



John Warby Preschool



Information Booklet

“Together we belong, we become, we succeed”

John Warby Public School, Deans Rd, Airs 2560

Phone: 4625 3674

johnwarby-p.schools.nsw.edu.au

OUR PHILOSOPHY

We believe that all children are unique. They each bring their own experiences, cultural backgrounds, strengths and interests. We value the histories, languages, cultures and traditions of our families which make our families feel welcome, safe and supported. We provide a relaxed and approachable environment where our families can form strong collaborations with educators to support learning and development.

The Early Years Learning Framework guides all educators to observe, plan, implement, reflect and evaluate a continuous program to meet the needs of every child. Children have opportunities to have fun, laugh, be listened to, express emotion and excitement, be surprised, be challenged, be silly, and be loved. Each child is comforted and supported in a way that meets their needs. Through play children are provided with open-ended opportunities to explore, investigate and problem-solve within the natural and physical environment. We believe that investigating, recognising and identifying the interests, needs and strengths of each child is vital in providing an effective program. A diversity of experiences, routines and interactions stimulates a feeling of wellbeing and enables a child to develop a strong sense of belonging.

Educators respond positively to and reflect on children's interests and interactions to create flexible and unique environments that cater for all learning styles. Through the use of individual, small and large group experiences, children develop a greater independence and a positive self-esteem.

Strong partnerships between families and educators provide a collaborative and focused approach ensuring the child is central to all areas of the program. We value the cultural diversity of families and their contribution to the Preschool program.

“Together we belong, we become, we succeed”

INTRODUCTION

Preschools in government schools operated by the Department of Education provide an inclusive environment where staff ensure that all children and families are included and welcomed equally. Our preschool provides programs, information and resources that respectfully reflect the context, diversity and multicultural nature of our community.

ELIGIBILITY

To be eligible to attend Preschool children must turn four (4) years of age by 31st July in the year of enrolment.

John Warby Public School Preschool follows the Department of Education Guidelines in terms of priority. Priority is given to:

- Aboriginal or Torres Strait Islander children
- children living in low socio-economic circumstances
- children who are unable to access other early childhood settings due to financial hardship.

The Principal of the school will offer enrolment in the following order:

- children living within the school's catchment area
- children living outside the catchment area but have siblings at the school

The Public Health Act requires preschools to obtain documents from parents that show the child:

- is fully vaccinated for their age, or has a medical reason not to be vaccinated, or
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations.

An up to date Immunisation History Statement from Medicare is required for all children. An immunisation reminder letter will be sent to families when their child/ren turn 4 years old.

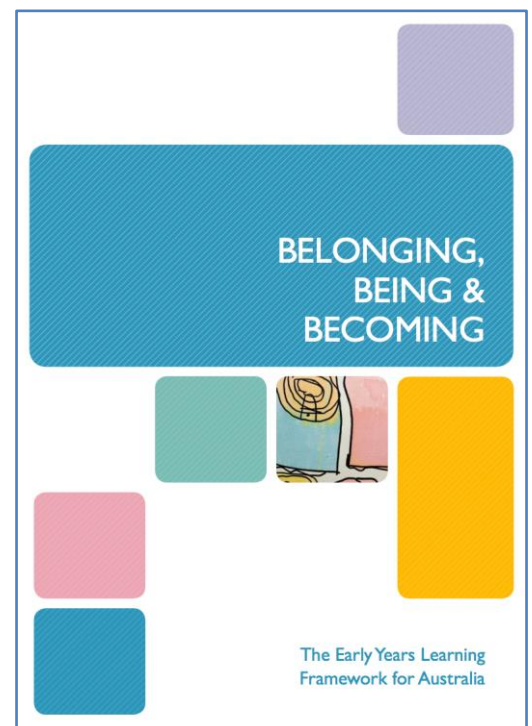
OUR PRESCHOOL PROGRAM

Our Preschool program aims to meet the needs, interests and strengths of every child through the Early Years Learning Framework of Australia and the National Quality Framework. We currently have a rating of “Exceeding National Standards” in every quality area. Our last assessment and rating was completed in 2019.

The Early Years Learning Framework consists of three main elements, which are Belonging, Being and Becoming. Through these elements the teacher plans experiences to develop and enhance your child’s learning outcomes.

Photographs, observations, voice recordings, work samples and video recordings are used to collect information on each child. Families provide a vital component of the program by sharing their child’s interests and culture. At John Warby Preschool we aim for your child to develop skills to provide them with a smooth transition to Kindergarten.

Teachers may require other professionals, such as Occupational Therapists, Speech Therapists and Paediatricians to assist your child in meeting learning outcomes.



JOHN WARBY PRESCHOOL STAFF

Acting Principal <ul style="list-style-type: none">• Nominated supervisor• Educational leader• Responsible person in charge	Miss Mellissa Page
Preschool Supervisor	Miss Julie Crimlis
Preschool Teachers	Mrs Sharon Robens (ECT) Ms Katrina Woods (ECT)
School Learning Support Officers	Mrs Vicki Spinks (Cert III) Mrs Donna Yu (ECT)
RFF Teacher	Mrs Donna Yu (ECT)
Aboriginal Education Officer	Mrs Fiona Ritchie Mr Rhett Burraston
Speech Therapist	Nour Moutasallem
School Administration Managers	Mrs Tania Kennedy



THE ROLE OF THE PRESCHOOL TEACHER

Preschool teachers are fully qualified with university training in Early Childhood. The teachers implement a program of learning in the areas of language, social, emotional, intellectual and physical development. Preschool teachers are part of the whole school staff and are released from face to face teaching for a period of time each week. A relieving teacher will take the class at this time. Other teachers may be rostered to do a lunch duty in the Preschool.

ROLE OF THE SCHOOL LEARNING SUPPORT OFFICERS (SLSO)

School Learning Support Officers assist the successful implementation of the planned curriculum and are aware of and involved in the overall operation of the Preschool. The Principal may request that a School Learning Support Officer carry out other closely related duties appropriate to the school situation.

ABORIGINAL EDUCATION OFFICER (AEO)

An Aboriginal Education Officer is employed at John Warby Public School to support Aboriginal and Torres Strait Islander families and children within the Preschool.

PARENT INVOLVEMENT

All parents are very welcome to spend time assisting at Preschool. The teachers are happy and the children are delighted to have a relative spend time with them at school. Please see your class teacher about appropriate times.

COLLABORATION

John Warby Preschool strives to develop a strong relationship with families to support the learning and social outcomes for all students. Staff welcome information and knowledge about culture and special events which may support the child in gaining links to our Preschool.

THE FIRST DAY AT SCHOOL

Parents or Carers will be asked to bring your child to Preschool at an appointed time. Please try to be prompt, as the smooth running of the first day of Preschool will help your child to adjust to Preschool. Be positive and encourage your child. Show enthusiasm about Preschool and assure your child that you will be waiting for them at the end of the day to hear all about what they did at Preschool. When it is time for you to leave, please do so quickly, no matter how upset your child may seem. Children usually settle quickly after their parents have gone and soon become involved in what is happening in the classroom. If for any reason your child becomes distressed their teacher will contact you. Please ring the Preschool if you need reassurance of your child's settling in.

It is most important to be on time to collect your child at the end of the day.

SESSION TIMES

The Preschool provides a full day program offering either a 3 day or 2 day per week placement. Students come to preschool five days over a two-week period catering for two separate groups of children per week. This is, two days or three days one week and three days or two days in the alternate week. These sessions will remain the same for the child during the year.

At 9:00am children can enter with their families to begin the day. Our Preschool closes at 3:00pm and therefore, we ask families to pick up their children from 2:30pm onwards. During the first term the children finish at 2:30pm.

ATTENDANCE

It is very important that the routine of regular attendance be established when your child is at Preschool. Please ensure that your child attends Preschool every day they are enrolled. This helps your child to develop sound habits for school attendance in the future. Of course, if your child is sick, he/she should remain at home. There are no facilities for nursing sick children at Preschool. Children who are taking **medication** should be kept at home or arrangements made to take medicines **before** and **after** school times. Upon returning to Preschool after being absent please inform your child's teacher either verbally or by writing a note of explanation. If your child is going to be absent from Preschool for an extended period of time, please contact their teacher to let them know to keep their place as we have a waiting list.

ARRIVAL AND DEPARTURE OF CHILDREN

Arrival and departure times are an important part of the daily routine in the Preschool. John Warby Preschool staff will welcome families to establish a strong relationship to support the children's needs.

Parents are asked to be punctual in delivering and picking up children. In delivering and collecting children, parents should escort their child to and from the Preschool each day and sign them in and out, with the exact time.

The SIGN IN/OUT BOOKS and clock are located on the bench near the front door of each room. Children are **not** to be left outside the Preschool at any time.

The policy regarding the collection of children at the end of the day is governed by the Department of Education and the Department of Family and Community Services (FACS) as follows;

Each child is to be collected by:

One or both parents/guardians

A relative over 18 years who has written permission from the parent to collect the child.

A responsible adult over 18 years who has written permission from the parent to collect the child.

Always contact the Preschool by phone if someone else is picking up your child. Unknown adults collecting your child will be asked for photographic identification and this will be copied for our records. This policy does NOT allow for an older child/sibling to be given the responsibility of collection, unless in an emergency situation. When this is the case a phone call to the Principal or Assistant Principal is necessary.

CUSTODY

In cases where a parent /guardian has been granted custody by the court, any documentation will need to be sighted by the Principal or Assistant Principal. Written permission must be given if you wish someone else to collect your child.

PRESCHOOL FEES

Our Preschool will have a daily fee of \$10.00. If you are a holder of a current Health Care Card the daily fee will be \$1.00. A copy of your current Health Care Card will need to be provided. Fee relief is available and should you wish to discuss your family's situation please make an appointment to see the School Principal on 4625 8140. She will discuss with you any concerns you may have about your eligibility for fee relief, so that an appropriate fee can be arranged for your child's attendance at Preschool. All fees need to remain 2 weeks in advance, and include sick days and any holidays taken by your family. Preschool places will be suspended if fees are not kept up to date.

WELLBEING

John Warby Preschool teachers contribute to the wellbeing of young children by giving them a secure and highly supportive environment that meets their health and safety needs.

John Warby Preschool provides a culturally inclusive environment.

HEALTH

Basic first aid for injuries suffered at Preschool is administered by a member of staff. If the injury is more than minor, parents/carers will be contacted. It is therefore important for parents to inform the Preschool of new phone numbers and changes of address. Parents/carers will be notified and asked to pick up their child for any head injuries.

Parents/carers will need to complete a 'Request for Support at School of a Student's Health Condition' form if any medication is required to be given at Preschool.

SUPPORTING HEALTH CARE NEEDS

Parents or Carers have the primary responsibility for managing their children's health. At John Warby Preschool, educators work with parents to support their child's health care needs while at the Preschool. This may involve;

- giving medication with parental permission.
- performing health care procedures e.g. asthma medication
- developing an Individual Health Care Plan, which includes information from your child's doctor.

ACCIDENTS AND EMERGENCY PROCEDURES

John Warby Preschool staff will provide necessary actions if a child or children are involved in an emergency or accident.

To support this, parents on enrolment will give written authorisation to staff to seek urgent medical and hospital treatment and/or to call an ambulance for their child if needed.

Parents need to advise the Preschool if their child is diagnosed with a medical condition, including, asthma, allergy, or is at risk of anaphylaxis. It is the parent/carers responsibility to return a completed Health Care Plan for their child when needed. These can be obtained from the Preschool staff or your Doctor.

INFECTION CONTROL

When children attend Preschool their exposure to infectious diseases may increase simply because they have age-characteristic behaviours that help spread infection. John Warby Preschool works towards promoting a clean and healthy environment. It supports children with the guidance needed to develop good hygiene habits such as hand washing.

However, some diseases require a child to be away from school for a certain period of time.

DISEASE	PERIOD OF EXCLUSION FROM SCHOOL
Chicken Pox	5 days after spots appear or when blisters have all crusted.
Rubella	At least 7 days after rash appears.
Measles	At least 5 days after rash appears.
Mumps	9 days after the appearance of swelling.
Hand, Foot and Mouth	Until blisters have cleared.
Whooping Cough	3 weeks after the onset or 5 days from the commencement of antibiotic treatment.
Scabies/Ringworm	Child may attend school when condition has been treated and covered.
Conjunctivitis	Until discharge ceases.
Impetigo/cold sores	Sores must be well covered. Exclude when sores are on the face.
High Temp/Vomiting	Until treated and free of symptoms for 24 hours.
Diarrhoea	

Please note: Parents need to provide a clearance certificate from a doctor to return to Preschool after an infectious disease.

PHYSICAL ACTIVITY

At John Warby Preschool, we believe children need to move freely and be active every day!

Physical activity occurs throughout the day. The Preschool encourages indoor and outdoor activities as an integral part of our daily learning and social programs.

Our Preschool children spend at least three hours across the day in active physical activities. The teachers have attended training with “Munch and Move” where fundamental movement skills were developed.

SUITABLE CLOTHING

Please send your child to Preschool in suitable clothing and footwear. Due to sun safety, children should **not** wear singlet tops. Children’s feet are best protected by joggers, sandals or gumboots. Thongs and crocs are **not** permitted.

Preschool t-shirts and jumpers can be purchased from the Preschool at any time.

On rainy days the children will participate in outdoor experiences, therefore, gumboots and a raincoat should be included in their belongings. These should be labelled and may be kept in their locker at Preschool.

SUN HAT POLICY

Parents should apply sunscreen to their child before or on arrival at the Preschool.

Our school, following recommendations from the NSW Department of Education and the NSW Cancer Council, have instigated the SUN HAT POLICY which incorporates the ‘No Hat, Play in the Shade’ guidelines. Children should bring their own hat to wear whilst in the playground. It is the responsibility of the family to ensure your child has a hat at the Preschool every day.

BIRTHDAYS

It is a lovely idea to let your child share a birthday with his / her friends at Preschool. You are welcome to bring a cake for the occasion and stay during the celebration. The staff is only too happy to arrange this day with you. A plain iced cake or cup cakes are great. **Please check with the teachers if there are children with allergies.**

EXCURSIONS/INCURSIONS

From time to time throughout the year excursions are organised for the children at Preschool. Parents are welcome to attend where space is available. Excursions/incursions are part of the class programs of work. All children benefit from these activities and are expected to participate. It is usual for children and parents to pay for entry (where appropriate) and bus fares. Ample advance notice is given and all children require a permission note from parents.

DONATIONS

Our Preschool happily accepts donations from families, friends and various companies. Donations help to keep the Preschool fees as low as possible. Items we ask to be donated are: **Flushable wipes, baby wipes, large boxes of tissues.**

Useful and wanted items are: cardboard cylinders (no toilet rolls please), clean margarine, yoghurt and fruit cup containers, paper, muffin trays, pots and pans, plants, pots etc. Please ask the Preschool staff about other items.

PRESCHOOL ENQUIRIES

Teachers at Preschool are available and always willing to listen to and advise parents about their child. The most convenient time to talk to teachers is prior to school and after school by appointment. The Principal/Preschool Supervisor is also available if the need arises.

To arrange mutually convenient times, please contact the Preschool on 4625 3674 or the school office on 4625 8140.

The Value of Play.....

You say you love your children, and are concerned they learn today?

So am I – that's why I'm providing a variety of kinds of play.

You're asking me the value of blocks and other such play?

Your children are solving problems, they'll use that skill each day.

You're asking what's the value of having your child play?

Your daughters' creating a tower, she may be a builder some day.

You're saying you don't want your son to play in that sissy way?

He's learning to cuddle a doll, he may be a father some day.

You're questioning the interest centres, they just look like useless play?

Your children are making choices, they'll be on their own one day.

You're worried your children aren't learning and later they'll have to pay?

They're learning a pattern for learning, for they'll be learners always.



What to bring to Preschool

When your child begins Preschool we ask that they bring the following items:

- A big school bag labelled with your child's name
- 2 spare sets of clothes (underpants, shorts, t-shirt, socks & a jumper)
- 2 lunch boxes clearly marked with your **Child's Name**,
• **"Lunch" (11:00am) and "Fruit Break" (2:00pm)**
- **A large drink bottle of water EVERY DAY!**
- Pillow or small cushion and a small blanket (even if your child does not sleep)



Meal times are called "Lunch Time" and "Fruit Break"

Fruit Break box: fruits and a drink.

Lunch box: sandwich, piece of fruit, drink and healthy snack or two

By giving your child two boxes we can ensure that they receive food at both times.



Please do not send your child with chips, chocolate, rollups, lollies etc. These will be returned in the afternoon. This is a centre policy developed with the Munch 'N' Move Program.

We are a nut aware Preschool. This is due to children enrolled at our preschool who are allergic to peanuts and nut products. Please help us to keep all our children safe by ensuring your child does not bring food containing any nuts to preschool. Your support with this helps to minimise the risk of a child having a potentially life-threatening reaction. Therefore, Peanut Butter, Nutella and Nut bars **should not** enter the Preschool.

N.B. Children will have the opportunity to order lunch from the School Canteen. Special lunch order notes will be available.

All canteen orders must be handed in to the canteen by 9.30 am.

YOUR CHILD **MUST** HAVE A WATER BOTTLE EVERY DAY

LUNCH BOX IDEAS

Ideas for Fruit Break

Chopped fruit salad
Tinned fruit in juice
Sultanas
Cherry tomatoes
Chopped cucumber
Strawberries/Blueberries
Carrot/celery sticks
Chopped watermelon/rockmelon

Please note: We have children with severe allergies, please keep in mind the safety of other children. **We are a nut aware Preschool.**

Snack Ideas for Lunch time

Small tub of yoghurt (flavoured or plain)
Home popped popcorn and dried fruit (apricots, apples, raisins)
Crisp breads and vegemite
Fruit loaf slices
Breakfast cereals to munch on
Plain or fruit scone
Rice cakes and vegemite
Plain biscuits (wheatmeal, arrowroot)
Dry biscuit with vegemite and cheese
Cheese stick or triangle and sultanas
Pita chips – cut pita bread into wedges, sprinkle with grated cheese on top and bake in a moderate oven until crispy (store in airtight container)
English muffin with vegemite



Lunch Ideas

Leftover pizza (vegetarian pizzas are less fatty. Make your own pizza with Lebanese bread, tomato paste, vegies and cheese)
Lettuce, tomato, cucumber and cheese sandwich
Salmon or tuna, asparagus and cheese jaffle
Lettuce, tomato, cucumber and hummus inside a pita bread rolled up
Chicken or turkey celery and lettuce sandwiches
Leftover vegies, salad or pasta and bread stick
Salad sandwich (grated carrot, lettuce, tomato and cucumber)
Corn on the cob (cook corn quickly – 5 minutes for crunchy corn)

Snacks can be eaten with milk, water or juice. Remember when sending lunches to preschool always include a frozen drink or freezer pack especially if your child has meat or dairy products in their lunch box.



Welcome to John Warby Public School Preschool

First Day

Start day:	
Start time:	
Finish time:	

Attendance pattern:	Week 1	Mon	Tue	Wed	Thu	Fri
	Week 2	Mon	Tue	Wed	Thu	Fri

Please bring:

- Birth certificate
- Immunisation History Statement (Medicare print out NOT blue book)
- Proof of address (driver's licence / electricity bill / rates notice etc)
- Health Care or Pension Card
- Asthma action plan (completed by your child's Doctor)
- Allergy / Anaphylaxis action plan (completed by your child's Doctor)

There are several mandatory preschool procedures available at John Warby Preschool. Please ask a member of the preschool team if you would like to view the available procedures.

Mandatory procedure relating to the following matters, as required by regulation 168	Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
(a) (i) nutrition, food and beverages, dietary requirements	2.1	78	Nutrition in schools policy
		79	
(a) (ii) sun protection	2.2	114	Student health in NSW schools: A summary and consolidation of policy
(a) (iii) water safety, including safety during any water-based activities	2.2	101	Excursions policy
(a) (iv) the administration of first aid	2.1	89	Student health in NSW schools: A summary and consolidation of policy
		94	
		136	
(a) (v) sleep and rest for children	2.1	81	Preschool sleep and rest guidelines
(b) incident, injury, trauma and illness procedures	2.1	85	Student health in NSW schools: A summary and consolidation of policy
		86	
		87	
(c) dealing with infectious diseases, including immunisation	2.1	88	Student health in NSW schools: A summary and consolidation of policy
(d) dealing with medical conditions in children	2.1	90	Student health in NSW schools: A summary and consolidation of policy
		91	
		92	
		93	
		94	
		95	

Mandatory procedure relating to the following matters, as required by regulation 168	Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
(e) emergency and evacuation	2.2	97 98	Emergency Management Procedures
(f) delivery of children to, and collection of children from, education and care service premises	2.2	99	Preschool- Obtaining parent's authorisation and consent
(g) excursions	2.2	100 101 102	Excursions policy Preschool- Obtaining parent's authorisation and consent
(h) providing a child safe environment, including: child protection supervision cleaning and maintenance	2.2 3.1 3.2	84 103 105 109 115 S.162A S. 165 S. 166 S.167	Child Protection Policy: Responding to and reporting students at risk of harm Working with Children Check policy Child Protection: Allegations against employees Work health and safety (WHS) policy Student safety tools and procedures
(i) staffing, including: a code of conduct for staff members determining the responsible person present at the service the participation of volunteers and students on practicum placements	4.1	135 136 149 151	Working with Children Check policy Code of Conduct Policy Management of Conduct and Performance

Mandatory procedure relating to the following matters, as required by regulation 168	Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Department policy, procedure or guideline
(j) interactions with children	5.1	155	Interactions with children- preschool
	5.2	156	Values in NSW public schools
		S.166	Student Welfare Policy
			Student Discipline in Government Schools Policy
			Bullying of Students- Prevention and Response Policy
			Anti - Racism Policy Aboriginal Education Policy
(k) enrolment and orientation	6.1	160	Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy
	7.1	161	
		162	Department preschool classes: Enrolment procedures
		S. 175	
(l) governance and management of the service, including confidentiality of records	7.1	177	Leading and Managing the School
		181	Information Security Policy
		183	Code of Conduct Policy
(m) the acceptance and refusal of authorisations	7.1	92	Preschool- Obtaining parent's authorisation and consent
		93	Excursions policy
		99	
		102	
		161	
(n) payment of fees and provision of a statement of fees	7.1		Preschool Class Fees in Government Schools
(o) dealing with complaints	7.1	176	Complaints Handling Policy