

Annandale Public School Preschool



25 Johnston Street Annandale, 2038

T: 02 9516 3711 E: annandale-p.school@det.nsw.edu.au

W: annandale-p.schools.nsw.edu.au

Parent Information Booklet – 2022



Welcome to 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.

This booklet contains much of the information you require regarding our Preschool Program.

Please do not hesitate to ask our *Educators* if you need to know more.

CONTENTS

Before Commencement	3
Licence and Rating	3
Our Service	4
Our Philosophy	5
Our Preschool	6
Hours of Operation	6
The Program	7
Daily Routine	8
Arrival and Departure	8
What to Wear and Pack	9
Health + Immunisation	10
Communication + Family	11
Involvement Support + Welfare	12
Fees	12
Length of Attendance + Withdrawal	13

Before Commencement

Preparing your child

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.
- Informing staff of any medical conditions, allergies, and additional needs *prior* to starting preschool.

Licence and Rating

Our preschool is licenced to care for a maximum of forty children, between 9AM and 3pm 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>

Our Service

Management

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

- *Nominated Supervisor*
- *Educational Leader*
- *Responsible Person in Charge*

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.



Ms Lisa Lupton
School Principal

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 *Principle 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 as well as two inviting indoor rooms; *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 and are free to explore, collaborate, communicate, and question.

Children are actively involved in sustainable practices daily. Our beautiful outdoor environment is where children spend many hours a day connecting with nature. The yard has lots of natural shade provided by established trees, plus a 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 2022

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, the year before starting Kindergarten.



We have two groups of children in our preschool: the *Budawa* and *Nangami* groups.

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.

Hours of Operation

9am – 3pm during school terms.

Collection of children is at 3pm sharp as we are only 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* 9519 8180.



Our Program

The learning program is guided by the Early Years Learning Framework for Australia available at the link:

[Approved learning frameworks | ACECQA](#)

The program is underpinned by 5 learning outcomes:

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



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.

Children's health and wellbeing is promoted through planned and spontaneous physical activity and encouragement of healthy eating.

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.

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.



Excursions

Children learn from experience, and excursions are a valuable part of our preschool program. 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.

WHAT TO WEAR AND PACK



Food: Children will be having morning tea and lunch. We suggest sandwiches and wraps, as well healthy snacks and fruit.

Healthy lunch ideas can be found at healthykids.nsw.gov.au

Note: some of our students have nut allergies, so please do not pack nut products such as peanut butter and Nutella for your child.



Sustainable practices are encouraged. We recommend food be placed into a lunch box with divisions. If food needs to be wrapped, try to use paper instead of plastic wrap. Avoid sending individually pre-packaged servings where possible.



Please ensure your child's lunch box has an ice pack or ice brick inside.



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



Your child requires sunscreen to be applied 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.



A drink bottle which can be replenished with water throughout the day



A sun safe, correctly fitted hat in a broad-brimmed, bucket or legionnaire style. Caps are **not** suitable.



Closed-in shoes (thongs, crocs, and slip-on styles are **not** suitable). Ensure that your child can put on and fasten their own shoes - velcro is ideal.



Sun safe clothing that covers the shoulders and is designed simply enough to allow self-dressing.



Children learn through play; please ensure your child wears clothes that can get dirty. Also, remember to pack spare clothes!



A **clearly labelled** hand towel



Clearly label all items that your child brings to the centre with their name.



Health + Immunisation

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. 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.

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.

Communication + Family Involvement

Information and 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.

Absences

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

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.



Communication

Our platform of communication is via the *School ENews app*. Our preschool teachers use the *Kinderloop app* for families to see educational developmental posts, events, and general information. Parents may respond to their child's posts. 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.

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, accessories, and more!



Support + Welfare

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>.

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.

Custody

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

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
- Made in person at the primary school main office either by cash, cheque, or visa/master card.

Families will be notified of any changes to fees.



Length of Attendance + Withdrawal

“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*.



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 it is found that a child is 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*.



Complaints and feedback

We are committed to working with parents, carers, students and families to ensure all students are happy and thrive at preschool. If you have a question, issue, complaint, feedback or compliment about our preschool, we'd like to know.

- For complaints, in the first instance, the preschool teacher will seek to address and resolve complaints respectfully and informally, as soon as possible.
- If a complaint cannot be resolved by the teacher, is a serious complaint or related to child protection, it will be referred to the principal immediately.
- If your concern has not been resolved, you can contact the Quality Assurance and Regulatory Services Directorate 1800 619 113 or via email: ececd@det.nsw.edu.au

We look forward to getting to know you and your family throughout the coming year!

- 'The Preschool Team'