

# Preschool Handbook 2021



Welcome to the Soldiers' Settlement Public School community. Our Preschool provides that important first step in your child's education and sets the pathway to learning and brings a sense of belonging to the wider school community. Through ongoing links and transition programs with our K-6 school, your child will be a part of our positive school community. We look forward to an exciting, challenging and rewarding learning journey with your child.



## The Preschool Curriculum and Attendance

We are implementing '**Belonging, Being & Becoming: The Early Years Learning Framework for Australia**'. The Framework conveys the highest expectations for all children's learning from birth to five years and through the transitions to school. It communicates these expectations through the following **five Learning Outcomes**:

- 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.

Your child is enrolled into either;

- Kuwala 1
- Kuwala 2
- Kuwala 3

Your child is expected to attend preschool every day that they are enrolled. If your child is unwell, please notify the school office on 9311 1175



**Please note that regular and consistent attendance is important to achieve the best possible educational outcomes for your child. Before and after school care is not available for preschool children.**

## The Preschool Staff

**Polly Palaitis** – Principal

**Kerryn Barr** – Preschool Supervisor

**Elizabeth Wulff** - Early Childhood Teacher

**Shelley McCarthy**- Preschool Learning Support Officer

## Fees and money collection

The fees for preschool are as follows:

Program	Cost per week	Health Care Card
Monday – Wednesday (2.5 days)	\$45.00	\$22.50
Wednesday – Friday (2.5 days)	\$45.00	\$22.50
Full week (5 days)	\$90.00	\$45.00

**Please note that there may be reductions in preschool fees due to COVID-19 government subsidies. These changes will be communicated at the beginning of the school year.**

Please pay your fees at the school office. Submit your fees in an envelope marked clearly with your child's full name and the amount being paid. These fees are compulsory and go directly to the NSW State Government. The school accepts cash or cheques and parent online payments are also available by going to the school's website and choosing "make a payment" option. If paying by cheque please make cheques payable to: Matraville Soldiers' Settlement Public School.

# Soldiers' Settlement Public School Preschool Daily Routine



## Monday, Tuesday, Thursday and Friday

9:00-11:45am	Outdoor Play Progressive morning tea
11:45am – 12:05pm	Group Time Relaxation Time
12:05pm – 2:45pm	Indoor Play Progressive Lunch
2.45pm-3.00pm	Storytime and singing Children picked up from Preschool
3:00pm – 3:15pm	Staff reflection time and planning for the next day
Monday 3:30pm – 4:30pm	Preschool meeting with the Preschool Supervisor
Tuesday 3:30pm – 4:30pm	Professional Learning meeting with school staff

## Wednesday Timetable

9:00am-10.00am	Outdoor Play Progressive morning tea
10.00am-11.10am	Indoor Play
11:10am-11.30am	Group Time
11:30am	Monday-Wednesday children picked up from preschool
11:30am – 12:30pm	Indoor play
12:30pm	Wednesday-Friday children arrive at preschool
12:30pm-1:30pm	Outdoor Play Progressive lunch/afternoon tea
1:30pm-2:45pm	Indoor Play
2:45pm-3:00pm	Group Time
3:00pm	Children picked up from preschool Staff reflection time and planning for the next day.



Please follow the QR code to watch our 2021 Preschool Orientation Video.

## Communication

When your child begins in the preschool you will be shown your child's communication pocket. Please remember to check your child's communication pocket on a daily basis for school/preschool notices and receipts. In the preschool we use several ways of communicating with parents and caregivers, these are some examples:



- Preschool fortnightly newsletter (sent out fortnightly via E-News Application or in printed version in parent information area)
- School fortnightly newsletter (sent out fortnightly via E-News and SchoolZine Application or in printed version in parent information area)
- Parent committee meeting and Class Dojo app, where we will review procedures at the preschool as well as provide information about upcoming events
- Children's portfolios- a copy of which will be given digitally to each parent at the end of every semester.
- Parent laptop (located in foyer) that will give you access to our Preschool's Quality Improvement Plan, Policies and Procedures, Preschool handbook, your child's portfolio, Randwick Services Database and information pamphlets in a variety of languages.

## Upon Arrival:

- Children should arrive at preschool between 9:00am and 9:30am.
- Please assist your child to show staff what's inside each of their lunch boxes before placing their morning tea, lunch and drink bottles in the appropriate areas.
- Put a hat and sunscreen on your child if it hasn't already been applied that morning (Please ensure that you leave a labelled roll on screen bottle for your child at the preschool so they can reapply it during the day).
- Please assist your child to wash their hand with soap before going to play.
- You are welcome to stay with your child as long as you like at preschool, engaging in activities with them. When you are ready to leave, please ensure you tell a staff member.



## On Departure:

- Children should be picked up from preschool between 2:30pm and 3pm.
- Check your child's bag to ensure you have taken all their belongings (please ensure to take their water bottle home each day to be cleaned and refilled for the next day).
- Sign your child out.

### Please note:

- All adults who are picking up children should be known to the Preschool staff.
- Please inform the staff by telephone if alternative pickup arrangements have been made.
- Unfamiliar adults who are collecting your child must provide photo identification e.g. drivers licence, before we can release the child into their care.
- Children are only permitted to leave the centre in the care of an adult (18 years or older). Siblings under the age of 18 years old are not permitted to collect your child.

## Bag Checklist:

Please pack the following items in your child's backpack each day;



- Water bottle
- Wide-Brimmed school hat
- A complete set of spare clothes (in a plastic bag)
- Morning Tea (in its own cooler bag with ice-brick)
- Lunch (in its own cooler bag with ice-brick)
- A jacket or jumper
- A raincoat

**Please note that we ask that you do not send any foods containing nuts or nut oils.**

## Beginning of year checklist:

- Updated emergency contact information
- A labelled roll-on SPF 30+ broad-spectrum water-resistant sunscreen
- A family photo
- 3 pairs of spare underwear in a labelled zip-lock bag
- Voluntary donation of a box of tissues, disinfectant wipes and wet wipes.



## What should my child wear?

- Comfortable clothing such as shorts, long sleeve t-shirts, dresses and pants.
- Joggers or enclosed sandals. Shoes with Velcro straps are fantastic as they allow your child to easily take their shoes on or off by themselves when needed.
- Please do not wear singlets, midriff tops, thongs or crocs.
- Children should wear a wide-brimmed school hat when outdoors. These can be purchased from the school uniform shop.
- The preschool follows the DoE sun protection policy.

## Guiding Behaviour

We endeavour to guide or teach the children to act thoughtfully. We believe behavioural mistakes are inevitable. In the preschool we are working on implementing the Positive Behaviours for Learning framework which is the system used across the entire school to guide children's behaviour in a positive direction.

## Birthday Celebrations

Birthdays are a very special event in your child's life, we are very happy to celebrate this special occasion at preschool. If you wish, you may send in twenty small cupcakes. Please provide a list of ingredients and remember do not send in any cupcakes containing nut or nut products (including peanut oil).

If you would like to share in your child's celebration, please arrange this with the Preschool staff prior to the event.

**Please note that due to COVID restrictions, there are changes to the way that we celebrate birthdays.**



## Keep It Cool!

Children are more at risk of food poisoning and other infections than healthy adults. Food poisoning can be a serious health risk. The most important thing to remember in keeping food safe during storage is to keep potentially hazardous food out of the 'temperature danger zone' of 5 degrees Celsius to 60 degrees Celsius.

**Keeping in mind that school lunches usually sit for a few hours before being eaten, below are some simple tips to help ensure food is kept at a safe temperature until the time it will be consumed:**

- use insulated lunch boxes or cooler bags
- keep a frozen water or freezer brick inside the lunch box
- if preparing lunches the night before, keep it in the fridge until leaving for school.
- Any perishable food such as meat, poultry or egg sandwiches, should be thrown out if not eaten that day.



## If your child is unwell

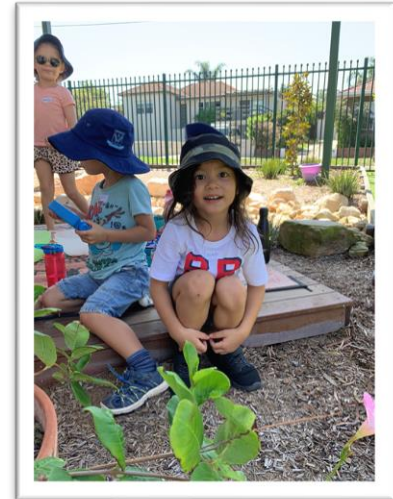
Please keep your child at home if they have a temperature, are contagious, are sick, or are coughing and sneezing. If your child has a contagious illness please telephone the school office who will communicate this information to the Preschool staff. When children return to Preschool after an illness, please provide the preschool staff with a doctor's certificate.

## Medication and the role of the parent:

Medication cannot be administered at school unless in the original packaging. Prescribed medication should be in a pharmacy labelled container detailing the student's name and the prescribed dosage. An administration of medication form is to be completed by the parent/caregiver.

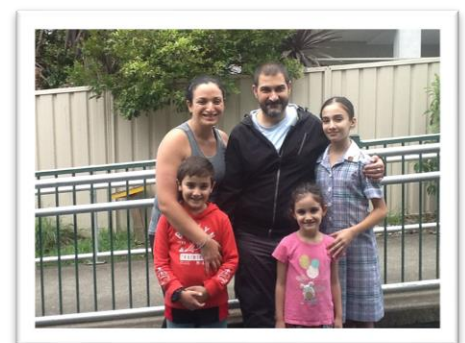
### Supply and storage of prescribed medication and 'consumables'

- Secure delivery and storage of prescribed medication is important for the safety of the student requiring prescribed medication as well as for the safety and welfare of other students in the school.
- Parents are responsible for supplying their child's prescribed medication and any associated equipment needed for the administration, which is replaced after use (i.e. consumables). These items need to be provided in a timely way.



### Parents should;

- cooperate with the school on student health matters
- support their child's health
- inform the school of the health needs of the child when they enrol or when health conditions develop or change
- liaise with the child's medical practitioner about the implications of the child's health condition for their schooling
- where medication is prescribed, ask the medical practitioner whether the medication is available in a form which minimises or eliminates the need to provide the medication during the school day
- convey all relevant advice and information from the medical practitioner to the school
- complete a written request form (supplied by the school) for the school to administer prescribed medication or for other support
- provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the principal
- collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.



## Asthma

If your child suffers from asthma, before beginning in the preschool you must provide the preschool with an Asthma Action Plan from either the hospital or your doctor. It must also have a close up photo of your child's face attached. You must bring your child's asthma medication (puffer), as well as a spacer in a clear lunch box. All items must be clearly labelled. Please check expiry dates before giving to the preschool.



## Anaphylactic Reaction

Where a student is known to be at risk of an anaphylactic reaction, an individual health care plan is developed. Parents will need to provide information from their child's medical practitioner, including an ASCIA Anaphylaxis Action Plan. This information will be used in the development of an individual health care plan. This Anaphylaxis Action Plan and the child's medication must be provided to the principal before beginning in the preschool.

Action Plans for Anaphylaxis

<http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis>



The preschool program is flexible and subject to change depending on what is happening on the day.

If you have any questions or concerns, please don't hesitate to talk to the preschool staff.

We look forward to a wonderful year with your children filled with amazing learning opportunities.