

Annandale Public School Preschool

Belonging Being Becoming



Parent Information Book 2017

Annandale Public School Preschool

Annandale Public School Preschool is a sessional preschool providing educational care for children in their early years.

Preschools in government schools operated by the Department of Education provide educational programs to children one year before starting school and are an integral part of the school in which they are located.

Departmental preschools aim to ensure that “all children experience learning that is engaging and builds success for life” (Early Years Learning Framework)

License and Rating

Our preschool is licensed to care for a maximum of twenty children, between 9:00 and 3:00 daily, with a ratio of one adult for each ten children.

- 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 18 December 2015):

<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>

Management of our service

Our service is operated by the Department of Education and is part of a Preschool-Year Six Public School. Our school principal assumes the roles of;

- Nominated Supervisor
- Educational Leader
- Responsible person in charge

Our preschool teacher is responsible for the daily care and education of the preschool children.

Annandale Public School Preschool
25 Johnston Street
Annandale, 2038

School Phone: 9516 3711

School Fax: 9550 4581

www.annandale-p.schools.nsw.edu.au
Preschool Hours: 9.00am - 3.00pm



Staffing

Nominated Supervisor: Mr Dace Elletson

Responsible Person in Charge: Mr Dace Elletson

Educational Leaders: Ms Margaret Goss and Mr Dace Elletson

Teachers: Mrs Meli Astri (*Preschool Blue*)
Mrs Beryl Davies (*Preschool Green – Monday – Wednesday*)
Mrs Karen Elliott (*Preschool Green – Thursday and Friday*)

RFF Teacher: Mrs Beryl Davies (Thursday)

School Learning Support Officers: Pauline Windsor
Leanne Matthews



Annandale Preschool Philosophy

(Reviewed February 2017)

At Annandale Public School Preschool, we believe that each child, family and educator is a unique and valued person; therefore we seek to honour and respect each individual by accepting differences and celebrating diversity. We aim to create an atmosphere that is nurturing and warm, where all our families feel welcomed and have a sense of **belonging**.

It is our belief that children should be encouraged to follow their interests and strengths with the support of the whole school community. We believe that play is essential to children's learning and that children learn most effectively in the here and now. We believe all children are capable, creative and involved learners who benefit best from play-based experiences where they are given time to engage in **being**. Through play children make sense of their world and connections with others.

We believe children should be encouraged and supported to make their own decisions and choices, to discover and create in collaboration with other children and educators. We value the importance of engaging in meaningful early literacy and numeracy concepts within the context of intentional and play based experiences. We encourage and support children to express empathy for others, to interact peacefully and cooperatively. It is our belief that children are capable, resourceful and valued members of the community who can develop respectful, proactive attitudes to their environment and participate in a sustainable future. In partnership with families, we aim to support children in **becoming** socially aware members of the community.

We believe in developing respectful relationships with children, families and staff through open and meaningful communication. We recognise the importance of working as a cohesive team drawing on each other's skills and experiences to provide a holistic and well balanced learning environment. We invite each family to participate in the preschool community and welcome their interest and involvement.



THE PRESCHOOL ENVIRONMENT

'An inner city oasis'

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 classes 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

9am - 3pm during school terms.

The first day of Terms 1, 2 & 3 and the last 2 days of Term 4 are gazetted staff development days and therefore the Preschool is closed on those days.

In line with DoE recommendations the Preschool is closed on the last day of each term to allow for the packing away and cleaning of equipment.

Aims

To motivate each child through play, leading to exploration and discovery.

To recognise individual differences and thereby encourage sound development intellectually, physically, emotionally and socially.

To educate preschoolers in a safe, secure environment with regular routines.

Highlights

Expert, experienced teachers with a high level of commitment catering to the needs of four and five year olds in a developmentally appropriate Preschool programme.

A child centred environment with a friendly and supportive staff.

The provision of a wide range of experiences relating to the K-6 school curriculum such as computer education, emerging reading, writing and mathematical skills.

An attractive setting located in a safe and protected environment with a large outdoor area for gross motor development.

Inviting and well equipped classrooms and outdoor areas including an aboriginal yarning circle, sustainable vegetable garden and stingless bees.

A comprehensive transition to school programme with regular school, class and library visits and involvement in school events such as parades, assemblies and school concerts.

Involvement in the Stephanie Alexander Kitchen Garden Program.





The staff

Each Preschool class comprises a maximum of 20 children. Each class has a 3 or 4 year university qualified teacher who is assisted by an experienced School Learning Support Officer.

Our staffing arrangements allow an adult to child ratio of 1:10.

Our staff are supported by the school executive headed by the school principal, Mr Dace Elletson, who is the Educational Leader and supervisor of the Preschool.

The program

The learning program is guided by The Early Years Learning Framework for Australia and is underpinned by the five learning outcomes of:-

- 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.

Learning takes place in a variety of situations - solitary, one-to-one, small groups and large groups in indoor and outdoor environments.

The education program will be based on the needs of individual children and aims to develop social, emotional and cognitive abilities and enhance language, creative and physical development.

Experiences and activities are sequenced in order to build upon and extend skills and understandings.

A variety of educational approaches is used to promote learning:

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

Repeating

Children generally spend one year only at any DoE preschool prior to school entry. In exceptional circumstances, children may attend Preschool for an additional year. This can occur with the approval of the Principal after discussions with the parent and consultation with the Preschool teacher.



PRESCHOOL TIMETABLE

Time	Activity
9:00 - 10:30	Indoors (example of experiences)- art & craft, blocks & construction puzzles, games, dramatic play, books, listening post, fine motor activities, writing & drawing, computer, investigation, literacy & numeracy activities.
10:30 - 10:40	Pack away time - children begin to take responsibility for their environment by working together to tidy away equipment and materials and helping to wipe tables.
10:40 - 11:00	Morning tea - toilet, washing hands and social skills. Self-help, healthy foods.
11:00 - 11:30	Language Group - children work as a whole class for stories, language games, picture talks, discussions, songs, finger plays, poetry & rhymes, number activities, news, literacy, maths concepts. Music & Movement group - children work as a whole class for singing, dancing, moving to music, music games and concepts, musical instruments, bean bags, hoops, streamers, scarves, reinforcing of language & number concepts through songs and music activities
11:30 - 12:30	Outdoors (example of experiences)- gross motor, climbing, running, jumping, etc, bikes, scooters, dolls & prams, balls, hoops, gardening, water & sand play, continuation of indoor experiences
12:30 - 1:00	Lunch Time - Toilet and wash-self-help skills and hygiene. Social skills, healthy eating habits. Lunch eaten on verandah.
1:00 - 2:00	Outdoor Activities - as above. At 1:50 children pack away. Taking responsibility for the outdoor environment by helping to pack equipment into shed and tidy up.
2:00 - 2:15	Afternoon - story time
2:15 - 3:00	Quiet Activities - Construction material, drawing, puzzles, books.
<p>Whilst the above activities will be experienced during the day, times will be very flexible in order to meet the needs of the children. Seasonal changes will also influence the timing of some activities. For example, on very hot days outdoor experiences may occur earlier in the day.</p>	

Rest time

At this stage most children no longer need to nap during the day. With this in mind, the Preschool does not enforce a scheduled rest time, however beds are available and adjustments can be made for children needing to rest. Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation. Please consult your child's teacher.

Children needing a rest time will be accommodated between 1:30 - 2:30pm.



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.

Immunisation

The Department of Health asks that all children be immunised against polio, whooping cough, tetanus and diphtheria. Immunization maintains freedom from these horrific childhood diseases. 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 must be excluded from the program should an outbreak of any of these diseases occur.

Illness

At Annandale Preschool steps are taken to control the spread of infectious diseases and to manage injuries and illness

Often children may ask to come to Preschool even though they are ill. Although your child may be disappointed, children must stay at home when they are sick. Should a child come to Preschool when he/she is not well he/she will be more vulnerable to further infection and could expose others to infection. 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 him/her at home. After a fever, a child's temperature must be normal for 24 hours before returning to Preschool.

If your child becomes ill while at Preschool and you are called, please co-operate by collecting your child promptly. We will not call unless your child needs to be at home.

Absences

Should a child be absent from the Preschool for more than 2 weeks without notice or contact, it will be assumed that the place is no longer required and enrolment will be offered to the next child on our waiting list.

Every effort will be made by our staff to contact a parent before a place is forfeited.



Withdrawals

The Preschool must be notified two weeks in advance of a child withdrawing from the centre. 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 is unable to adjust to the Preschool, the school reserves the right to request withdrawal of the child.

The decision is at the discretion of the Principal.

Custody

The Preschool is to be advised in writing of any custody arrangements and copies of legal documents are to be provided. Should there be alterations to these arrangements at any time, the Preschool should be informed immediately.

Allergies

You must inform the preschool if your child is allergic to any foods or is at risk for anaphylaxis. In order to provide a safe environment, parents are reminded not to send any food that contains nuts.

Asthma

The preschool **MUST BE PROVIDED WITH AN ASTHMA PLAN** for children diagnosed with asthma.

Birthdays

Birthdays are a special time for young children and all at Preschool enjoy the opportunity to celebrate these occasions together.

You are encouraged to send a birthday cake or preferably cup cakes, on your child's special day. We will sing, blow candles, enjoy some cake, make wishes and take photographs of this special day.

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.

Payments can be made in person at the main office in the primary school either by cash, cheque and visa/master card.

Communication

Each child's name is on a 'communication pocket' situated at the entrance to each classroom. Often you will find notes and letters in this pocket and it is important that you read them and respond if required. If you are not clear about the requirements in any of these communications please talk to the Preschool staff as the information is important to your child's full participation in the program. From time to time you will find information on an easel or the community noticeboard in the entrance foyer. This will tell you of special events or services in the local area, give reminders or simply let you know about something we have done during the day.

Should you have any specific concerns regarding your child, please make an appointment with the teacher for a private interview.



Procedures for parent communication with the school

The following is offered as the first point of contact regarding areas of compliment or complaint.

1.	Child's progress, learning, development and wellbeing	Class Teacher
2.	Preschool organisation	Assistant Principal
3.	Curriculum	Assistant Principal
4.	General enquiries (School contributions, charges and payments)	Office staff
5.	Actions of a staff member	Assistant Principal Principal
6.	Child protection / misconduct issues	Principal

Child Protection

If you, as a member of the public, have concerns about a child's welfare you should call the Child Protection Hotline on 132111. More information is available online; <http://www.community.nsw.gov.au/home>

All our school staff are mandatory reporters, this means we are legally obliged to report any child abuse we suspect. We will do this through our school principal and the Department's Child Wellbeing Unit.

Parent Involvement

Parents are a very important part of our Preschool. You can help your child gain the most benefit from Preschool by becoming interested and involved in what he/she is doing and learning.

There are many ways to do this:

Show an interest in your child's work and give it a place of honour at home for a few days. Try not to expect the finished product to look like something you may recognise. It has often taken a great deal of time and effort which is more important to your child than the end result. Rather than asking "what is it?" ask how it was done or made, comment on colours or patterns or simply say "tell me about it?"

Take the time to read notice boards and other notes sent home to keep up to date with 'goings on'. Become involved in the committee or the activities of the school's P & C organisation.

Attend special days such as the Easter Hat Parade, Book Week activities etc when all parents are invited to join us.

Once all the children have settled in make arrangements with the teacher to stay for a while in the morning to help with an activity or share an interest or skill.

What do I have to do if I stay?

We would like you to spend time with the children and join in their activities, therefore, we ask that you make arrangements to have babies and toddlers minded for that time. Relax and enjoy your visit. Move from area to area as you please, have fun and interact with the children:

- ask children questions about their activities and encourage them to complete the activity by themselves
- write children's names on paintings, drawings etc
- supervise a special activity eg board game, sewing, craft work etc
- encourage children to leave an area tidy for the next person when they have finished an activity
- assist staff and children in packing away.

If you are a working parent or have a baby or toddler, time available for you to join us at Preschool may be limited. However, there are many other ways in which you can be involved and help from home by:

- sewing doll's and dress-up clothes
- cutting paper and preparing collage materials - mending equipment
- covering and repairing books
- saving 'odds and ends' for our collage activities



We can use:

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 anything you think may be of use..... just ask.



Helping your child to be ready for Preschool

Before the commencement day talk to your child about going to Preschool. This could be done by reading stories, discussing activities he/she may do and the new friends he/she will meet. Be positive..... your attitude will greatly influence your child. Avoid using school as a bribe or a threat. Preschool should be seen as an exciting place where fun and good times will be enjoyed.

Make sure your child knows:

- how to use and flush the toilet. Please Note: Children must be toilet trained prior to Preschool entry
- that hands should be washed after going to the toilet and before resting
- how to use a tissue

Encourage your child to become more independent by:

- teaching your child how to take off and put on shoes and socks
- encouraging your child to dress and undress him/herself
- encouraging your child to put away belongings and playthings after use
- leaving your child with a relative or friend for short periods so that he/she is used to being away from you

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

Arrival and Departure

At the beginning and end of each day each child must be accompanied to and from Preschool by a parent or another authorised adult, A register will be 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. We ask that this number be of a phone that will be answered at any time. We will not call you unless necessary. You will also be asked to complete a document identifying individuals permitted to collect your child from the centre. Should someone arrive to collect your child whose name is not on our file or we have not had instructions from you, we CANNOT allow your child to leave with them.



The first day

Starting days will vary as initial enrolments are staggered over a short period to avoid problems associated with the admission of large numbers of young children.



PLEASE USE THE FOLLOWING CHECKLIST TO ASSIST ON YOUR CHILD'S FIRST DAY

Send your child with a bag containing:

- a healthy snack and drink for morning tea
- a sun hat
- healthy food and a drink for lunch
- a change of clothing
- a hand towel

Food

We ask that you send only healthy food to preschool and avoid cake, chips, chocolate or other foods with high a sugar content. Ideas for healthy lunches can be found at www.healthykids.nsw.gov.au. Please note, Annandale Public School aims to be a NUT FREE school.

Water

It is important that children maintain adequate fluid levels throughout their active day. To this end children are encouraged to drink at each meal and are allowed to access water bubblers on the veranda. Should you prefer bottled or filtered water, your child is allowed to have a water bottle in his/her locker ... name clearly marked.

Hand towel

Your child will need a hand towel which will be hung on his/her own hook in the washroom. This should be a small towel with a loop of tape placed half-way on one of the longer sides to allow for hanging. The towel should be clearly marked with your child's name and will be sent home for washing each week.

Hair

Please ensure that long hair is neatly and securely tied back and in such a way that does not hinder the wearing of a sun hat. Long hair gets dipped in paint, trailed in glue, stuck in play dough, dangled into food and can get caught in wheel toys and climbing equipment. Flowing hair is hot and sticky on warm days and is also more vulnerable to head lice.



Hats

For the health and safety of all children Annandale Preschool has adopted a “Hat On, Play On” policy. 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 be legionnaire style. The school uniform provides a choice of sun safe hats which may be purchased at the office in the main school grounds.

Sunscreen

Our Preschool play areas are well shaded and outdoor times will be adjusted seasonally. Should you require your child to use sunscreen please apply this at home before leaving for Preschool. We recommend a 4-6 hour sunscreen to avoid the problems of re-application. As we value independence we ask that you teach your child to re-apply sunscreen should you require this.

(Please consider providing a roll-on.)

Clothing

Please dress your child in comfortable, easily washed play clothes which allow for self-dressing. Clothes should be easy fitting - avoid overalls or pants with belts so that your child can be independent in toileting.

It is also important that children have correctly fitted and supportive shoes for running and climbing in the outdoor area - no Crocs, thongs or slip-on shoes please!

Ensure that your child can put on his/her shoes and fasten them - velcro is ideal.

As we are involved daily with paint, paste and water and as toileting accidents are not uncommon at this age, we ask that you provide a spare set of clothing which is to be kept in your child’s bag or locker in case it is needed. In the interests of sun safety, please ensure that your child wears clothes with sleeves (long or short) and avoid tank tops, singlets, shoestring straps, halter necks etc.

Research has shown that much of the skin damage seen in later life begins in these early years.

PLEASE MAKE SURE YOUR CHILD’S NAME IS CLEARLY MARKED ON ALL HIS/HER CLOTHING.



