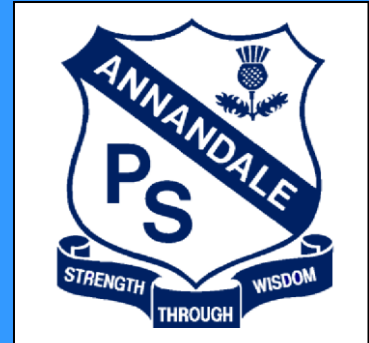


Annandale Public School Preschool



25 Johnston Street Annandale, 2038

School Phone: 9516 3711 email:

Annandale-p.school@det.nsw.edu.au

www.annandale-p.schools.nsw.edu.au

Parent Information Book 2021



Welcome to Annandale Public School Preschool

This handbook contains much of the information you require.

Please do not hesitate to ask Educators if you need to know more. You will find the following in here:

- License & Rating
- Management
- About our Service
- Our Philosophy
- The Preschool Environment
- Operation Times
- Daily Routine.



Getting Prepared

Before your commencement day talk to your child about going to preschool.

Preschool is an exciting place where children form many friendships and enjoy a vast range of learning experiences.

Ways to support your child:

- teaching your child how to take off and put on shoes and socks.
- encouraging your child to dress and undress themselves.
- encouraging your child to put away belongings and toys after use.
- prior to starting preschool, please inform the staff of any medical conditions, allergies or any other additional needs.

Annandale Public School Preschool

Annandale Public School Preschool is government operated by the Department of Education that provides learning programs to children one year before starting school and is an integral part of Annandale Public School.

License and Rating

Our preschool is licensed to care for a maximum of forty children, between 9:00am and 3:00pm daily.

- Approved Provider: NSW Department of Education PR-00005345
- Service approval number: SE-00006442

Our preschool complies with the Education and Care Services National Regulations (current version):

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2010-104a>



Management of our Service

Our service is operated by the Department of Education and is part of a Preschool to Year Six Public School. Our School Principal assumes the roles of:

- Nominated Supervisor: Ms Lisa Lupton (School Principal)
- Educational Leader: Ms Lisa Lupton
- Responsible Person in Charge: Ms Lisa Lupton



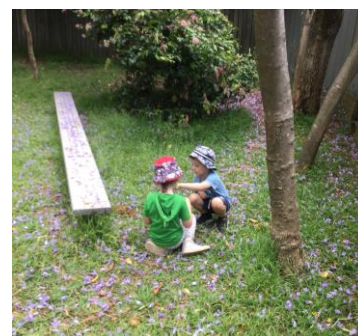
Our preschool teachers are responsible for the care and education of the preschool children in conjunction with two other educators (school learning support officer).

For information about our Policies and Procedures, please see the appropriate folder in the preschool foyer.

About our Service

Play based learning is our focus at Annandale Public School Preschool. Our programme is built on children's interests and we aim to develop the whole child, in accordance with the national Early Years Learning Framework for Australia, '**Being Belonging and Becoming**'. The Learning Outcomes for children and the Principles and Practices for Teachers, guide our work.

Our preschool is set in an inner city oasis. Children engage in learning activities in our extensive playground that incorporates many natural elements. Indoors, two inviting rooms, the Budawa and Nangami. We aim to maximise children's independence and choice, in a friendly, inclusive and nurturing environment.



The preschool years are a good time to engage children in sustainability learning and to develop lifelong practices to ensure the respect and proactive attitude towards creating a sustainable environment. Children spend unhurried time playing in nature, are free to explore, collaborate, communicate and question. Children are actively involved in sustainable practices daily. The beautiful outdoor environment is where the children spend many hours a day connecting with nature. The yard has lots of natural shade provided by established trees, vegetable patch, native gardens, worm farm, compost bin, beehive, large sandpit and a mud pit. Our wonderful native trees provide a home for our possums and lorikeets.

Annandale Preschool Philosophy 2020

We acknowledge the Gadigal people of the Eora Nations, the traditional custodians of this land, and pay our respect to the elders both past and present.

We work with the Annandale Public School Vision Statement, National Quality Framework, Early Years Learning Framework and Early Childhood Australia Code of Ethics.

Belonging: Knowing where and with whom you belong,

- Respecting diversity – We believe each child and their family’s values, culture, traditions, beliefs, abilities and language should be acknowledged and accepted and reflected in the learning environments.
- Inclusiveness – We provide an inclusive environment dedicated to nurturing resilient, creative and active learners. We believe all children should have opportunities to achieve learning outcomes in a way that reflects their individual style.
- Collaborative partnerships – We believe in actively sharing and including the knowledge of each child and their family into the curriculum.
- Community Involvement – We believe in participating in our local community, building and providing connections of services.

Being: Make meaning of the world,

- Respecting children’s rights – We believe in providing a safe, healthy and positive environment.
- Play – We engage children in play-based learning that is reflective of their current interests, strengths and development.
- Exploration - We believe it is important to provide opportunities for children to experiment, discover, explore, create, investigate, practice theories, solve problems and express ideas with the support of other children and educators.
- Intentional teaching – We believe in fostering life-long learning through socio-cultural play experiences.
- Sustainable living – We support children to be active carers of the environment.

Becoming: A process of significant change during childhood,

- High expectations – We view all children as capable individuals who are active co-constructors of their own learning.
- Flexible learning environments – We accommodate children’s individual routines and choices through a balanced and unhurried routine.
- Reflective practices and assessment for learning – We believe in developing a learning community with children, families and the community through curriculum reflection and evolving with current research. Sharing and co-constructing children’s learning journeys with families.
- Community Involvement – We support families in making connections within their local community by offering centre events and resources that engage families in community life

Our Preschool



Annandale Public School Preschool is a Department of Education Preschool located within the grounds of Annandale Public School.

Children are eligible to enrol in preschool from the beginning of the school year if they turn 4 years of age on or before 31 July in that year. Children generally attend departmental preschool classes for one year only, in the year before starting school.



Operation Times

9.00am – 3.00pm during school terms.

Collection of children is 3pm as we are licenced from 9am to 3pm

If you require extra hours of care, we have a privately run Before and After Care Service. Please make enquiries directly to Annandale After School Centre 95198180.

We have two groups of children – the Budawa and Nangami group. Each group is guided by a university qualified teacher and a school learning support officer.

Preschool staff breaks are covered by staff from the primary school.

All enquiries about enrolments and fees should be directed to the front office of the school.

The Program

The learning program is guided by the **Early Years Learning Framework** for Australia which is underpinned by five Learning Outcomes for Children:

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.*

We provide a holistic play-based learning program that supports the foundations of literacy, numeracy, creativity, information technology, sciences, critical thinking, problem solving and emotional and social wellbeing. Many experiences and activities are intentionally planned in order to build upon and extend skills and understandings. Our educational programs are child-centred and created alongside the interests and abilities of children as well as the latest research and theories.

Our educators are committed to supporting and respecting multiple cultures, history and backgrounds, inclusive of Aboriginal and Torres Strait Islander people.

The preschool also participates in many of the whole school activities including; Book Week, Harmony Day, Easter Hat Parade, NAIDOC Week, Gymnastics Program and Special Performances.

A variety of educational approaches are used to promote learning:

- child initiated activities guided by the teacher.
- teacher initiated and guided activities.
- free play and discovery.
- child initiated and self- guided activities.



Daily Routine

Our daily routine is flexible to allow for children's interests, learning opportunities and intentional teaching to take place at any time. It might also change in response to the weather and special events. The children have long sessions of uninterrupted indoor and outdoor play each day. We have planned and spontaneous group times throughout the day.



Arrival and Departure

At the beginning and end of each day, children must be accompanied to and from preschool by a parent or an authorised adult. A register is provided to sign your child in and out. There is a provision in this register for a daily contact phone number where you can be contacted in an emergency. Please ensure that we can contact you on this number at any time of the day. You will also be asked to complete a document identifying individuals permitted to collect your child from the preschool. Any changes to regular pick up arrangements can be made in the sign in book on the day. Please inform staff of any changes on the day. This record is also critically important in the case of an emergency.

Absences

If your child is away for illness or holiday, please inform the preschool staff via phone or email.

Illness

At Annandale preschool, steps are taken to control the spread of infectious diseases and to manage injuries and illness. It is in the best interest of all at preschool to keep sick children at home. Should your child have diarrhoea or vomiting in the previous 24 hours please keep them at home. If your child becomes ill at preschool and you are called, please collect your child promptly.

Medical Conditions

Prior to starting preschool, please inform the staff of any medical conditions, allergies or any other additional needs.

Allergies

You must inform the preschool if your child is allergic to any foods or is at risk of anaphylaxis. In order to provide a safe environment, all parents are reminded not to send any food that contains nuts. An **ACTION PLAN** signed by a doctor must be provided before your child can attend preschool. There is a procedure that begins at enrolment for ongoing communication between families and educators regarding your child's health care and medical needs.

Asthma

If your child suffers from any form of Asthma, the preschool **MUST** be provided with an **ASTHMA PLAN**, signed by a doctor, before your child can attend preschool. Medications are also required to be kept at preschool.



What to bring to Preschool:

Every child should have a bag containing:

1. Food - The children will be having morning tea and lunch. Suggestions include a sandwich, wraps, as well as some healthy snacks including fruit. We encourage sustainable practices and recommend these be placed into a lunch box with divisions. If food needs to be wrapped, try to use paper instead of plastic wrap. If possible, please try to avoid sending individually pre-packaged servings.
2. Sun hat - one with a brim all the way around, clearly named which will remain at school.
3. Drink bottle - containing water - clearly labelled with name.
4. Change of clothing - clearly labelled with name.
5. Please do not bring toys from home.



Birthdays

We celebrate Birthdays at preschool and you are welcome to bring in a birthday cake or cupcakes. Please ask educators if there are children with allergies.



Child Protection

All our school staff are mandatory reporters and have a legal obligation for children within their care.

More information is available online;
<http://www.community.nsw.gov.au/home>.



Clothing

Please dress your child in sun safe, comfortable clothes which allow for self-dressing. Closed in shoes (please note that crocs, thongs and slip on shoes are not suitable). Ensure that your child can put on his/her shoes and fasten them - velcro is ideal.



Communication

Our platform of communication is via the School Enews APP. Our Preschool teachers use the **Kinderloop App**, for families to see events, photos, and reminders as they happen. We believe it is important to keep parents informed, especially about their child's learning. Should you have any specific concerns regarding your child, please make an appointment with the teacher for an interview.



Custody

Please advise staff in writing of any custody or alternate living arrangements.

Excursions

Children learn from experience, and excursions are a valuable part of our preschool program. Appropriate risk management planning is undertaken to ensure the success of an excursion. We focus on planning to make the most of the experience whilst ensuring the safety of all those involved. We require your written consent for your child to attend excursions.

Fees

Payments are to be made in advance, either weekly, fortnightly, monthly or by the term. Please note, there is no reduction in fees for absences or vacations during the school term. Our preferred options of payment are Parent Online Payment (POP) accessed through our website or payments made in person at the main office in the primary school either by cash, cheque and visa/master card.

Any changes to fees families will be notified.

Food

Ideas for healthy lunches can be found at www.healthykids.nsw.gov.au. Please note, we have children who have allergies to nuts, so please do not send nut products such as peanut butter and Nutella for your child.



Lunch orders from the school canteen are available every Monday, Wednesday and Friday. Please see the school canteen fact sheet included in this pack.



Hats

Please provide a sun hat with your child's name clearly marked. Hats should be correctly fitted, cool and comfortable and have a wide brim or legionnaire style. No caps please. The hat will remain at preschool.



Immunisation

The Department of Health asks that all children be immunised against polio, whooping cough, tetanus and diphtheria. A copy of your child's immunisation history statement (via family services) will be required prior to enrolment in the preschool. If your child is not immunised, they cannot be included in our program.

Information Details

Parents are required to inform the preschool of changes in address, phone numbers, emergency information, health status or family situations as soon as they occur. Records and information are stored appropriately to ensure confidentiality and are maintained in accordance with legislative requirements.

One Year Only

Children generally spend one year only at any Department of Education preschool prior to school entry. In exceptional circumstances, children may attend preschool for an additional year. This can only occur with the approval of the Principal.

Family Involvement

Families are a very important part of our preschool. Families are respected as their child's first teacher and are provided opportunities to influence and contribute to the program and elements of the preschool.





Recycling

We value contributions of the following:

Paper or cardboard (any kind), wrapping paper, cellophane, tissue paper, greetings cards, scraps of material, ribbon, lace, wool, milk bottle tops, cardboard rolls, foam packing, empty grocery boxes, beads, buttons, foil, egg cartons, magazines, pieces of soft wood suitable for carpentry, dress-up clothes and accessories ...and more!

Sunscreen

Our preschool play areas are well shaded and outdoor times will be adjusted seasonally, but your child will still require sunscreen. Please apply this at home before leaving for preschool. Should reapplication be necessary, the preschool will have an SPF 30+ broad spectrum and water-resistant sunscreen available. Should you require something different for your child, please supply your own.



Support Services

As a parent or carer, you may refer your child to the School Counsellor. For more information, see the APS website - '*Supporting our Students*'.

Wellbeing

As part of our daily practice we have opportunities for relaxation, for example mindfulness and yoga. Quiet areas are available throughout the day - both indoors and outdoors.

Withdrawing from Preschool

The school office must be notified two weeks in advance of a child withdrawing from the preschool. If notice is not provided, a two-week penalty fee will apply. If, after a reasonable period of time it is found that a child's unable to adjust to the Preschool, the school reserves the right to request withdrawal of the child. This decision is at the discretion of the Principal.

We look forward to getting to know you and your family throughout the coming year. From the 'The Preschool Team'.

