



### Emergency Response Policy

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*A copy of this policy will be kept with the Emergency Evacuation bag and at each signed exit.*

*A sign listing items to collect for evacuation and the guidelines for lockdown and evacuation will also be situated at each exit.*

### Aim

*To ensure that the safety and wellbeing of all employees, enrolments and visitors to Sutherland Presbyterian Church Preschool are the top priority at all times and will be catered for during the unlikely event of an emergency occurring at the preschool that requires either evacuation or shelter/lockdown response.*

### Implementation

#### Precautions

##### ***Test & Tag - Electrical equipment***

All electrical equipment is in good working order and tagged and tested every 12 months (safework nsw expectation). The company we use is *Jim's tagging Kirrawee* (from 2020) and John will send out a reminder every 12 months. Contact: John Collier, Jims Test and Tag Kirrawee, Ph: 0478303936.

##### ***Smoke Alarms***

All smoke alarms are in working order and tested every 6 months (requirement). Long life battery (10 years) smoke alarms were installed on 2nd June, 2022 by Nathan Ireland (electrician) - Spark Electrical.

##### ***Fire equipment***

All fire equipment is in good working order and checked every 12 months, with pressure testing and refill completed once every 5 years (Australian standard expectation). The company we use is Adept Fire Protection Services. Their contact number is 1800 023 378.

##### ***Emergency Risk Assessments***

Risk assessments have been completed to identify the likelihood of different types of emergency and the need to rehearse responses to particular types that are more of a threat to our location. The risk assessments are available to review and are stored in the Risk Assessment Folder in the office.

Relevant authorities as stakeholders are engaged in the creation and review of our emergency response procedures to ensure appropriate practices are implemented. Neil Warnock was our consultant for this review. Recommendations have been recorded and incorporated into this update.



## Sutherland Presbyterian Church Preschool

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### ***Emergency Evacuation Procedures***

Emergency exits are kept clear at all times and clearly marked.

Evacuation procedures and routes are displayed near every exit.

Contact details of relevant authorities are displayed by every phone.

First aid kits are stocked and easily accessible in a number of locations.

Definitions:

Emergency rehearsal - this could be a lockdown, shelter in place, medical emergency, dangerous animal drill or any other relevant type of emergency response as identified in the risk assessment that is dealt with by staying on premises.

Evacuation rehearsal - this is a response to an emergency that requires leaving the premises to ensure everyone's safety, such as fire or gas leak.

Rehearsals (practice) of both evacuations and emergencies are run every 3 months (must be max. of 3 months). In the case of evacuation practices we will evacuate to the final assembly point where practical. In the instance of an evacuation ongoing permission is sought as a term of enrolment at the preschool and is outlined in the enrolment forms. A notice will be displayed at the preschool notifying families of our whereabouts and a contact number provided. At the conclusion of each practice, reflections are made and documented on the Emergency Response Practice Report to assist with the revision of practices and to identify any changes that need to be made to improve procedures. These forms are kept in the orange WHS folder in the office.

The emergency evacuation bag is stocked and contents checked every month to ensure current contact details and items are within expiry date. The emergency evacuation bag is mobile and is kept in close proximity to the group at all times.

A mobile phone will be charged at all times to use in case of evacuation or loss of power to the service. A mobile phone and full set of centre keys are kept at the preschool entrance to be taken in the event of an evacuation. The number for the preschool mobile is 0413 354 301.

### **Evacuation and Shelter/Lockdown**

Based on the type of emergency, incident or hazard there are 2 different responses that the preschool has in place. The first is an evacuation response and the second is a shelter-in-place with the additional option for a lockdown. For specific details of how to implement each see the Procedures section of the policy.

Below is an outline of each different type of Emergency situation as assessed by the service in order of likelihood, and the designated response for each type.

**Residential/Building Fire:** Depending on the location of the fire the decision will be made to use one of 2 evacuation routes to exit the premises and proceed to the primary evacuation point. Follow the advice of authorities if present. EVACUATION

**External incident e.g. altercation between members of the public outside preschool/ in carpark, car crash, incident at units or police station (across the road):** In the event of an external incident in



## Sutherland Presbyterian Church Preschool

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the direct vicinity of the service the shelter in place procedure should be implemented to keep children safe and calm, or if possible, contain children within the service and close relevant blinds/curtains to block visibility of the incident. This will also prevent children witnessing sights that could cause trauma. Allow the authorities to do their job and minimise distractions.

SHELTER-IN-PLACE/ LOCKDOWN

**Smoke in the local environment:** For example from Sydney bushfires, but no actual bushfire threat to preschool. In this case, all windows will be closed to prevent smoke entry. Children and staff with asthma will be monitored for symptoms and the appropriate treatment given if required.

SHELTER-IN-PLACE

**Power failure:** If due to fallen power lines nearby then the children should be contained inside the service but do not need to shelter in place. Contact the electricity services. If power is out for an extended period, the service will need to be closed as the operation of the preschool will be impacted. SHELTER-IN-PLACE

**Water cut:** Contact the water board. If water is to be off for an extended period, the service will need to be closed for health and safety reasons due to no running water or flushing toilets.

**Severe storm:** Should high winds and hail be encountered then the *shelter-in-place* procedure should be implemented. This will ensure the safety of children as they are removed from the vicinity of windows and the chance of glass shattering. Follow the advice of authorities if present.

SHELTER-IN-PLACE.

**Threat (includes bomb threat, unwanted persons or dangerous/poisonous animals):** Depending on the location of the threat lockdown is the preferred option. In the instance of a bomb threat or the hazard being inside the building it may be necessary to evacuate. In the instance of a bomb threat the police should be contacted and their advice sought. See procedures for instructions on handling a bomb threat. Follow the advice of authorities if present. LOCKDOWN/ EVACUATION.

**Natural Disaster (Bushfire or Flood) procedure:** In the unlikely event of a bushfire or flood evacuation is preferable where possible. If the evacuation route is blocked or there is not enough time for evacuation, implement shelter in place. In the case of a bushfire leave 1 blind/curtain open in each direction to assess the surroundings and the impact of the fire on the service. Follow the advice of authorities if present. EVACUATION.



## Sutherland Presbyterian Church Preschool

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### ***Communicating incidents:***

**Authorities:** As soon as practically possible the responsible authorities (fire, ambulance, police, water board, electricity board, etc) will be contacted and alerted to the incident/emergency and advice sought. A full list of emergency contact numbers is kept near all phones and in the emergency evacuation pack.

**Families:** In the event of an incident where children need to be collected from the service or secondary evacuation site, the families, or authorised persons, will be contacted to assist with the collection of children. In the event of an emergency children's safety will be the primary concern. Once children are safe and well, families will be contacted and notified of the event and provided details on whether they need to collect their children, and changes to procedures if access has been blocked etc., and the location of their children if an evacuation has taken place.

Following a rehearsal, or an authentic emergency response, families will be provided with appropriate information that they can use to support their family wellbeing. This may include tips to reassure their children, ensure their home emergency response procedures are suitable, and access any community support that may be of use such as counselling, home emergency plans etc.

**ACECQA:** If the incident/emergency impacted the operation of the service or resulted in injury requiring medical attention then ACECQA will be notified as soon as practically possible via form SI01 within 24 hours of the event.

**Children:** During rehearsals/emergency procedures children should be made to feel safe and secure while being encouraged to follow all instructions for the safety and wellbeing of themselves and their peers. Following a practice time should be taken to discuss with the children why the drill took place and what their role is to help ensure the safety of everyone involved in the unlikely case of a real emergency. Children should be encouraged to raise any concerns or ask any questions they may have to help alleviate any concerns or worries about the processes. Feedback from the children may also be used to complete the Emergency Response Practice Report and help shape future rehearsals.

### ***Emergency evacuation signage requirements (As per standard 3745-2010):***

A4 or A3 paper size only

Between 1200mm and 1600mm from the floor

Placed beside every exit point

Should be easy to locate where you are located and which route to take, does not need to be to scale

Evacuation route(s) should be in green

All fire equipment should be in red

First aid stations identified with green background, white cross

Contain emergency contact information

Identify assembly area if located within the premises (e.g. initial assembly area to conduct head count)

Should be reviewed every 5 years (date marked on plan)



### Procedures

#### *Fire Procedure*

All staff and visitors must report possible signs of danger to the Director or Responsible Person. In case of actual danger, this will be bypassed and the whistle will be blown.

If possible, and safe, the fire may be extinguished by a staff member using the fire blanket (located in the kitchen, near the stove) or an extinguisher (located in the office and church). While the fire is extinguished, evacuate children outside away from smoke and odours.

If extinguishing the fire is not possible, follow the evacuation plan.

The person who identifies the risk is responsible for alerting educators and children to the risk via sharp blows on the whistle. This educator is also responsible for alerting emergency services via 000 or for delegating this task to another person.

1/ Educators will gather the children to the closest safe Exit point leading away from the emergency:

Outdoors: Main gate to street or back gate near church (later gate is locked. The key is the same at the preschool's outer gate).

From the room: Exit door closest to the gate/ street OR through the church

From the church: Main church exit door OR door to playground

2/ While children are being gathered together, team members closest to items on the evacuation list will collect these items. All corners of the playground and room will also be checked to prevent children being missed. Staff or visitors located in other areas of the building will be called to join the group. Visitors and students will be instructed on induction to meet with the group at the evacuation point and assist with evacuating the children. Very young children, children with additional needs and any other children identified as at risk during an evacuation will receive one-on-one care with an educator throughout the evacuation, including at the primary and secondary evacuation points.

3/ A headcount will be undertaken to ensure all children, staff, students and visitors are present with the group after which the group will vacate the premises and proceed to the primary evacuation point.

4/ On arrival at the **primary evacuation point** and when safe to do so, the roll will be marked to ensure all children are present. All members of the group will be checked for injuries as a result of the incident or evacuation process and first aid will be carried out as required or an ambulance will be called. As soon as it is safe to do so, shoes will be placed on any children with bare feet. During the play day educators will explain to children the reason for keeping shoes in the shoe box (so we can find them when we need them).

5/ The group will then proceed to the secondary evacuation point which is located at Sutherland Anglican Church. Contact: Tom Hargreaves, Ph: 0425 384 920. This area is fenced for child safety. St Johns church will be contacted to open up access to toilets.

6/ On arrival at the **secondary evacuation point** the children will be settled into the space and all members of the group will be checked for injuries.



## Sutherland Presbyterian Church Preschool

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The Children's Services Manager, Bernadette Breyes will be informed on the nature and details of the incident via phone at 0481 737 141. Ms Breyes will also be responsible for notification of the incident to ACECQA.

As soon as practical, parents will be informed of the nature of the incident and the outcome (whether children will be returning to preschool or if parents will need to collect their child).

Parents will be informed via email through either Smart Central (Go to **Rolls**, click the select all box at the top left, then select the **Send Email** box or Kindyhub (Through the **Messages** option). This may be tested with parents during each full evacuation so they and us become familiar with the procedure. Parents are asked to send a reply to acknowledge they received the message.

***Copy of notice to be cut and pasted and sent to parents (with amendments made as necessary). A printed copy of this notice will be kept in the evacuation bag.***

### **Evacuation Notice - PRACTICE/ TEST ONLY**

Dear parents,

Due to the (TEST) incident at preschool, we have taken the decision to evacuate from the premises.

We are currently at

All children and staff have been accounted for and are safe.

Please do not come to this site or contact via phone at this time. We will contact you again via email to inform you of any changes to our location eg if we have returned to preschool or moved to another site, where/ you can collect your child, and any instructions for pick up.

You are able to contact us via email at [preschool2232@gmail.com](mailto:preschool2232@gmail.com) although we may not be able to reply at this time.

Please reply "Evacuation (Test) Email has been received" so we know which parents have received this message.



## Sutherland Presbyterian Church Preschool

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### ***Items to be collected during an evacuation***

Evacuation Pack (should be with the group already). Includes rope.

Phone/ key basket - near staff sign in

Medication Bag (office, top shelf of cupboard, marked as EpiPen & Asthma Medication)

Children's roll

Staff roll

Visitor's sign in

Shoe box

### ***Contents of Evacuation Bag:***

- Tissues
- Ice pack
- First aid kit
- Plastic bags
- Spare clothes
- 40 Plastic cups
- Full list of emergency contact numbers for families
- Hi-vis vests for staff

A laminated tag indicating the contents of the Evacuation Bag is attached to the handle. Contents are checked after each evacuation rehearsal. File name: Emergency Evacuation Pack (in Google Drive)

### **Primary Evacuation Site:**

Across the road (in front of the brown units) on the grass under the trees. If it is raining and safe to do so, outside the manse at 90 Glencoe St is also possible (in the shade/ rain cover in the carpark on the far side. Concreted area to prevent binds in feet. However, this site is not suitable if the building is on fire or otherwise dangerous as we would have to walk past the preschool again to proceed to our Secondary Evacuation point.

### **Secondary Evacuation Site:**

St Johns Anglican Church, Cnr Glencoe St and Belmont St, Sutherland.

43A Belmont St, Sutherland



## Sutherland Presbyterian Church Preschool

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### ***During an Evacuation Practice***

Where all the children and staff will be attending the secondary evacuation site the following steps will be taken:

- Before proceeding to the secondary evacuation site from the primary evacuation site, staff will stop and check all children are wearing shoes and a hat and the evacuation rehearsal will not proceed until they do (for safety reasons).
- After confirming a set of keys is being carried, the doors of the preschool will be locked.

### **Shelter-in Place/Lockdown Procedures**

Shelter-in- Place or lockdown must be determined according to the impact of the incident on the safety of the children or preschool and any other relevant factors at the time.

The basic premise of both the Shelter-in-Place and Lockdown procedures is the need to contain all members of the preschool within the building for their own safety. This may also involve preventing other people INTO the preschool environment or building, depending on the nature of the incident. Staff will be aware of and able to act on the different requirements for each type of incident (as outlined above).

After determining the need for either Shelter-in-Place or Lockdown, the educators will be quietly informed and the children moved quietly and gently into the main preschool room.

The following will always occur:

- Check sign in sheets to ensure all children are accounted for and are inside
- Stay calm and comfort any children who may be distressed. E.g. read stories, play quiet games.

Where the need is indicated:

- Windows and blinds may be closed (to prevent children witnessing the incident or to prevent smoke entering the building). During a bushfire one blind on each side should remain open
- Doors may be locked
- Gates may be locked (if safe to do so, to prevent a person entering the preschool playground)
- Door to kitchen may be locked (if there is a threat of someone accessing building through the church)
- Turn off all electricity if necessary.
- Keep children away from windows and doors if deemed necessary.



## Sutherland Presbyterian Church Preschool

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### ***Items to be collected***

The Evacuation Bag will be taken to the room with the group for both a shelter-in-place or lockdown. This means access to a first aid kit at all times. Depending on the nature of the incident leading to shelter-in-place or lockdown, the medication bag may also be taken into the room if deemed necessary (for example, if access to the office is limited/ not possible).

### ***For both Shelter-in-place and Lockdown - as required***

Remain indoors unless advised otherwise by Authorities.

If the road is closed and may remain so for an extended time, family members should be notified calmly so that they can plan their trip to the service.

In the event of a prolonged period indoors, the children's parents/guardians are to be notified by staff members in a calm manner.

If the incident prevents children from being collected on time due to road closures, the regulatory authority should be notified of the licencing implications.

***Copy of lanyard tags/ signs used to inform staff during an evacuation or lockdown (original file name shown below).***

<p>What to collect when there is an evacuation:</p> <ul style="list-style-type: none"><li>● Evacuation Pack</li><li>● Medication Bag</li><li>● Phone/ Key basket</li><li>● Children's roll<ul style="list-style-type: none"><li>● Staff roll</li></ul></li><li>● Visitor's roll</li><li>● Shoe box</li></ul> <p>File Name: What to Collect when there is an evacuation.</p>	<p>What to collect when there is an evacuation:</p> <ul style="list-style-type: none"><li>● Evacuation Pack</li><li>● Medication Bag</li><li>● Phone/ Key basket</li><li>● Children's roll<ul style="list-style-type: none"><li>● Staff roll</li></ul></li><li>● Visitor's roll</li><li>● Shoe box</li></ul> <p>File Name: What to Collect when there is an evacuation.</p>
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<p><b>EVACUATION</b></p> <p><b>What does it mean to evacuate?</b></p> <p>Evacuation means that it is no longer safe for us to stay at preschool. When we evacuate we will take EVERYONE with us and go to a safe place (Sutherland Anglican Church is our designated meeting place). When we get there we will contact families to let them know we are safe and where/ when they can collect their children.</p> <p><b>When to evacuate</b></p> <p>Fire of any kind in the building</p> <p>Serious damage to building or play spaces</p> <p><b>Signal to evacuate</b></p> <p>Continual sharp blows on the whistle, ensuring these can be heard throughout the preschool environment including the church, kitchen and bathroom spaces in addition to the preschool room and outdoor space.</p> <p><b>Evacuation Procedure</b></p> <p>The children will be gathered to the front gate or closest safe exit and lined up with the evacuation rope. A full headcount of children and adults will be carried out before we leave. Very young children, children with additional needs, and other children deemed at risk in the open environment will be supervised 1-1 by an adult.</p> <p>Contact emergency services - 000</p>	<p><b>SHELTER-IN-PLACE/ LOCKDOWN</b></p> <p><b>What does it mean to shelter-in-place &amp; lockdown?</b></p> <p>Shelter-in-place that there is something in our outdoor environment that may not be safe for us - it is safer for us to be locked indoors where we are protected. Lockdown occurs when the danger (such as a person) may unlawfully try to enter the preschool premises and prevents the person from entering.</p> <p><b>When to lockdown</b></p> <p>When it is too dangerous for us to be in our outdoor environment and we want to prevent someone or something from entering our preschool environment. Examples include:</p> <ul style="list-style-type: none"><li>- Strangers in the car park exhibiting dangerous behavior</li><li>- Serious car accident</li><li>- Smoke or gas in the outdoor environment - monitor children and adults with asthma</li><li>- Power lines down</li><li>- Severe storm/ high wind</li></ul> <p><b>Signal to lockdown</b></p> <p>A quiet verbal message will be passed around the staff so as to not alert any non-preschool individual.</p> <p><b>Lockdown procedure</b></p> <p>The children will be quietly moved inside and where appropriate, the gate will be locked to prevent individuals entering preschool space.</p> <p>Windows and blinds will be closed as</p>
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## Sutherland Presbyterian Church Preschool

Collect **emergency pack, rolls, shoe box, phones, keys, medication.**

### **Primary Evacuation Site is**

Grassy patch outside the units on Glencoe/Flora (towards library, opposite police station).

### **Procedure**

Mark roll and double check everyone is present and safe. Conduct any primary first aid. Put on shoes and socks. Decide if it is required to attend our secondary site and if so, walk the group up to this site.

### **Secondary Evacuation Site**

St Johns Anglican Church on Flora st - opposite St Patrick's Primary School.

### **Procedure**

On arrival, conduct a safety check of the environment and close any gates to create a safe zone.

Re-mark roll and first aid check. Calm children and staff.

Contact parents to inform them of an evacuation in action - at this stage parents will be asked to wait for further information and not to come to the secondary site until requested.

necessary (eg to prevent smoke entering the preschool, to prevent strangers looking in windows or to protect children from viewing the scene outside).

Children will be kept calm and encouraged to play quietly indoors. As normal an indoor play experience as possible will be maintained to help keep the children calm. Singing or stories may also help calm the children if distressed or if they need to be kept quiet.

**Collect medication bag from the office if possible.**



## Sutherland Presbyterian Church Preschool

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### ***Safe Practices during a fire***

Crawl when there is smoke – “get down low and go, go, go”.

If clothes catch on fire – stop, cover eyes with fists and roll to smother flames. “Stop, drop and roll”.

If burnt, stand under cold running water.

Use “Water Extinguisher” if the fire is of combustible material eg. wood, plastic, paper etc. and can be contained.

Use “CO2 Extinguisher” if the fire is electrical or flammable liquid or gas.

After an extinguisher has been used, it should always be recharged even if it still contains most of its original contents.

Staff are to remain with the children at all times until the children are collected by parents/guardians.

Relief staff, volunteers and students will be aware of the evacuation drill.



## Sutherland Presbyterian Church Preschool

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### ***Bomb Threat Procedure***

In the case of a bomb threat, the staff member answering the call should attempt to ask the questions set out below (a copy of which is located by each phone):

When is the bomb going to explode?

Where did you put the bomb?

When did you put it there?

What does the bomb look like?

What kind of bomb is it?

What will make the bomb explode?

Did you place the bomb?

Why?

What is your name?

Where are you?

What is your address?

The person who is on the phone should make note of the type of voice, including tone, accent, background noises and so forth. – you might want to use the PDF linked in the sources below or just leave it as a summary.

Immediately report the call to the Responsible Person. The Responsible Person is to call the police immediately and give the following details (a copy of which is located by each phone):

Name of Service: Sutherland Presbyterian Church Preschool

Address of Service: 90 Glencoe Street, Sutherland, 2232

Nearest Cross Street: Flora Street

Phone Number: 9521 7297

Follow evacuation procedures (what do you do to alert staff to bomb threat without notifying children)

Do not re-enter the service until instructed to do so by the authorities.



### Sources

Education and Care Services National Regulations

Australian Standard: Planning for emergencies in facilities (2010)

Safework NSW – Easy to do Work Health and Safety

[https://www.safework.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0016/410209/easy-to-do-whs-SW08483.pdf](https://www.safework.nsw.gov.au/__data/assets/pdf_file/0016/410209/easy-to-do-whs-SW08483.pdf)

Safework NSW – Tag and test of electrical equipment

<https://www.safework.nsw.gov.au/resource-library/amusement-devices/engaging-amusement-devices-for-shows-and-events/test-and-tag-of-electrical-equipment>

NSW Fire and Rescue - <https://www.fire.nsw.gov.au>

NSW Police Force Bizsafe (Bomb Threat response form pg 18-19)

[https://www.police.nsw.gov.au/\\_\\_data/assets/pdf\\_file/0008/357056/292859\\_0615\\_G015397\\_NSW\\_Police\\_Brochure\\_-\\_Bizsafe.pdf](https://www.police.nsw.gov.au/__data/assets/pdf_file/0008/357056/292859_0615_G015397_NSW_Police_Brochure_-_Bizsafe.pdf)

Australian Standard 1851-2012 - Routine service of fire protection systems and equipment

<http://nswfdc.org.au/wp-content/uploads/2019/04/AS-1851-2012-Routine-service-of-fire-protection-systems-and-equipment.pdf>

Australian Standard 3745-2010 – Planning for emergencies in facilities

<https://www.fireserviceprofessionals.com.au/images/stories/PDFs/qlld-building-fire-safety-regulation-2008/3745-2010.pdf>



## Sutherland Presbyterian Church Preschool

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### **Compliance evidence**

Education and Care Services National Regulations (2023) 85, 86, 97, 98, 99, 168, 175, 176,

National Quality Standards 1.1, 2.1, 2.2, 3.1, 6.1, 6.2, 7.1, 7.2

Supports Child Safe Standards: 8

### **Review Dates**

Date of last review: Replacement policy, simplifying procedures

Date of current review: April 2024

Date of next review: April 2026 or at time of consultation with industry experts.

Approved by: Lisa Collins (Director)/ Barbara Black (Preschool Committee/ Treasurer).



The preschool is currently undertaking a full evacuation practice. At this time we have no staff or children on the premises and we are unavailable for pick up, tours or visitors.

If your inquiry is non-urgent, please contact us via email on [preschool2232@gmail.com](mailto:preschool2232@gmail.com) or you can leave a phone message on 9521 7297.

We can be contacted by preschool parents on 0413 354 301.