

Annandale Public School Preschool



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Parent Information Booklet – 2023



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 Preschool Program information.

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

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Welcome!

We are pleased to welcome you and your child to Annandale Public School-Preschool. We endeavour to ensure a settled, productive, and connected relationship with our community to achieve the best possible outcomes for your child.



Licence and Rating



Our preschool is licenced to care for maximum of forty children, between **9am – 3pm daily**

- Approved Provider: NSW Department of Education PR-00005345
- Service approval number: SE0000644

Annandale Public School Preschool has been assessed and rated as '**Exceeding**' National Quality Standards.

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

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.

About our Service

Play based learning is our focus at *Annandale Public School Preschool*. Our program 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. We aim to maximise children's independence and choice, in a friendly, inclusive, and nurturing environment.

Children are actively involved in sustainable practices daily. Our beautiful outdoor environment is where children are involved & connected 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 outdoor kitchen. Our wonderful native trees provide a home for our local wildlife.

Annandale Preschool Philosophy 2023

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

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: ***Budawa*** and ***Nangami*** groups.

Each group is guided by a Early Childhood 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

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.



The Program

The learning program is guided by the Early Years Learning Framework and National Quality Framework of Australia available at the link: www.acecqa.com.au

The EYLF 5 learning outcomes guides our practices.

1. *Children have a strong sense of identity.*
2. *Children relate to 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. Our educational programs are child-centred and created alongside the interests and abilities of children as well as the latest research and theories.

We believe that children are resourceful and capable learners as per our philosophy.

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, Library & Kitchen Garden.



Online Kinderloop

The Kinderloop app is used to send photos and information about your child's learning at preschool. You will be provided with our program information on how to create an account to access this information and a permission form to be signed.

More information on upcoming events is available on our school website and the school [Enews App](#).



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 put away belongings and toys after use.
- Informing staff of any medical conditions, allergies, and additional needs *prior* to starting preschool.

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 (9am-3pm) school terms

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. Please ensure that we can contact you on your listed 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 critically important in the case of an emergency. Children are the responsibility of parents before and after preschool session times and are not to be left in the grounds without adult supervision.

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/Incursions

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, 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, including medication forms.

Asthma

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

Immunisation

Changes to the **NSW Public Health Act** require parents with children starting school to present an Immunisation Certificate at the time of school enrolment. It is a Departmental requirement for Parents to provide their child's immunisation record and birth certificate prior to the commencement of preschool. Attendance cannot commence until these mandatory documents are sighted. When your child turns four, teachers will send an immunisation reminder letter home.

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 absent, please contact the teacher via the **school email** annandale-p.school@det.nsw.edu.au giving reasons for the absence e.g., holidays, sickness, leave.

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 contribute to the program and elements of the preschool.



Sustainability

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, empty grocery boxes, beads, buttons, foil, 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

As part of the recent NSW Government announcements there will be no fees charged in Department of Education Preschools in 2023.

All other fees apply for incursions, extracurricular activities (e.g. gymnastics program)

Our preferred options of payment are:

- *Parent Online Payment (POP)* accessed through our website.
- Made in person at the primary school office either by cash, eftpos or visa/master card.

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

Notice stating the reason for withdrawing from the preschool and final date the child will attend can be emailed or handed to the school office two weeks in advance. 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*.



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

‘The Preschool Team’