NSW Department of Education

TELARAH PUBLIC SCHOOL

Established 1890

PRESCHOOL FAMILY INFORMATION BOOKLET

RATED
EXCEEDING
NATIONAL QUALITY STANDARD

PRINCIPALS WELCOME

Thank you for choosing Telarah Public School's Preschool. We really appreciate the commitment and trust you have shown by allowing your children to spend this important time with us. Our Preschool is one of 100 Department of Education Preschools and is an important component of Telarah Public School's Preschool to Year 6 environment.

In 2019 our Preschool was recognised as achieving 'Exceeding the National Quality Standards' in all areas through the Assessment and Rating process undertaken by the Australian Children's Education and Care Quality Authority.

Currently our Preschool is only one of three Department of Education Early Learning settings in NSW to achieve 'Exceeding' in all aspects through the new rigorous assessment schedule.

Our school is a Positive Behaviour for Learning School and aims to teach all of our students how to be safe positive learners in all school environments. We encourage parent and community involvement and welcome everyone to come and talk to us; all you need to do is make an appointment.

It is important to us that children in the Preschool are allowed to be children. They will explore learning through play and interactions with the staff and their friends. We will endeavour to provide a smooth transition to Kindergarten whilst allowing 4 year olds to be just that.

If you have any questions or concerns please ensure you raise them with the staff. If you have difficulty with the Preschool fees, please call my office on 49328477 and we will make a time to work through the issues and provide a workable solution to support your child's continued enrolment in the Preschool Program.

Kind Regards

Aimee Vincent
Principal

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ACKNOWLEDGEMENT

We acknowledge the traditional custodians of this land and pay our respects to the elders both past, present and future for they hold the memories, the traditions, the culture and hopes of Aboriginal Australia. We must always remember that under the concrete and asphalt this land is, was and always will be Aboriginal land.

CONTACT DETAILS

School Phone Number	02 4932 8477 (please ask to be transferred to Preschool)
Postal Address	Telarah Public School Preschool Raymond Street TELARAH NSW 2320
School App	Schoolzine/SZapp – Please install for all school information, COVID notifications, notes and calendar Schoolzine
School Online Platform	Seesaw
School Email	telarah-p.school@det.nsw.edu.au
School Website	www.telarah-p.school.nsw.edu.au
TShirt/Hat Orders	Flexischools Getting started with Flexischools | Parents - Flexischools
Facebook	Telarah Public School Preschool

Staff

Principal	Ms Aimee Vincent
Assistant Principal & Preschool Supervisor	Mrs Cathy Banister
Educators:	
Early Education Teacher	Miss Jordan McPhail
Early Education Teacher	Ms Beth Cameron
Early Education Teacher	Mrs Andrea Lundy
School Learning Support Officer	Mrs Julie Greedy
School Learning Support Officer	Mrs Natalie O'Donnell
Administration:	
Preschool Administration Officer	Mrs Lyndall Cook

DEPARTMENT OF EDUCATION PRESCHOOLS

The Department of Education operates 100 Preschools that are located within public schools. Preschools in public schools provide educational programs for children one year prior to enrolment in Kindergarten. A child may be eligible for enrolment in preschool from the beginning of the school year if they turn four years on or before 31 July that year.

The Department provides an Early Childhood trained teacher and qualified SLSO (School Learning Support Officer) in each Preschool class.

The direct supervision of the Preschool is undertaken by the Assistant Principal Cathy Banister. Cathy provides a link between the Preschool and the school in her executive role. Her commitment to quality early education enhances our Preschool program.

Links between the Preschool and school are further strengthened with school staff providing lunch relief for Preschool staff, Preschool students attending the library weekly, Preschool staff and students participating in special events and celebrations and participating in activities with Kindergarten.

Related links:

www.schools.nsw.edu.au/gotoschool/preschool/index.php

www.mychild.gov.au

Department of Communities and Justice (DCJ)

LICENSING REGULATIONS

Telarah Public School Preschool complies with appropriate State and National Licensing requirements.

National Accreditation: Australian Children's Education and Care Quality Authority (ACECQA). www.acecqa.gov.au

Telarah Public School Preschool is governed by the policies and procedures of the NSW Department of Education and Communities

TELARAH PUBLIC SCHOOL PRESCHOOL

Regulatory Authority:	NSW Early Childhood Education & Care Directorate Department of Education
Approved Provider:	Department of Education
Nominated Supervisor/Educational Leader:	The Principal – Aimee Vincent

NATIONAL QUALITY FRAMEWORKS

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a National Legislative Framework
- a National Quality Standard
- a National Quality Rating and Assessment process
- a National body called the Australian Children's Education and Care Quality Authority.

Information available at: www.acecqa.gov.au

QUALITY IMPROVEMENT PLAN

All services must prepare a Quality Improvement Plan that:

- includes an assessment of the quality of the practices of the service against the National Quality Standard and the National Regulations
- identifies areas of strength
- identifies any areas that the provider considers may require improvement
- includes a statement of philosophy of the service

Our Quality Improvement Plan is available to view in the Preschool foyer

ENROLMENT AND ATTENDANCE

To attend Preschool, a child must turn 4 years of age before 31st July in the year of attendance at the Preschool. Children attend Preschool in the year prior to attending Kindergarten. Children attend a five day fortnight. Preschool hours are 9am – 3pm.

Hours	**Group**	**Attendance Days**	
		Week One	**Week Two**
9am – 3pm	White	Monday, Tuesday, Wednesday	Monday, Tuesday
9am – 3pm	Green	Thursday, Friday	Wednesday, Thursday, Friday

TELARAH PUBLIC SCHOOL PRESCHOOL PHILOSOPHY

Our commitment to education is demonstrated by providing quality learning experiences and exceeding the expectations of our community and families.

WE BELIEVE

- Children are capable learners who are active contributors to their own learning through choices and play based experiences.
- Children should be valued as individuals through the context of their family and community.
- Children develop a sense of belonging through a supportive, adventurous and safe environment.
- Sharing knowledge, culture and insights of families is integral to the care and education of children.
- Each staff member brings fundamental personal qualities to the Preschool such as empathy, respect, warmth and a commitment for teaching and lifelong learning.

OUR COMMITMENTS

- Our staff are committed to working in the best interests of families and school by using honest, professional, reflective practice and implementing our Quality Improvement Plan.
- We are committed to closing the gap for our Indigenous children by promoting Aboriginal and Torres Strait Islanders ways of knowing and being at our Preschool.

WE AIM TO PROMOTE

- Thriving and engaged children who are confident and positive about their learning and their future.
- An environment that encourages exploration, agency and independence through connection to the land and the natural environment, culture and the imagination.
- Engagement with our parent/carer community about decisions that affect our Preschool including using the technologies with which our parents already engage.

OUR INTENTIONS FOR ACTION

- We will use our Quality Improvement Plan as a living, working document.
- As a team we use our experiences to constantly review and improve our Preschool, aiming for best practice in all areas.
- We know the importance of preschool education on the future lives of our children and their families and respect the right of each child to have the best education possible.

Belonging, Being and Becoming

We believe children will feel a sense of belonging at Telarah Public School Preschool. We understand that childhood is a time to be, to seek and make meaning of the world. Telarah Public School Preschool provides all children with learning that is engaging and builds success for life.

Play is the work of young children and reflects their stage of development and individuality. It is the PROCESS not always the PRODUCT that is important. Recognising a child's efforts will encourage the development of self-esteem.

PARENTS AND PARTNERSHIPS

Telarah Public School Preschool welcomes your family into ours. We have a focus on building relationships with one another, educators, children, families and our community to ensure the best possible outcomes are achieved for our children.

We believe that we can best meet the needs of individual children by working closely with parents and carers. We aim to develop partnerships between parents, carers and staff which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in our care.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education. We also aim to support parents in their own continuing education and personal development. We aim to ensure our setting is warm and welcoming to parents and carers to help them feel comfortable.

Parents and friends are most welcome in the Preschool. Various opportunities exist for parents to be involved in the educational life of their child, including:

- Having input into our Preschool policies and procedures
- Excursions
- Being involved in the development of our Q.I.P (Quality Improvement Plan)
- Making suggestions for experiences
- Working as a parent volunteer in the Preschool
- Attend special days e.g. Education Week, Concerts
- Discussions with the class teacher concerning your child's development
- Accessing our Telarah Public School Preschool facebook page
- Accessing our School App – Schoozine
- Accessing our Seesaw Family App

Parents can make appointments to speak to the class teacher if they are concerned about their child. A reflection folder of work will go home with your child towards the end of Term 4.

All parents/carers that attend excursions or volunteer at the Preschool are required to meet the Departments Child Protection policy by completing a Working with Children Check – Declaration for Volunteers and Non-Child Related Contractors and providing photo identification.

BIRTH CERTIFICATE AND IMMUNISATION

An original Birth Certificate and Immunisation History Statement is required in order to complete enrolment at Preschool. A photocopy of these documents will be made by administration staff and kept with enrolment forms at Preschool. If unable to provide a Birth Certificate, we will accept the child's blue book, birth card or birth ID bracelet from hospital. Please note that children are unable to attend until this paperwork has been provided.

CUSTODY ORDERS

Staff need to be made aware of any issues relating to the custody and care of your child. Custody papers need to be submitted to the school administration office for processing before being placed in the child's records. Please advise the child's class teacher if there are any changes in custody of a child.

FEES

The cost of attending Preschool is $10 per day. The reduced cost for Aboriginal / Torres Strait Islander families is $5 per day and for families with a Health Care card $1 per day. To be eligible for this reduction in fees you need to go to the school administration office where we will photocopy your Health Care card and ask you to complete a form which must be signed by the principal.

Fees can be processed via cash or Eftpos at the school administration office or via Parenting Online Payment through the school website www.telarah-p.school@nsw.edu.edu.au and clicking on $ Make a payment icon. Please see POP information sheet included at back of this booklet.

Fees are generated in school Terms and issued at the beginning of the school year. Full payment of each term is required two weeks after your statement is issued. If at any time you experience difficulty in meeting your payments, then please make an appointment with the Principal who is only too happy to discuss options with you in the strictest of confidence. Please refer to Payment of Fees and Statement of Fees Procedure.

DELIVERY AND COLLECTION OF CHILDREN

Telarah Public School Preschool has a duty of care to the children that attend the Preschool. A part of this duty of care is to ensure that access to a child attending the Preschool is limited to persons authorised by the parent/carer and this includes collection of the child from the Preschool.

DROP OFF

- On arrival the person bringing the child is responsible to sign the child in on the attendance sheet, indicating time of arrival.
- **On arrival, the person dropping off the child must ensure that a staff member receives the child/ren before leaving the Preschool and that any special needs are communicated.**

COLLECTION

- Children must be collected by **3.00 pm**.
- On departure, the authorised person collecting the child must sign the attendance sheet next to the child's name, indicating time of departure.
- **On departure, the authorised person must ensure that a staff member is aware that they are taking the child from the preschool.**

If the child is to be collected by a person whose name is not on the enrolment form as a person authorised to pick up the child, the family must have personally informed the appropriate staff member prior to pick up. The person picking up the child will be asked to provide photo identification.

CLOTHING

Children are asked to wear sturdy shoes and play clothes to Preschool, suitable for riding bikes, climbing, painting, playing in water and mud etc. Brimmed hats are essential every day wear, preferably with a large brim for sunny days. Sun safe clothing is part of our policy. This includes shirts with collars or covered necklines and shoulders. We are a Sun Safe Preschool and brochures are available. On wet days children are encouraged to bring in gumboots and raincoats for outside play.

The Preschool has Telarah Public School Preschool t-shirts and brimmed hats available for purchase online via Flexischools app for $10 each

Please send along a spare set of clothes marked with the child's name in a plastic bag. There are lots of ways to get wet and messy at Preschool

LOCKERS

Children's bags and work are placed in lockers. The lockers are shared between the White group and the Green group children. The sizes of the lockers are 30cm H, 27cm W and 37cm D. Please bear this in mind when choosing your child's bag

EXCURSIONS

The Preschool participates in excursions throughout the year and asks parents to attend to assist with supervision. We need to maintain a ratio of 1 adult per 4 children on each excursion. If there is a significant water hazard the ratio must be 1 adult to 2 children. If we cannot maintain these ratios the excursion may be unable to proceed.

Costs are kept to a minimum and permission notes will be sent home with each child outlining the proposed trip. Payment for excursions and visiting performances must be received no later than two days before the event or excursion. Families are able to request help through the student assistance scheme if needed for excursion costs. Please ask the staff if required. Payments are preferred through the POP system but cash and Eftpos can be facilitated at the school administration office.

All excursions will follow Telarah Public School policy in planning and implementation. Children will be expected to travel by the designated transport, as this is an important part of the excursion. Parents who attend as supervisors will be expected to participate in the whole excursion.

CELEBRATIONS

Please inform us of any celebrations your child and your family may celebrate. We love to share your diverse cultures and beliefs through celebrations. Examples of celebrations in the past are: Easter, Chinese New Year, Diwali, Christmas etc.

MEDICAL CONDITIONS AND HEALTH CARE PLANS

We facilitate effective care and health management of children who require medication for illness or a diagnosed health condition during the preschool day. Families are required to complete an authorisation form and supply prescribed medication in its original packaging labelled with the child's name, use by date and dosage.

Individual Health Plans for children with diagnosed medical conditions such as asthma, anaphylaxis must be written by the child's doctor and given to preschool before the child starts Preschool or returns to Preschool after diagnosis. Please see staff as soon as possible if your child has a diagnosed medical condition.

Please make us aware if your child has any allergies.

If your child has toileting issues we will need to develop a toileting plan.

ILLNESS

Please keep your child home if they are unwell. Germs & sickness travel very easily at Preschool. We understand it can be difficult at times however, we ask you to consider everyone, including staff, who may come into contact with your unwell child.

Please call if they are not well and are staying at home.

If your child is unwell at Preschool we will call for you to collect them.

For vomiting and gastro illness, children must not attend Preschool for 24-48 hours after the last episode..

INFECTIOUS DISEASES

Parents are asked to notify the Preschool immediately if a child is diagnosed with any of the following infectious diseases. This needs to be done so that parents who have made a decision not to immunise can be informed. Those children not fully immunised may need to stay away from Preschool during any 'outbreak'.

- Chicken Pox
- Glandular Fever (Infectious Mononucleosis)
- Whooping Cough
- Infectious Hepatitis (Viral Hepatitis, Type A)
- Measles
- Impetigo (Scabby Sores)
- Mumps

We also ask that if your child has any of the following issues that you keep them at home until they have been treated or are clear

- Pediculosis (Head Lice)
- Rubella (German Measles)
- Ringworm
- Scabies
- Hand, Foot & Mouth

Please see recommended minimum exclusion periods handout included in your child's orientation pack.

IMMUNISATION

We support the immunisation of children, before they enter Kindergarten in NSW Public Schools, to protect them against outbreaks of infectious diseases.

When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. The Immunisation History Statement can be obtained by using your MyGov app or contacting the Australian Childhood Immunisation Register on 1800 653 809.

As of December 2013 we have been notified that to enrol in an early childhood education and care service, parents/guardians must provide this document. Failure to provide this document will delay your child starting Preschool.

Children that attend our Preschool and are not immunised will be required to stay at home if there is an outbreak to protect them from infection and prevent them from passing infection on to others.

HEALTHY EATING

Please support our Healthy Eating Policy by providing healthy lunches and snacks for your child. The Preschool values its role in working with families to encourage the development of healthy food habits in the

early years. Thank you for providing nutritious food options for your children. Our brochure from the Australian Government outlines suggestions for what are healthy options to bring to Preschool to eat. The brochure also outlines suggestions for food not to be included in the Preschool lunchbox. We call these foods 'sometimes food' and we request that they don't come to Preschool eg chocolate, lollies, cakes, sweet biscuits as they contain high amounts of sugar. Sometimes food may be returned home.

To raise awareness of environmental issues we encourage families to send in "Nude Food". Nude food is any food that has no packaging….i.e. fruit is natural nude food, sandwiches and snacks may be put into containers. The children will love being "Nude Food Dudes". **We encourage the children to drink water at Preschool and** parents are asked to provide **water only** as their Preschool drink.

Fruit break and lunchtime are very social times at Preschool as well as being a time to refuel our bodies for activities. Sometimes your child might eat a little or a lot of food.

We are a "Munch & Move" Preschool. The children will have a morning tea snack where they enjoy fresh fruit and/or vegetables. They will need some fresh raw fruit and/or vegetables like carrot/celery sticks, cucumber etc. and their water bottle. Brochures outlining lunchbox guidelines are available at our Sign on area. Please feel free to discuss your views about lunchbox options with the Preschool staff.

They will need the following food/water:

- Fresh raw fruit/vegetable for "Crunch and Sip" break
- A healthy lunch (e.g. sandwich, healthy snack)
- A water bottle

***Please label all containers.**

PROGRAM

Our Program is stimulating, engaging, and child interest driven and enhances children's learning and development.

We implement The Early Years Learning Framework.

The Framework's vision is for all children to experience play based learning that is engaging and builds success for life.

The Early Years Learning Framework describes childhood as a time of Belonging, Being and Becoming.

There are 5 learning outcomes which are designed to capture the integrated and complex learning and development of all children from birth to 5 years.

The outcomes are:

- 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
- Children are effective communicators

The Framework focuses on each child's learning. We work with families to get to know each child well. We listen, watch and talk with each child. We then create a learning program that builds on each child's interests and abilities. Families are kept involved in this continual process.

By working together parents and educators can enhance the child's learning and wellbeing.

POLICIES AND PROCEDURES

The following policies and/or procedures are available for you to read in the Policy and Procedures folder located in the Preschool office, please ask if you would like to read them. They are also located on our school website under 'Our Preschool'. Policies are also available on the Department of Education and Communities website.

- Acceptance and Refusal of Authorisation
- Governance and Management
- Emergency and Evacuation
- Fees
- Medical Conditions
- Staffing
- Interactions with Children
- Complaints
- Health and Safety
    - nutrition, dietary requirements
    - sun protection
    - water safety
    - administration of first aid
- Delivery and Collection of Children
- Incident, Injury, Trauma and Illness
- Infectious Diseases
- Enrolment and Orientation
- Excursions
- Child Safe Environment
- Sleep and Rest
- Staff induction
- Behaviour guidance
- Care of chickens
- Physical activity and media
- Relinquishing of position procedure
- Collecting money
- COVID 19

COMPLAINTS PROCEDURE

Our Preschool values the feedback of educators, staff, families and the wider community in helping to create a service that meets regulation and the needs of enrolled children and their families and we encourage open communication through opportunities to respond and feedback on the program. A component of this feedback is the ability to put forward a complaint and have this managed appropriately with due consideration for accountability and quality improvement.

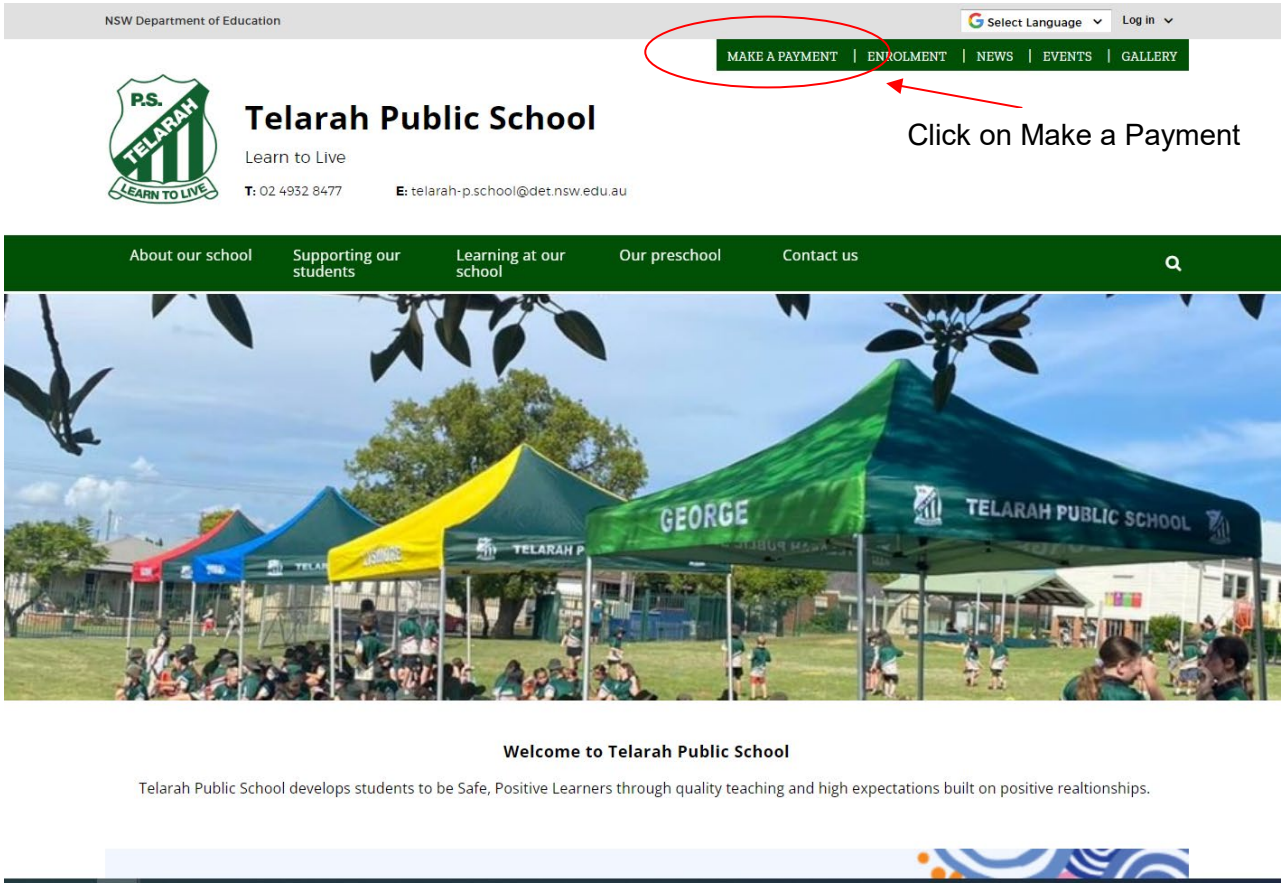
- All minor complaints and disputes will be resolved promptly and without using formal procedures. Whenever possible, informal resolution will be attempted first in all matters assessed as less serious.
- Families are advised to initially make complaints to our teachers, Assistant Principal or Principal, whoever is most appropriate, by appointment. Complaints will be dealt with confidentially and professionally, as per the NSW Department of Education Complaint Handling Policy: Early Childhood Education Quality Assurance and Regulatory Services Directorate, April 2022.
- Displayed in the Preschool entrance (on the DoE template), is the photo and name of the school principal and a statement noting that this is the person to whom a complaint can be made.
- Also displayed in the entrance is a statement advising families that if their complaint is of a more serious nature, or relates to the breach of a regulation, they may choose to contact our regulator: The NSW Early Childhood Education Directorate, Department of Education
- e-mail: ececd@det.nsw.edu.au phone: 1800 619 113

PARENTING ONLINE PAYMENT SYSTEM – INSTRUCTIONS

It is possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a VISA or MASTERCARD credit or debit card.

Step One

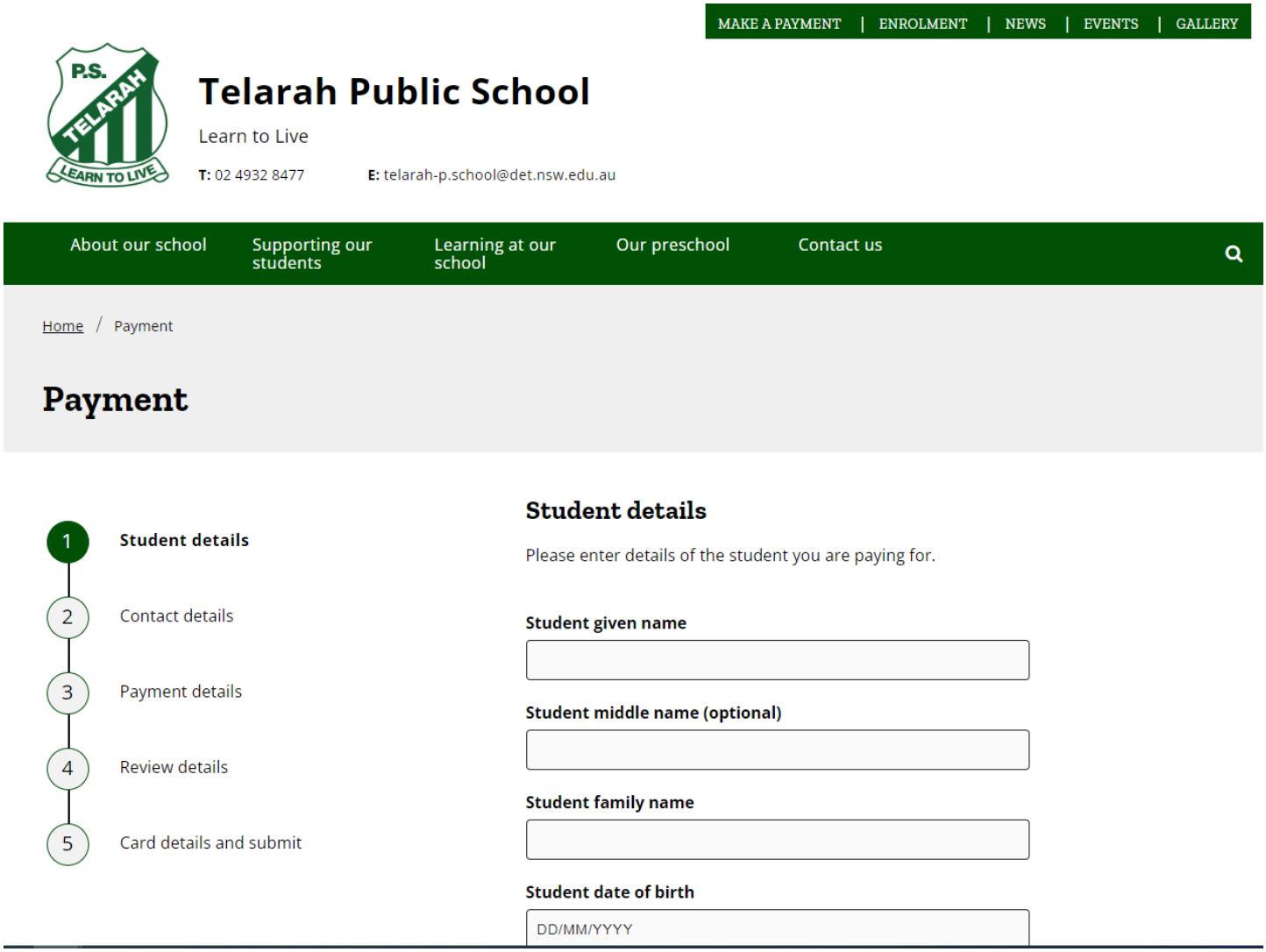
Go to www.telarah-p.school@nsw.edu.au and select the Make a Payement tab at top of screen



Step Two – Student Details

Complete all the mandatory fields

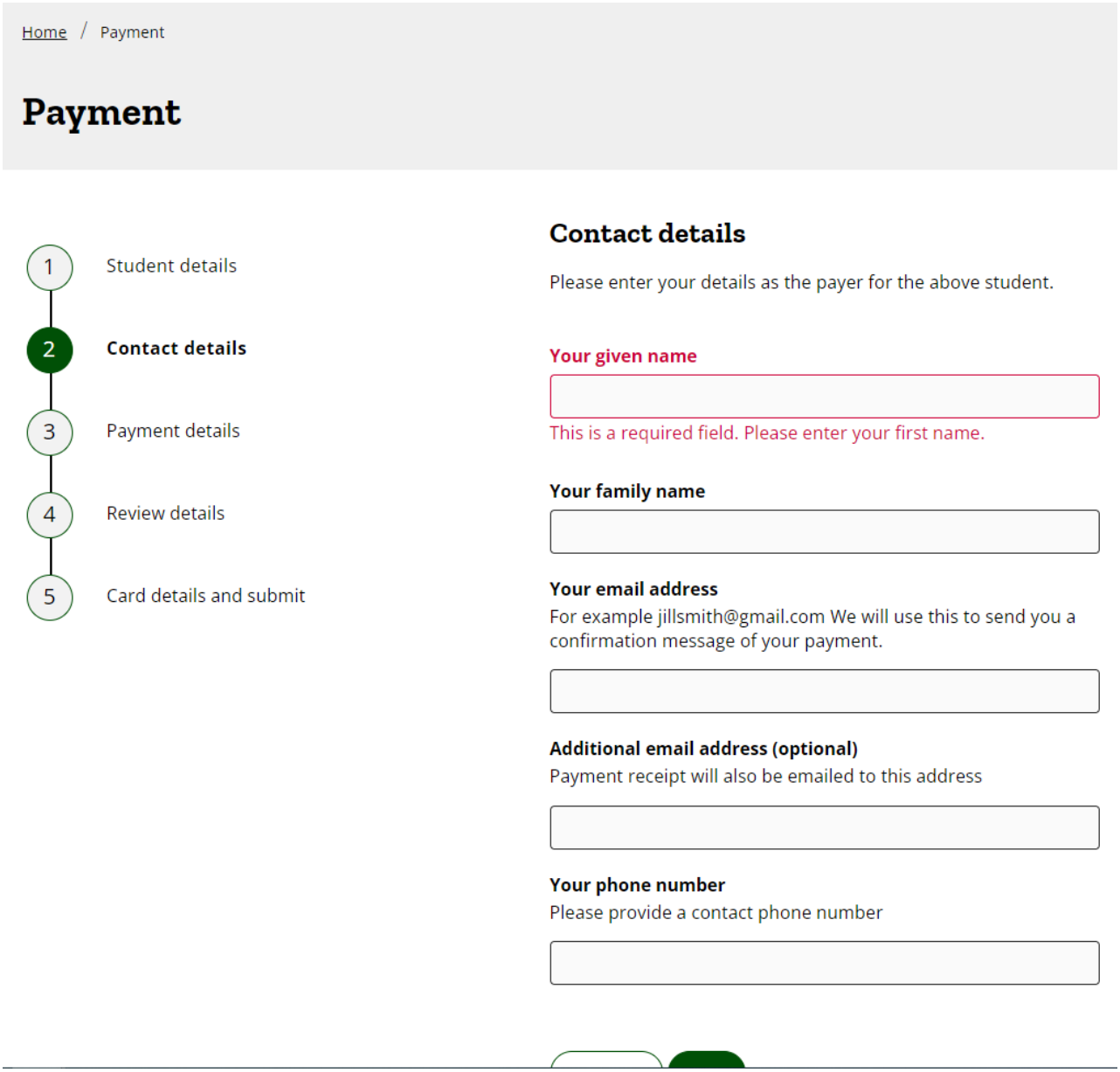
Once completed click on Next Section



Step Three = Contact Details

Complete all the mandatory fields

Once completed click on Next Section



Step Four – Payment Items

Under payment type click on arrow to view a drop-down box with selections – choose one of these items as per below example ‘Excursions’ than you can write a brief description say the name of the excursion than complete the amount you wish to pay.

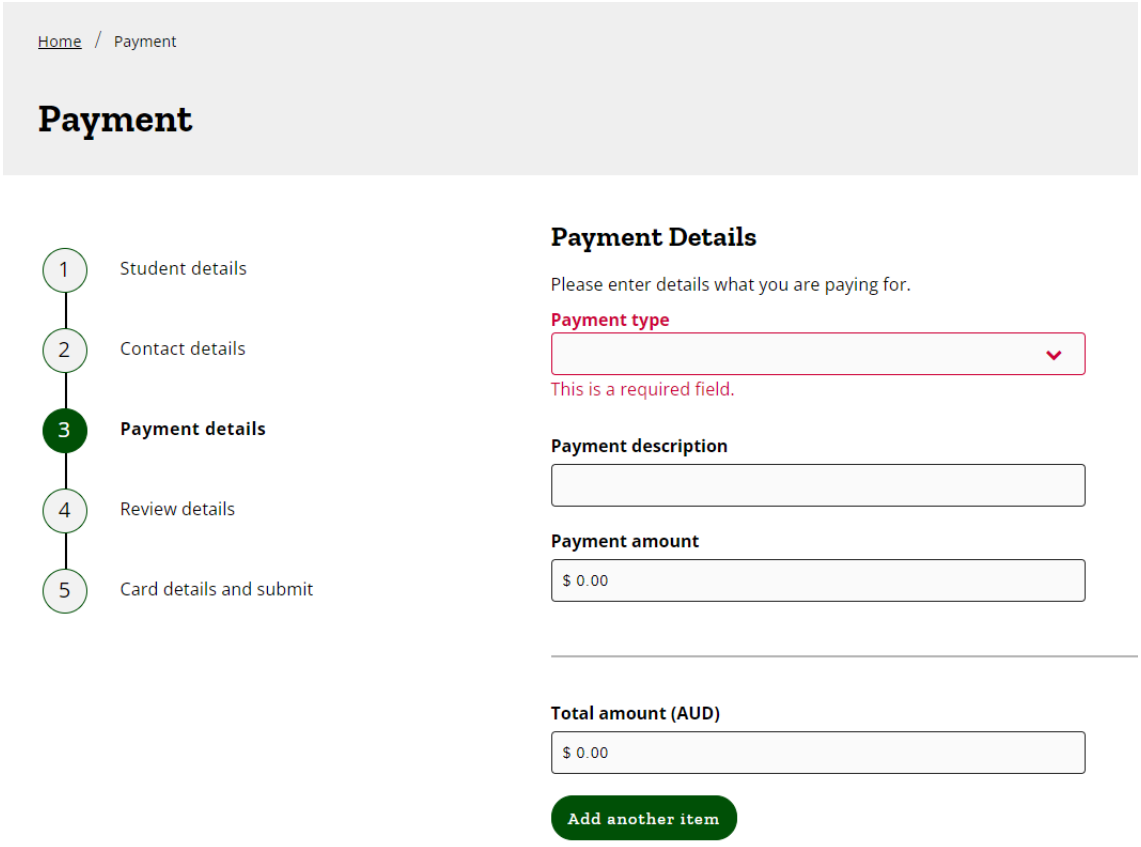
You may add multiple payments for the one child by clicking on ‘Add another item’. You cannot make multiple payments for multiple children.

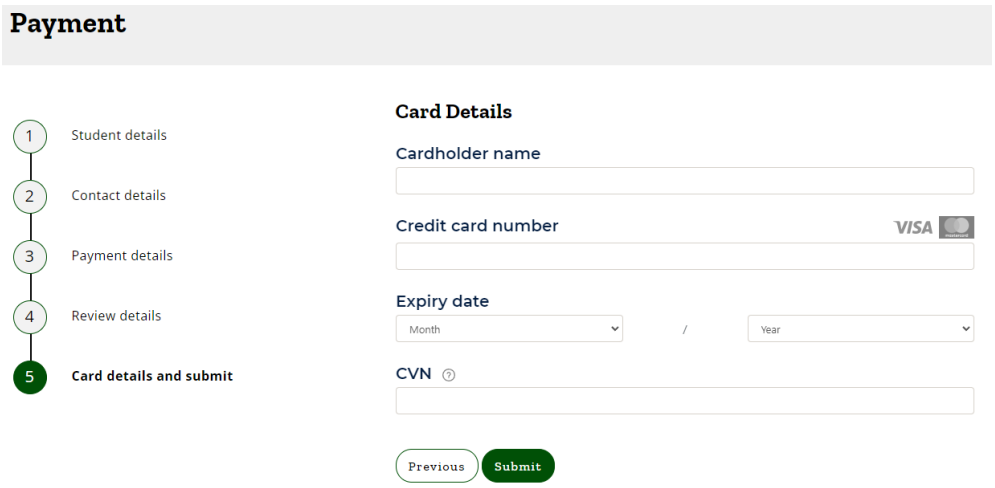
Step Five – Review Details

Step Five – Card Details

Enter the details of the cardholder as per instructions than click Submit.

The system will generate a receipt number you may print this information of record the number on the payment advice form to be returned to school.





SCHOOLZINE APP AND INSTALLATION GUIDE

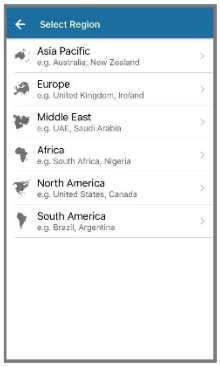
INSTALLING SZapp

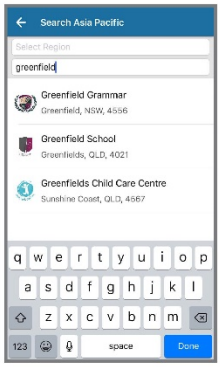
Apple devices:

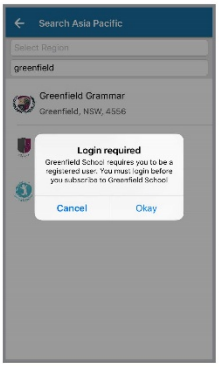
1. On your device, open the App Store.
2. Search the App Store for SZapp.
3. Download and install SZapp.

Android devices:

1. On your device, open the Play Store.
2. Search the Play Store for SZapp.
3. Download and install SZapp.





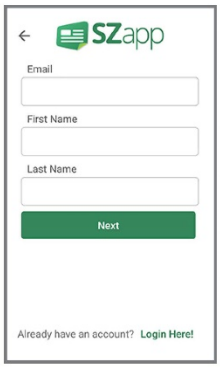


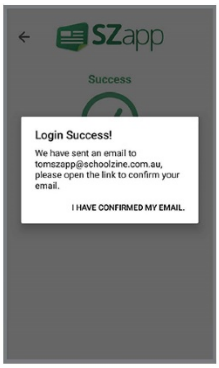
1. FIND YOUR ORGANISATION

Select your organisation's region.
Search for and select your organisation.

2. REGISTER A USER

Before you can add your school, you will need to register.





3. REGISTER A USER

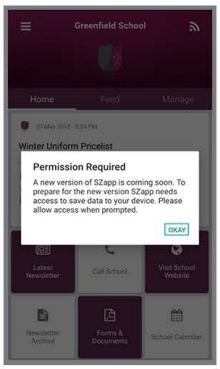
Enter your email and name and then create a password.

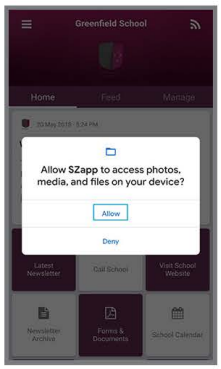
4. CONFIRMING YOUR EMAIL ADDRESS

Once registered you will be sent an email to confirm your email address. Open your mail program and click/tap the URL to confirm. Upon completion, you will then be shown a confirmation screen.

For any further information see:
http://www.schoolzineplus.com/szapp

Schoolzine PARENT ENGAGEMENT PLATFORM SZapp

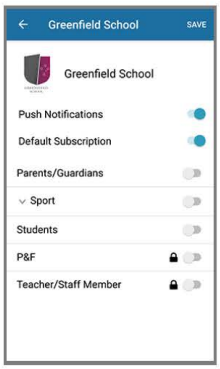


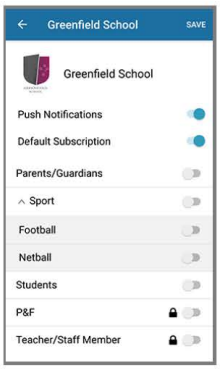


5. ALLOWING PERMISSIONS

Upon installation of the update, you will be asked to allow access to storage on your device. This is required to ensure that SZapp can access the necessary files to store crucial data on your device.

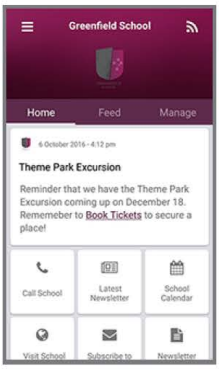
Please click the affirmative options on each pop-up.
Note: The pop-up message you see may differ depending on your device.

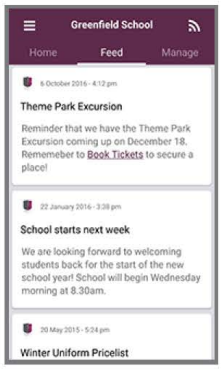


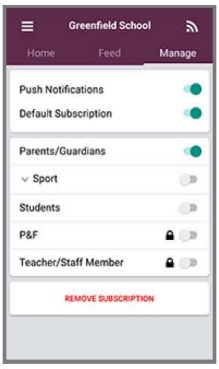


6. MANAGING NOTIFICATIONS

Choose which group/s you would like to receive notifications from. Groups with arrows indicate. that there are sub-groups which you can join.







HOME

The Home tab displays the most recent news item and links to important school information and tools.

FEED

The Feed tab shows a summary view of all news items which you have subscribed to.

MANAGE

The Manage tab allows you to customise what information shows in your news feed and what push notifications you will receive.

For any further information see:
http://www.schoolzineplus.com/szapp

FLEXISCHOOLS APP AND INSTALLATION GUIDE

Getting started with Flexischools

If you'd like to start ordering online with Flexischools, it's super simple to get started!

How to set up your Flexischools account

1. Download our app

- The Flexischools app is the easiest way to place online lunch orders, buy school uniforms, and discover our latest partner offers.

Download on the App Store GET IT ON Google Play

2. Register

- Open the Flexischools App and click 'Like to register?' or click here to register on our website.
- Submit your email address to create an account.
- Go to your inbox and open the registration email from Flexischools. Click on the link provided and follow the registration process, creating a password and completing your personal details.

3. Log in to your Flexischools account and enter your child's details

- Once your account is set up, log into the Flexischools App or click here to log in to our website.
- If you are using the app, select the 'Profile' icon on the navigation bar. Under 'Students', click 'Add new'. Enter your child's name, school, year level, and class. Click 'submit'.

Order on our app

1. Place your order

- In the Flexischools App, click 'Order food' at the top of the homepage.
- Select which student you would like to place an order for.

2. Make your selection

- Choose which service you would like to order for.
- Choose which date to order.
- Select the items you wish to order.

3. Make payment

- When you have finished adding items, click 'Confirm order'.
- Select your payment option and complete payment to place your order.

COMMUNITY SERVICES

LOWER HUNTER COMMUNITY HEALTH SERVICES

58 Stonach Avenue East Maitland
Phone: 02 4931 2000

Office Hours – 8.30am to 5pm Monday to Friday

The Lower Hunter Community Health Service is a unit of the Hunter New England Local Health District.

The staff operate from a variety of premises and provide services to the people living in the Lower Hunter

Staffing includes:

- Audiometry Nurses
- Community Nurses
- Day Care centre
- Dieticians
- Drug & Alcohol Counsellor
- Early Childhood Nurses
- Hospital in the home
- Footcare Nurses
- Continence Nurse
- Occupational Therapist
- Sexual Assault Counsellors
- Speech Pathologists
- Women's Health Nurse Practitioner
- Neighbourhood Centre