Five Dock Public School
Respect, Participate, Belong, Achieve

Preschool Information Handbook
WELCOME TO OUR SCHOOL!

This booklet is intended as a guide to support you to get to know the routines and expectations regarding the preschool’s organisation. Of course, if you cannot find the answer to your query in this booklet, please don’t hesitate to ask your child’s teacher or one of the learning support officers.

The handbook is also available on our website.

Go to our school, enrolment and to the preschool handbook.
STATEMENT OF PHILOSOPHY

The Five Dock Public School Community values respect, the opportunity to participate in the life of the school and the importance of an individual’s right to belong to our school community, in order to achieve their best in all areas. It is expected that all school members uphold these values as they underpin all our programs.

All members of the Five Dock Public School Community are encouraged to share responsibility for promoting a school environment in which everyone feels safe, valued, respected and included.

The Five Dock Public School community acknowledges the Gadigal people of the Eora nation as the traditional custodians of the land and extends our respect to elders, past and present and all Aboriginal people.

In our Preschool:

Our children are:

- respected as capable, curious and creative individuals;
- provided with opportunities to learn through exploratory play that caters to their interests;
- given opportunities to collaborate and communicate with other children and adults through teacher and child initiated experiences;
- able to develop a readiness for their transition to school; and,
- able to develop confidence and positive self-esteem through a supportive and secure environment.

Our families are:

- recognised and respected as our children’s first and most influential educators and we acknowledge and welcome the diversity they bring;
- encouraged to be involved in the children’s learning through the communication of their child’s learning experiences on a daily basis; and,
- supported to feel a sense of belonging through the development of relationships that are built on respect and trust.

Our colleagues are:

- individuals who bring empathy, respect and warmth to their role; and,
- recognised as lifelong and reflective learners who share their professional expertise readily.

At the Five Dock Public School Preschool, our programs are guided by the Early Years Learning Framework which incorporates both an emergent curriculum and intentional teacher. Teaching staff incorporate various strategies to engage children in the program. We challenge children to solve problems and ask questions. We teach them to listen, reason, complete tasks and to relate to peers and other adults in a positive manner. We encourage them to work independently as well as in groups. We believe that through the implementation of experiences to develop these skills we are preparing children to participate actively in the world.

RESPECT, PARTICIPATE, BELONG, ACHIEVE
ABSENCES FROM THE PRESCHOOL

If your child is unwell, it is important that they are kept home to rest and recover. Please ring the school on 9713 7044, if your child is going to be absent for more than one day. On the day they return, a note explaining their absence is required. Families will not be charged for this day.

ACCIDENTS / ILLNESS AT PRESCHOOL

Children who have an accident or suddenly become ill are assessed. If necessary, first aid is given. If it’s thought necessary, parents/caregivers or emergency contacts are contacted to collect them and take them home or to the doctor. There is always at least one staff member with a first aid certificate in the preschool at all times.

Parents must inform the school immediately when there is a change in contact address or telephone number. It can be extremely distressing for children when we cannot contact family members and we can avoid this by always having up to date details.

Please do not send your child to school if they are unwell. It is distressing for children to be sick at school and spreads viruses amongst the other children and staff.

ALLERGIES

Parents/caregivers of students with SERIOUS ALLERGIC CONDITIONS (requiring an EpiPen or other medication) are required to provide the school with an ASCIA (Australasian Society of Clinical Immunology and Allergy Inc.) action plan that has been prepared by their treating doctor. EpiPens and other medications need to be provided and are kept in the office. Staff are trained in the use of EpiPens.

Please note that when your child transitions to kindergarten, their action plan will need to be updated and thence done so annually.

ARRIVAL AND DEPARTURE TIMES

Preschool opens at 9:00am and closes at 3:00pm. Children are to be collected between 2:45pm and 3:00pm.

Procedures for arrival

Parents/caregivers must sign their son or daughter in when dropping them to preschool in the morning. It is a requirement that a full signature be given rather than initials. We ask that you bring your child in after signing the attendance book and inform the teacher of your arrival. They will then be directed to an activity to start their day. This is a good time for parents/caregivers to take the opportunity to read about the previous day’s activities and look at photos.

Procedures for departure

In the afternoon you must sign the attendance book when collecting your child. If someone other than a parent/caregiver is collecting your child, it is imperative we have that person’s name written in the departure book. When that person arrives to collect your child, we will ask to see their licence or some other form of identification and they will need to sign the attendance book. Unless we have been informed in writing in the attendance book that someone else is collecting your child and we see that person’s identification, we will not release your child.
Early departure
We understand that sometimes children have appointments that cannot be made out of preschool hours. If your child is being collected early, please inform the teacher in writing. The same procedures for normal departure apply. The Preschool Enrolment form includes provision for you to authorise others to collect your child.

ASTHMA
For children who suffer from ASTHMA, regardless of how mild, it is important that an asthma plan is provided. Children must have their asthma medication with them.

BIRTHDAYS
The pre-schoolers love to celebrate theirs and other children’s birthdays. If you would like your child to share a treat for their birthday, please let the teacher know and then send in cupcakes on the day.

CLOTHING AND BELONGINGS
Children should be dressed in comfortable clothes that they can easily manage so they can toilet independently. Shoes or sandals that are well-fitting and have non-slip (rubber soles) are best. Thongs are not suitable footwear. If wearing sandals they should be a design that protects your child’s toes. A clean change of clothes should be included in their bag each day. Please make sure your child’s belongings are labelled with their name.

It is expected that all children wear a wide-brimmed hat when outdoors regardless of the season. School hats are available for purchase.

Please send a clean, labelled cot sheet in a sheet bag and a hand towel each week. These will be sent home at the end of each week for washing.

CURRICULUM
Our Preschool, as with all NSW Department of Education Centres, implements the Early Years Learning Framework which is a national framework developed to inform curriculum planning for children from birth to five years. The Framework describes childhood as a time to develop a sense of belonging, being and becoming.

The educational program is based upon children's active involvement in a variety of planned and spontaneous play activities and experiences that build on his or her interests and abilities. Children are free to choose the areas of interest in which they participate, both indoors and outdoors.

Staff carefully plan and supervise your child’s learning program. They will work with you in order to get to know your child. From their knowledge of your child, they will assist your child to develop a strong sense of identity, connections with their world, a strong sense of wellbeing, confidence and involvement in their learning, and effective communication skills.

Examples of the types of experiences provided each day would usually include:

- Art and craft
- Manipulative and fine motor activities (eg. construction, collage, cutting, pasting)
- Number and scientific activities (eg. maths, scientific and investigating experiences)
- Gross motor (eg. climbing, running, balancing, exploring outdoor environment)
- Language and literature
• Music and movement
• Bathroom routines
• Safety and health routines
• Morning tea and lunch
• Rest time

Your child’s day will incorporate opportunities for quiet time as well as more energetic time, group time and individual play. Activities include teacher directed and self-initiated activity. The daily routine is displayed. This will change each term according to the weather. The weekly program and other information about what is happening in the preschool is displayed on the notice boards.

FEES
Preschool fees are $40.00 per day. You will be invoiced at the beginning of each term and it is expected that fees be paid in advance every fortnight. If fees are not kept up to date, your child’s place in the preschool could be jeopardised.

Fees can be paid from 8.30-9.30am and 2.30-3.00pm at the office by cash, cheque or EFPTOS, or online via the school website at http://www.fivedock-p.schools.nsw.edu.au by clicking on the “Make a Payment” tab.

Fee relief is provided for pensioners and Health Care Card holders. Please contact the school office if this is your situation. If your child is absent, your invoices will be adjusted accordingly.

Please note, preschool fees are recouped by the NSW Department of Education.

A request for a voluntary contribution of $100.00 per child to assist the school to update resources is made at the beginning of the year. Families have an option of paying this altogether or in term instalments.

HEALTH
Asthma: Please advise the preschool if your child is asthmatic. Refer to the section on asthma for more details regarding asthma management.

Allergies: Please advise the preschool if your child has any allergies (eg. nuts). Refer to the section on allergies in this handbook for more details regarding how you can work with the school to support your child if they have allergies.

Child Health Service: If parents have concerns regarding any aspect of their child’s vision, hearing and speech development, support can be accessed through Croydon Health. Please phone 9378 1100.

Emergency Information: We ask that emergency information be provided when you enrol your child so that we can contact you if your child has an accident or becomes sick at preschool. It is important that any allergies or physical problems are recorded on the enrolment form. Please notify us in writing if any personal information changes (address, telephone number, work contact telephone number/s, emergency contact).
Head Lice: Head lice are a recurring problem in all settings where groups of children are together. A few simple checks will help:

*Check hair daily in summer/weekly in cooler months*
*If lice are found, obtain the correct treatment from a chemist and follow the directions carefully.*
*Emphasise the importance of NOT sharing hats*
*Longer hair should be tied back.*

Immunisation: All students should be immunised before starting preschool. Immunisation is necessary against diphtheria, polio, measles, mumps, rubella and whooping cough. See the school office for details or ask your family doctor.

Infectious Diseases: Common illnesses and conditions spread rapidly among students. It is necessary to exclude students from school from time to time, to avoid the spread of conditions to other children and indeed staff. If an outbreak of a common illness occurs, any children who have not been immunised must be kept at home. The table below is a guide to the length of time children are required to be kept away from school for common childhood health complaints.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>EXCLUDE FOR</th>
<th>CONTACTS (Others in family)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>7 days after first spots</td>
<td>Not excluded</td>
</tr>
<tr>
<td>German Measles</td>
<td>5 days after rash appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Medical certificate</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>5 days after rash appears</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>10 days after symptoms appear</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>7 days after symptoms</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>3 weeks or medical certificate</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until signs disappear</td>
<td>Not excluded but inspected</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until treatment has begun/medical certificate</td>
<td>Not excluded but inspected</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge stops</td>
<td>Not excluded but inspected</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Only if exposed (sores)</td>
<td>Not excluded but inspected</td>
</tr>
</tbody>
</table>

If your child is too sick to attend preschool, please do not send him/her in fairness to your child, the other students and your child’s teacher. The preschool does not have a nurse or adequate facilities for looking after sick students.

Medication: If your child needs to have medication at preschool, you must ensure that the daily dosage is delivered to the preschool teacher in the original packaging, clearly labelled with the child’s name, class, dosage and time, together with a signed note requesting the dosage to be given. These details will be entered in the preschool medication records.

INFORMATION AND COMMUNICATION

The School Newsletter (Five Dock Flyer) is placed on our website weekly on Wednesdays. This is the major form of communication between our community and the school. It contains important and essential information. Please read it carefully. You can subscribe to receive the newsletter by email directly through the school’s website by downloading the App. In order to save paper we strongly encourage all parents/caregivers to receive their newsletter electronically.
Notes regarding permission to participate in special activities, requests for payment of fees, school contributions and programs are sent home as the need arises. A quick response for permission or payment is appreciated and ensures your child’s participation. All notes are sent via the App and placed on the website for reference.

You will always be informed of any events or activities your son or daughter is going to be involved in and your permission gained.

LUNCH AND MORNING TEA

Please provide your child with a healthy morning tea and lunch. Ideas for healthy lunches are provided in the information pack and displayed in the foyer. In the warmer months, containers that are designed to keep food cool are recommended. Please package a separate container for morning tea and lunch and clearly label it with your child’s name and which meal each container is for.

Do let us know if your child has an ALLERGY to any foods or drinks.

Please do not send peanuts, chips, biscuits, lollies, chocolate, fizzy drinks or chewing gum. Healthy eating habits are important to develop in children and this starts at a very young age.

PARENT INVOLVEMENT

Parents are welcome in the preschool at all times. Please feel free to spend time with your child at the centre to observe happenings and discuss issues concerning your child with the staff. Above all become involved in your child’s life within the preschool.

Parents are encouraged to share their skills with the children and staff at the preschool. Our preschool is an important part of our school and parents/caregivers are encouraged and welcome to participate in community functions and all Parents and Citizens’ Association activities.

REST TIME AT PRESCHOOL

Children are provided with beds in first term. They are not required to close their eyes and sleep. Rather our policy is to encourage your child to stay on the bed quietly and have some down time. To assist, a soft ‘comfort’ toy may be brought to preschool for this time. It is a good idea to make this a special preschool comfort toy. Sometimes if their favourite comfort toy is brought to preschool and left behind, this causes problems for families at night time. Toys are only encouraged to come to preschool for rest time. Please label any toys that are brought from home.

Staff will assess the needs of children and if the majority of children are not sleeping will replace the beds with relaxation and quiet play activities. Beds will be provided at the request of parents for those children needing rest time.

In winter, you may care to send along a blanket for warmth.

The room during rest time is darkened with the lights turned off and blinds drawn (although there is still enough natural light to see). Gentle music and DVD stories are played during this time. To help your child settle, we ask that you be positive about this time.
SEPARATION
Separating from parents/caregivers and settling in can be a difficult time for some children. Please discuss with us how your child has settled. It is important that you are happy during the initial settling in period. If you are not confident and positive your child will sense that and respond by not being confident and positive too. However, if you feel happy and positive about your child being in preschool, most times your child will be happy too.

Staff are experienced in settling children and want to help as much as possible. We expect and understand that your child could be upset at not being with you because the preschool and the people in it are new. However, after a child settles, most enjoy the challenge and opportunity the preschool offers. If ever you are worried about how your child is settling you are welcome to ring the preschool to check how they are doing.

SUGGESTIONS TO EASE YOUR CHILD’S TRANSITION INTO PRESCHOOL

- Parents are encouraged to spend as much time as possible in the preschool to ease the transition from home to centre.
- If your child has a special cuddly toy that they are especially attached to, then bring it to the preschool as this sometimes helps the child to feel more secure. Do remember to make sure you have the toy each afternoon as, in the case of toys children like to sleep with, it can be a problem at home if you have forgotten it. To avoid such problems, some families like to send a separate preschool soft toy.
- Join in activities to encourage your child to participate.
- Speak to staff if you have any concerns about your child. They will advise you as to what is best for your child in this particular situation.
- Always say goodbye to your child. This honest approach develops feelings of trust and confidence.
- Feel free to ring the preschool at any time to find out how your child is settling in.

TOILETS
The toilets are situated within the preschool. Please ensure your child is toilet trained and knows how to flush a toilet and wash their hands.

FINALLY ...
As your child learns and develops in their preschool year we are preparing him or her for transition to kindergarten. As the year progresses you will learn more about our transition to school program and procedures for enrolling in the school.