

# Mount Druitt Public School Preschool

## Information Handbook



### Acknowledgement of Country

Here is the Land,

Here is the Sky,

Here are our friends,

And here am I.

We come together hand in hand,

To respect and acknowledge the Dharug people,

Who are the traditional owners of this land.

## Belonging, Being & Becoming

## Mount Druitt Public School Preschool Philosophy



### **Children's Voices**

"I love my Preschool because it has a creek bed I can play in".

"I really like that we visit the big school".

"My Preschool has a fun playground and big sandpit I can play in".

"I like Preschool because I can play with my friends and teachers".

### **Family/Community Voices**

"Preschool is my daughter's second home".

"Educators are very friendly and reassuring for all the children and parents".

"We love the Story Park application. It is very informative".

"We love how the children engage with the primary school. It has helped my son to build his confidence in starting Kinderaarten".

### **Sustainability**

At Mount Druitt Preschool we are committed to protecting our environment to ensure a sustainable future for our children. Our service actively participates in caring for our environment and promotes sustainable practices which is embedded in our daily program, educating and working with the children, families and wider community.

### **Our Children**

At Mount Druitt Preschool, we believe each child deserves a happy, respectful, safe and caring environment. It is a place where children can be themselves and where they can grow to become themselves, our future leaders. Mount Druitt Preschool is an inclusive environment, where every child has a voice and the right to reach their full potential. Each child is known, valued, cared for and respected as a unique, capable and competent learner and encouraged to participate in play through all aspects of our preschool program.

### **Our Families**

The emphasis child theorist Lev Vygotsky places on parents as partners in their child's life is crucial, as he believed that everything a child learns is through the interactions with "knowledgeable partners". We value families as the primary influence in a child's life. We believe meaningful relationships between our preschool and our families, is vital in providing a quality preschool experience for each child. We respect and celebrate diversity through recognising all families' cultures, values and beliefs. We encourage and welcome parents, families and the wider community to be involved in preschool experiences and to contribute to preschool practices. We strive to support families in all aspects of their preschool journey through building strong relationships and supporting each child through their development and transitions to Kindergarten.

### **Our Educators**

Our professional preschool educators are friendly, approachable and dedicated to ensuring the very best preschool experience for all children and their families. Educators develop respectful and positive relationships with colleagues, children and families, through continually reflecting and being open to feedback and suggestions from all parties. Open communication with families is valued and educators utilise support agencies within the community to ensure individual children's needs are catered for.

### **Our Program**

The focus of our preschool program is to tailor our program to meet individual children's needs and interests. We provide children with opportunities to engage in high quality learning experiences, in accordance with the Early Years Learning Framework. The program enables educators to engage children in learning through play, by promoting children's abilities and using a project-based approach which reflects children's interests. We provide resources which support children to form connections to explore, create, construct and solve problems. We maintain a balance between experiences which are initiated by the children and those which are supported or facilitated by thoughtful and intentional teaching. We analyse children's learning and development and support each child to reach their developmental goals. At Mount Druitt Preschool we encourage children to develop their listening and speaking skills to become effective communicators with their peers and Preschool educator's. Literacy and Numeracy development is valued and is embedded in our play-based activities through play and intentional teaching. Educators support children's independence by using open ended questioning and sustained shared thinking strategies. This approach encourages each child to use their problem-solving skills to challenge themselves in a supportive, safe environment.

### **Our Preschool**

Our preschool was built by the Department of Education (DoE) to provide accessible early learning opportunities for all preschool aged children to attend the year before formal schooling. We implement all lawful policies, regulations and procedures of the DoE and Australian Children's Education and Care Quality Authority (ACECQA). We are committed to best practice in education and the continual improvement program instituted by ACECQA under the National Quality Framework, by critically reflecting on our practice and developing goals to continually improve our practice and our preschool.

### **Supporting Children with Additional Needs**

We recognise that partnerships extend to families and support professionals. Educators work collaboratively with families, the school's Early Intervention Unit, Learning Support Team and other relevant outside professionals to ensure that children with additional needs are supported to achieve their full potential.

## Principal's Message

Welcome to Mount Druitt Public School. We strive to provide an environment in our preschool where each child is known, valued and cared for.

The preschool learning program is based on Learning Through Play and is designed to help your child to develop socially, physically, emotionally, spiritually and academically. Learning opportunities are based on children's strengths, abilities and interests. We are very proud of our inclusive and multicultural learning community. Parents are encouraged to participate in our school and we value your suggestions and feedback. The children and their families are at the centre of all that we do in the preschool.

Our curriculum and learning program are based on the Early Years Learning Framework focusing on the concepts Belonging, Being and Becoming.

Please contact myself, the preschool teachers or supervisor if you have any questions or concerns.

Dianne Uthmeyer

Relieving Principal

## Daily Routine Term 1 and 4 (Summer Program)

9:00am - 10:55am	Indoor / Outdoor Free Play (Including progressive Crunch and Sip)
11:00am	Lunch
11:50am - 12:15pm	Group Time
12:15pm - 1:25pm	Indoor Play
1:30pm	Afternoon Tea
2:00pm - 3:00pm	Outdoor Play / Pack Away Home Time
<b>Note:</b> We use our program as a flexible guide and adjustments can be made to accommodate the children's interests and needs.	

## Daily Routine Term 1 and 4 (Winter Program)

<b>9:00am - 10:40am</b>	Indoor Free Play (Including progressive Crunch and Sip)
<b>10:40am - 11:00am</b>	Group Time
<b>11:00am</b>	Lunch
<b>11:30am - 1:25pm</b>	Indoor / Outdoor Free Play
<b>1:30pm</b>	Afternoon Tea
<b>2:00pm - 3:00pm</b>	Outdoor Play / Pack Away Home Time
<b>Note:</b> We use our program as a flexible guide and adjustments can be made to accommodate the children's interests and needs.	

# Organisation and Procedures

## Attendance

Your child is expected to attend preschool every day that she/he is enrolled. Please let us know if your child is unable to attend because of illness, family vacation or other reasons through the Story Park app or phone the school.

## Arrival

Our Preschool gates are closed before 9:00am. Parents and children are encouraged to wait in the primary school, where children have access to the K-2 toilets and playground.

Preschool begins at 9.00am. An authorised adult (aged 18+) is required to bring your child into the preschool and sign the attendance register.

## Pick up

Our Preschool closes at 3:00pm. Please make sure your child is collected on time. An authorised adult (aged 18+) is required to collect your child from the preschool and sign the attendance register. Primary aged siblings will not be permitted to sign children out. If you are going to be late please notify the school on 9625 9036 to let us know so we can reassure your child. Children who are not collected by 3.00pm are taken to the primary school office located at the front of the school.

**Under Department of Education regulations, when you arrive at preschool with your child and when you come to collect him/her you must sign the attendance register.**

## Adults authorised to bring or collect your child

We are required to have a written record of who has permission to bring or collect your child. Please note that our procedure states that only people over the age of 18 are allowed to bring or pick up children from preschool. When your child starts preschool, you will be required to complete an authorisation. to collect your child.

**NOTE:** Photo ID such as a license must be provided when requested by a staff member.

## Visitors

All visitors to the preschool must sign the visitor's register located in the front office and in preschool. This includes time of arrival and departure from the preschool.

## Things to bring to Preschool

- A school bag in which your child can fit his/her healthy lunch box, water bottle and a seasonal change of clothes, clearly labelled.
- Lunch Box – Lunch and Afternoon Tea
- Water Bottle
- Crunch and sip in a separate container which is to be placed in the crunch & sip basket.
- Seasonal change of clothes
- Sleep/Rest: If your child requires sleep/nap during the day, parents and carers are to provide bedding (fitted and flat sheet).

## Labelled belongings

- Please make sure you label your child's name on items they bring to preschool.
- This includes lunch boxes, drink bottles, jumpers, jackets, and spare clothing.

## Lunch and Afternoon Tea

Children need to bring healthy food for lunch and afternoon tea each day, along with a water bottle.

Afternoon Tea could include a small amount of food such as fruit, sultanas, cheese sticks, vegetable sticks.

Lunch could include food such as sandwiches, fried rice, noodles, vegetables, etc.

We encourage only healthy foods to be sent to preschool.

Healthy options are also available to order at our school canteen.

**NOTE:** Children in our service have nut allergies. Please be mindful when packing your child's lunch box.

### **Special occasions**

Sometimes parents like to bring a cake to the preschool to celebrate their child's birthday. Please discuss this with your child's teacher before the day if you are going to bring a birthday cake. Please ensure there are no nuts in the cake.

### **Clothing**

Children should be dressed appropriately for the weather. During warmer months, please dress your child with clothing that covers as much of their skin (especially the shoulders and back as much as possible). Our Preschool now has a yellow collared uniform shirt - available for purchase. Each shirt is \$22 and can be purchased directly from the uniform shop.

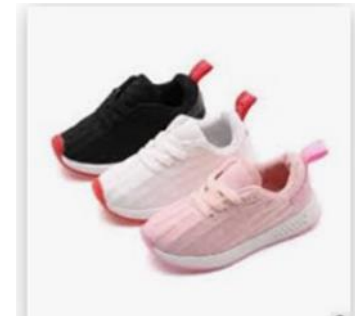
We encourage children to wear joggers or sandals. Slip on shoes or thongs are not suitable.



## Sun Safety

In accordance with the Mount Druitt Public School Preschool Sun Smart Policy, children must wear a broad brimmed, legionnaire or bucket hat, whenever they are outdoors (including winter). Our Preschool will provide a hat to your child. This will be their hat for the year. This hat is not to be taken home. It will remain at the preschool for them to use each day.

We encourage you apply sunscreen on your child every morning when you arrive at preschool. Or apply before coming to preschool if you wish to use your own. Children will be encouraged to re-apply sunscreen throughout the day.



## What NOT to wear to preschool:

- Singlets
- Tank-tops
- Strappy Dresses
- Short Length Shorts
- Long Dresses & Skirts x Loose Cords
- Belts and Jewelry that can get caught while playing
- Thongs



## Accidents/Illness & Allergies

Students are supervised during all activities, but accidents may happen. Minor accidents such as grazes are treated at preschool and parents are informed at the end of the day.

In the event of a serious accident or if your child is ill, parents will be contacted by telephone. We ask all parents to leave phone numbers where they can be contacted in case of such an emergency. We also ask you to nominate another adult living close to the school in case parents cannot be contacted. Please let us know if you change your address or phone numbers.

**If your child has allergies or asthma, an action plan MUST be provided by your child's doctor. Please ensure you provide this information to preschool before your child begins preschool.**

The Department of Health sets guidelines on infectious diseases and exclusion times from preschool attendance. The Mount Druitt Public School Preschool will abide by these for all cases of illness whether child or staff.

If you think that your child has an infectious condition, or the early symptoms of illness, they should be kept home until you have had the symptoms checked by your doctor. If your child is suffering from an infectious disease it is important that you inform the preschool so educators can inform all parents.

A doctor's clearance certificate will be required before returning to preschool.

Please note: There is a 24-hour exclusion period from the last attack of a fever, diarrhea, vomiting, a serious health condition or an episode.

In the interests of other children and staff we ask that your child not attend the preschool if he/she has:

- Chicken pox
- Conjunctivitis
- Consistently high temperature
- Excessive discharge from eyes, ears or nose
- Impetigo (if not able to be covered)
- Measles
- Mumps
- Productive cough (i.e. bringing up mucous)
- Ring worm (if not covered)
- Rubella (German Measles)
- Scabies
- Diarrhoea
- Tonsillitis
- Vomiting
- Whooping Cough

## Prevent the spread



## COVID-19

Due to Covid-19, there may be adjustments and modifications made to our organisation, program and procedures. We will keep you updated with new information and guidelines as they become available.

Mount Druitt Public School Preschool aims to provide high quality care for children and families in a safe and healthy environment.

- Hand sanitisers and soap are readily accessible. Children and parents to wash/sanitise their hands upon arrival and departure.
- Drop off and collection of children should be quick and brief.
- Social distancing is highly recommended. We encourage families to stay apart 1.5 meters when on the premises.
- Toys and resources are regularly cleaned.
- If your child is unwell with cold and flu symptoms, please keep them at home.

## Preschool fees

Preschool fees will be \$22 a day. If you have a health care card you will only pay \$10 a day. You can pay weekly, fortnightly, monthly or termly. The school will send an invoice to you, at the beginning of each term. Please pay at the school office between 8.30am - 9.30am.

Should you wish to discuss your fees or have any queries regarding fees, please contact the Senior Administrative Manager, or the school Principal between 9:30am and 2:30pm.

## Immunisation

According to Health Department regulations it is mandatory that the preschool be advised of the level of immunisation your child has acquired. Your child cannot be enrolled in preschool until the required documentation is provided. Only specified Australian Childhood Immunisation Register (ACIR) forms can be accepted. An original form must be viewed by the Principal or nominated staff.

Medicare automatically mails an updated Immunisation History Statement to parents/carers after their child's 18 month and 3 ½ - 4-year-old milestone vaccinations. Parents can call the Australian Childhood Immunisation Register on 1800 653 809. The Health Department states that any other form of record is unacceptable. The register must be kept for three years from the date the child leaves the preschool.

Children without updated documentation will be excluded if there is an outbreak of a vaccine preventable disease.

Milestone	Vaccination	Date	Provider	Provider type
2 weeks	Diphtheria, Tetanus, Pertussis (Hib) B Polio (IPV) Pneumococcal Rotavirus	01 May 2008	Unborn Mia	GP
4 weeks	Diphtheria, Tetanus, Pertussis (Hib) B Polio (IPV) Pneumococcal Rotavirus	27 May 2008	Unborn Mia	GP
6 weeks	Diphtheria, Tetanus, Pertussis (Hib) B Polio (IPV) Pneumococcal Rotavirus	27 Jul 2008	Mia's Mum	GP
12 weeks	Hib Diphtheria, Tetanus, Pertussis (Hib) B Polio (IPV) Pneumococcal Rotavirus	02 Jan 2009	Unborn Mia	GP
18 weeks	MMR1	20 Jan 2009	Unborn Mia	GP
4 years	Diphtheria, Tetanus, Pertussis (Hib) B Polio (IPV) Pneumococcal Rotavirus	04 Jan 2010	Mia's Mum	GP

## Contributions

- 1 x Box of Facial Tissues
- 1 x Baby Wipes
- 1 x Paper Towel
- 1 x Sunscreen

(These can be brought in at the beginning of the year to be used throughout the year)

We may ask families to donate resources and materials throughout the year that the children can use in preschool. Examples:

- Recycled materials (boxes, cards, paper, cartons...)
- Dress up costumes
- Plants for the natural environment

## Our Preschool Program

Here at Mount Druitt Preschool our learning program is based on the Early Years Learning Framework, which focuses on learning through play. Within the context of play there exists a myriad of learning opportunities. Children explore social relationships, contribute ideas and take on the ideas of others. Play provides the opportunity to experiment, explore, discover, to solve problems. As children play there are opportunities to talk, to listen and to explore language. There are also opportunities to relax, to have fun, to experience and to express joy. As educators we aim to encourage and further develop the following skills and attitudes in children:

- Love of learning
- Confidence
- Independence
- Friendship Skills
- Respect and Consideration of others
- Respect for the environment
- Creativity and Imagination
- Positive self-esteem
- Problem solving
- Decision making
- Understanding themselves
- Making connections to their world

### Documentation

Through observations and interactions with the children the educators are able to develop a 'Class Program' based around the interests of the children. These interests are followed up by establishing learning spaces and experiences which foster the children's creativity, curiosity, social skills, wellbeing, and overall development. This development is documented for each child using an online platform called Story Park. The preschool teachers are always available to discuss your child's progress with you. Please talk to the class teacher if you have any concerns or questions.

### Preschool Policies and Procedures

The preschool is an integral part of Mount Druitt Public School and operates under the policies of the NSW Department of Education and Communities and Mount Druitt Public School. Our Policies and Procedures are located in the Preschool and easily accessible to all parents/carers.

For more information or questions please feel free to contact the school on 9625 9036.