTS HAPPEN

Please pack two spare pairs of underwear and a full spare set of clothes. Remember to update clothing for seasonal changes.

7. SECURITY

At Birrahlee, the safety and security of every child is our highest priority.

Safety begins the moment you arrive, and Birrahlee has two entrance gates – families are welcome to use either to enter the preschool.

Please carefully read the important gate access information below:

1. **Gate Code:** The gate code is emailed to all families at the beginning of enrolment – keep this number in a safe and accessible place.
The gate code access is available from **8:15am to 3:40pm**.
Note: The gate code is different from your OWNA sign-in/out PIN.
2. **Confidentiality:** The gate code is confidential and must not be shared. If someone forgets the code, they must contact the office or a member of the teaching team, or refer back to their email.
3. **Do Not Verbalise the Code:** Treat the gate code like a bank PIN and never say it aloud at the gate.
4. **Adults Only:** The gate code is for use by adults only. Children, including siblings, must not use the keypad.
5. **Close the Gate Behind You:** Always ensure the gate closes securely behind you. Be mindful of anyone attempting to enter behind you.
6. **Need Help?** Use the intercom at either gate if you require assistance.

To open the gate: Enter the code, press the **# key**, then press the **unlock button** (top right of the keypad).

OWNA APP – DIGITAL SIGN-IN/OUT

As part of our continued commitment to safety, families are required to use the OWNA app for digital sign-in and sign-out.

Once your enrolment is complete, you will receive an email invitation from OWNA to download the app and set up your username, password, and PIN. Please ensure this is done prior to your child's first day.

Authorised Pick-Ups

All parents/guardians must provide details of authorised individuals who may collect their child. Emergency contacts listed during enrolment are added automatically—please contact **admin@birrahlee.com** to request their PIN.

For any **additional authorised contacts** after enrolment is submitted, please email us with:

- Full name
- Date of birth
- Contact number or email

We will then issue a unique PIN for that person.

Important: Do not share your personal PIN with others.

8. HEALTH

We are committed to maintaining a safe and healthy environment for all children, families, and staff at Birrahlee.

- Children must not attend preschool for at least 24 hours after starting any new medication. This ensures they are recovering and not experiencing any side effects.
- The Director may send a child home if they are deemed too unwell to participate in the preschool day.

Medication Policy

Educators can only administer medications that meet the following criteria:

- Prescribed by a doctor
- In the original packaging
- Clearly labelled by the pharmacist with the child's name, medication, dosage, and prescribing doctor

All medications—including creams—must be handed directly to classroom staff.

Parents/guardians must complete and sign the Medication Consent Form, including:

- Child's name
- Medication name and type
- Dosage
- Time(s) to be administered

ANAPHYLAXIS / ASTHMA / ALLERGIES / DIABETES

If your child has a medical condition such as **anaphylaxis, asthma, allergies, or diabetes**, you must provide a **current medical management plan** signed by your child's doctor.

- Children who require emergency medication (e.g. **EpiPen, Ventolin**) **must not attend preschool without it**.
- All such medication must be clearly labelled by the pharmacy with the **child's name** and **correct dosage**.

IMPORTANT: No cream, sun cream, insect repellent or hand sanitiser to be left in child's bag.

Parents are requested to:

1. Ensure their child is fully immunised

Children cannot be enrolled in an Early Childhood Education and Care service unless evidence of up-to-date immunisation is provided from the Australian Immunisation Register (AIR). This documentation is submitted as part of your online enrolment form.

2. Notify the Director immediately if your child contracts any infectious or contagious illness, including those listed below, and adhere to the recommended quarantine period.

You can contact us via phone on 9427 5900 or email admin@birrahlee.com

QUARANTINE PERIODS ARE AS FOLLOWS:

• Measles At least 5 days from the appearance of rash. Contacts are not excluded.	• Hepatitis A Re-admitted on Medical Certificate only.
• Rubella (German Measles) Until recovered – at least 7 days. Contacts are not excluded	• Head Lice Until hair has been treated with anti-lice lotion or shampoo. Hair should be free of nits. Head lice management should be ongoing.
• Whooping Cough Patient is excluded until the first 5 days of a special antibiotic has been taken. Non immunised contacts should be excluded until the first 5 days of a special antibiotic has been taken.	• Ringworm Can attend a day after treatment has begun. See pharmacist or doctor.
• Mumps Patient is excluded until fully recovered – at least 10 days after swelling. Contacts are not excluded.	• Slapped Cheek Child most infectious before rash appears. Only keep home if not feeling well.
• Conjunctivitis Patient is excluded until all discharge has ceased.	• Gastroenteritis Keep at home for at least 24 hours after diarrhoea stops.
• Chicken Pox Patient is excluded for at least 5 days after first spots appear and until all blisters have scabbed over. To return to school all scabs must be covered. Contacts are not excluded.	• Hand Foot and Mouth Excluded until blisters have dried.
• Impetigo Excluded until treatment starts. Sores should all be covered with a watertight dressing. Contacts should be regularly inspected	• Meningococcal Disease Seek medical help immediately. Patient will need hospital treatment
• Covid Keep at home until a RAT test is negative	

9. FEE POLICY

Important note

Birrahlee Preschool Lane Cove has been providing preschool education to the Lane Cove community since 1948. As a community-based not-for-profit preschool, Birrahlee relies on NSW Government Start Strong funding and families' fees to cover its operating costs.

The Board of Management sets fees each year. The Board reserves the right to vary fees at any time and undertakes to set the fees as low as possible, given service costs and non-profit status.

The Child Care Subsidy System (CCSS) does not apply to Birrahlee Preschool as we are funded by the NSW Government. CCSS applies to long day care, funded by the Federal Government.

1. Enrolment

- a. **Enrolment Fee**
A non-refundable enrolment fee of **\$250** is required to confirm your child's place at Birrahlee Preschool.
- b. **Cancellations Before Commencement**
If an enrolment is cancelled during **December** prior to commencement, or in **January** of the year your child is due to start, a fee equal to **6 weeks of term fees** will be charged.
- c. **Withdrawal Notice**
A minimum of **6 term weeks' notice in writing** is required if you intend to withdraw your child from Birrahlee. If sufficient notice is not given, parents will be responsible for the remaining outstanding fees for that period.
- d. **Term 4 Withdrawal**
If your child is withdrawn during **Term 4**, full term fees are still payable. Due to the short time remaining in the year, we are unable to fill the vacancy.

2. Preschool Fees

- a. Preschool fees are calculated over a **40-week teaching year**, inclusive of public holidays and pupil-free days.
- b. Fees are **payable fortnightly** via direct debit from your nominated account.
- c. Families experiencing difficulty with payments must contact the Preschool Director or office staff as early as possible. All discussions are treated in strict confidence.
- d. A **5% sibling discount** applies for twins or two children attending concurrently. A higher discount is available for families with three or more children enrolled.
- e. A **late collection fee** will apply for any child picked up after 3:45pm. The fee is \$15 for the first 5 minutes, and \$30 for each subsequent 15-minute period (or part thereof).

3. Birrahlee Club Contribution

A **\$20 per term, per child** contribution supports the Birrahlee Club.

4. Building Fund Contributions

Birrahlee invites families to make a **voluntary, tax-deductible contribution** to our Building Fund, which supports improvements to our facilities.

- Contribution: **\$35 per term (2-day children)** or **\$50 per term (3-day children)**
- A separate receipt will be issued for taxation purposes.
- **Opt-out available:** If you prefer not to contribute, please email accounts@birrahlee.com

5. Family Participation Policy

Birrahlee encourages family involvement to foster a connected and vibrant preschool community. To support this, families are asked to participate in **at least one event or activity annually**.

- Families who do not participate will be charged a **\$100 Family Participation Fee**, invoiced in December and processed via direct debit.
- Participation requires a **minimum of 2 hours** between January and December.
- Families new to the preschool for **less than 3 months** are exempt from this charge.

6. Other Important Information

a. Holidays/Extended Leave

Fees remain payable if your child is away for an extended period (e.g. holidays, general absence, illness, injury) to retain their place at Birrahlee.

b. Fee Subsidies for Low-Income Families

Reduced fees are available to families who hold a valid Services Australia Concession Card or Low income Health Care Card. To access this subsidy, a current card listing the child's name must be provided.

c. Fee Support for First Nations Families

Reduced fees are also available for **Aboriginal and Torres Strait Islander families**. Please contact the office to confirm eligibility.

d. Children with Disability or Additional Needs

To comply with NSW Department of Education requirements, we request either an **NDIS reference number** or recent documentation (within 6 months) from a qualified professional (e.g. GP, paediatrician, psychologist, speech or occupational therapist). Fee adjustments may apply upon receipt of this information.

10. OWNA – COMMUNICATION PLATFORM

GENERAL PURPOSE

- Sign in/out your child
- Marking Attendances (Absence & Holiday)
- Manage your details
- Reset Password and PIN
- View & Sign Incident Reports
- Create & View Medication Reports

PROGRAM AND PLAN

- Curriculum Plan
- Weekly Learning Highlights
- Child/ren's Learning Stories
- Child's Learning Goals
- Termly Learning Evaluation
- Developmental Summary

COMMUNICATION

- Newsletter
- Preschool Information. e.g. Shows/Excursion Info, Events
- Creating Posts
- Making comments
- Contacting the teaching teams

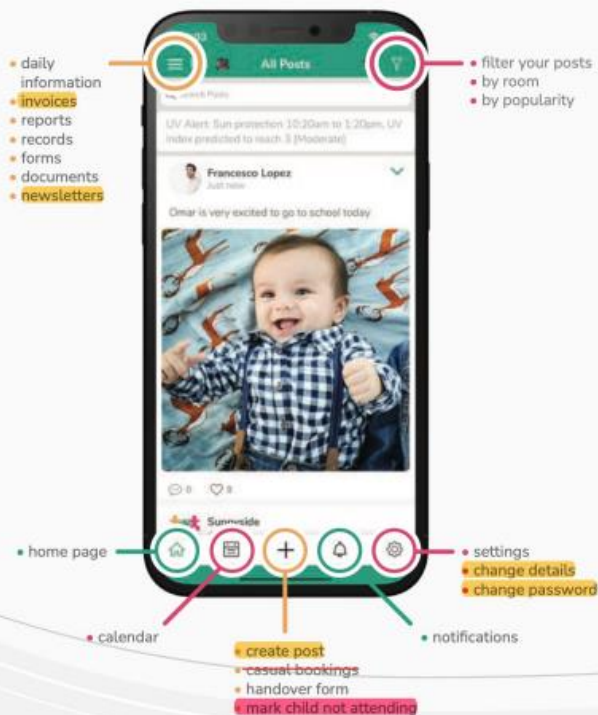
IMPORTANT
PIN cannot be shared.
Anyone collecting your child is
legally required to sign in/out
with their own name/PIN

OWNA APP – KEY FEATURES

Home Page

Once you have logged in you will automatically be on the home page.

01



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Change Your Details

Reset your pin, password and update your details here

06



Documents & Policies

Access fact sheets, forms and Centre information

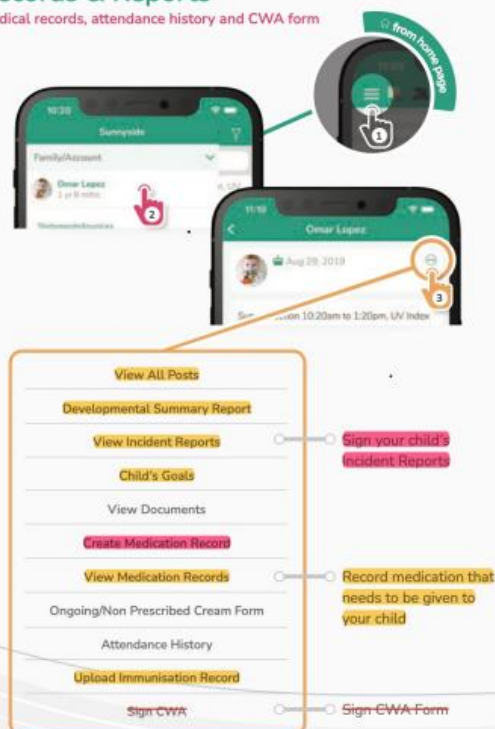


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Records & Reports

Medical records, attendance history and CWA form

04

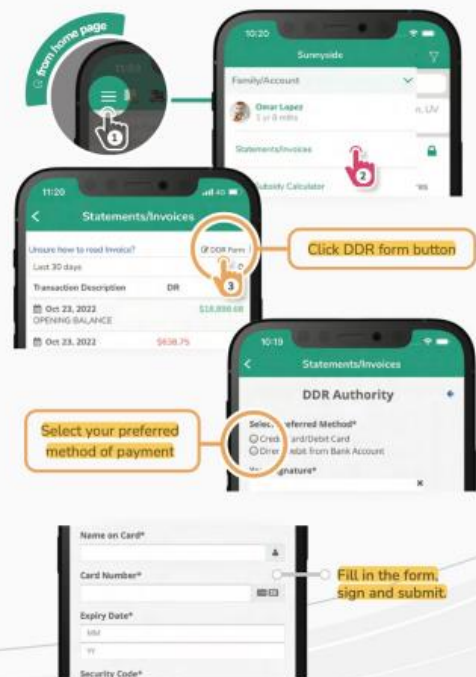


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Sign Direct Debit Request (DDR) Form

(Please check with your Centre if this feature is available)

08



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WWW.OWNA.COM.AU – PARENT PORTAL

Managing additional access and permission

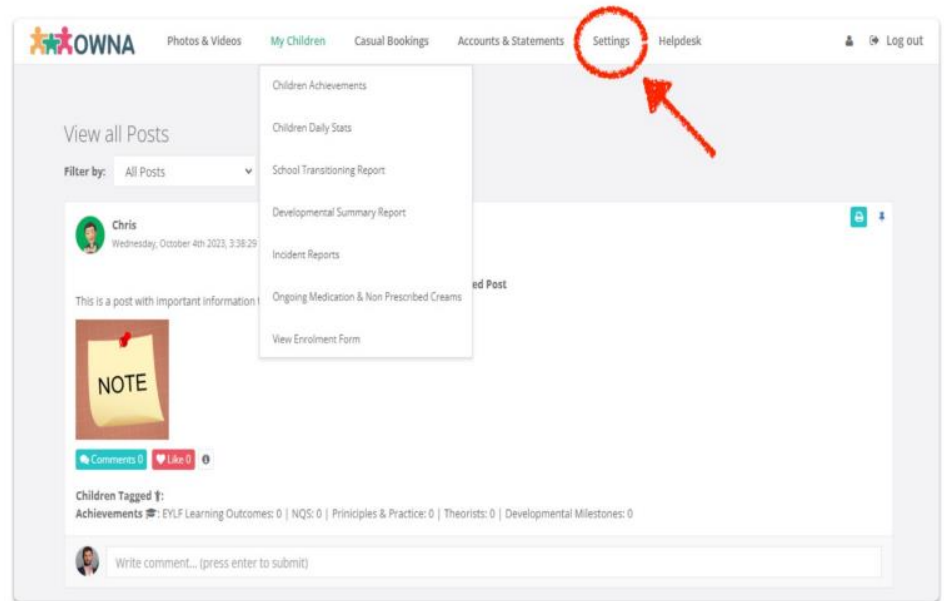
The Primary Parent/Carer can add additional relationships and/or emergency contacts to their children with Full Access, App Access (just posts), or Sign In/out permission.

This page is only accessible via **Parent Portal**: www.owna.com.au

To login

- Account Username
- Password

(same when you login to your OWNA app)



Step-by-step instructions to add new Authorised collection contacts

Manage Permissions

Permissions - Invite Family/Friends

First Name:

Surname:

Email:

Relationship:

Permissions: (if any)

Access to Child(ren):

Tick if emergency contact: ☐

Permissions - Manage Access

#	Child	Parent/User	Relationship	Permission	
1	Hendrix Mas	Rachel Mas	Mother	App Access	Edit Revoke Access
2	Hendrix Mas	Jimmy Carter	Uncle/Aunty	Sign Child In/Out Access	Edit Revoke Access

1. Settings > Permissions - Manage Access
2. Enter the first name, last name, and email address
3. Select their relationship to the child(ren)
4. Select what permission they should have
5. Select which children they will be linked to
6. Tick if they will be indicated as an emergency contact to staff
7. Click Send Invite
8. Inform the person to check with the office to find their PIN the first time they come to the preschool.

ABSENCES

Please update your child's absence in the **OWNA app** whenever they will not be attending preschool. This includes sick days, holidays, or any other reason for being away.

Home Page

Once you have logged in you will automatically be on the home page.

01

- daily information
- **invoices**
- reports
- records
- forms
- documents
- **newsletters**

- filter your posts
- by room
- by popularity

- home page
- calendar
- **create post**
- **casual bookings**
- handover form
- **mark child not attending**
- notifications
- settings
- **change details**
- **change password**

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11. OTHER SERVICES

BIRRAHLEE CLUB

- Each parent/guardian is automatically a member of the Birralee Club which provides social contact between parents and organise fund raising activities.
- There are parent representatives for each class who assist with the co-ordination of these activities.
- The Birralee Club is a sub-committee of the Board of Management and reports its activities to the Directors each month at the Board Meeting.
- As a community-based preschool, we welcome any contribution that families are able to make; we encourage families to be active participants in the preschool community.

BIRRAHLEE OFFICE

Office hours are 9.00am - 3.00pm, Monday – Friday

Phone: 9427-5900

General enquires: admin@birralee.com

Account/Fees enquiries: accounts@birralee.com

New Enrolment and waitlist enquires: enrolments@birralee.com

Class emails

kookaburra2day@birralee.com	kookaburra3day@birralee.com
Rosella2day@birralee.com	Rosella3day@birralee.com
Kingfisher3day@birralee.com	Kingfisher2day@birralee.com
Cockatoo3day@birralee.com	Cockatoo3day@birralee.com