



DUBBO WEST PUBLIC SCHOOL PRESCHOOL

“Where Individuals Matter”



WELCOME TO PRESCHOOL



East St Dubbo NSW 2830

Phone: 6882 3086



Dear Parents,

Welcome to Dubbo West Public School Preschool. We are very pleased that you, as parents of a Preschool child, are joining us at Dubbo West.

This booklet has been prepared for you. It contains important information, which will be helpful for you and your child.

Please read it carefully and keep it as a reference during the school year.

Your child's education is very important to the staff at Dubbo West Public School. We believe that effective communication between families and the school ensures a happy and safe learning environment for your child.

We hope your association with the staff and students of Dubbo West Public School is a very rewarding one.

Yours sincerely,

Eileen Day

Eileen Day
Principal

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I. ENROLMENT OF STUDENTS

ENROLMENT OF STUDENTS IN GOVERNMENT SCHOOLS

Government Preschool Classes

The Department of Education's key focus is delivering educational services for school-aged children i.e. those children attending P – 12. In addition to this key focus, the Department recognises the importance of Preschool education.

General principles governing enrolment

Children attend Departmental Preschool classes for one year only.

In exceptional circumstances an additional year of attendance may be approved by the Preschool placement panel. A letter needs to be presented by parents with supporting documentation if necessary.

Eligibility criteria

Children are eligible for enrolment in Preschool classes from the beginning of the school year if they **turn four years of age before 31st July in that year and** intending on starting kindergarten the following year.

Priority of enrolment will be given in the following order:

1. Children living within the local school zone.
2. Children living outside the local school zone who have siblings enrolled in the school.
3. Children living outside the local school boundary.

Specific Enrolment Criteria

Enrolment in Preschool gives priority to:

1. Families of Aboriginal and /or Torres Strait Islander origin.
2. Families experiencing financial hardship.
3. Families of children with a disability.

Waiting Lists

Where the number of applicants for enrolment in the Preschool class exceeds the number of places available, a prioritised waiting list will be established based on the eligibility criteria and the school's specific priority enrolment criteria.

The waiting list application is valid for the year prior to enrolment in the Preschool class and for the Preschool year.

If a vacancy occurs during the year, the position will be filled by the child with the highest priority on the waiting list.

Preschool Class Enrolment Procedure

Application for Preschool enrolment is made by the parent/carer completing the Department's Student Enrolment Form. Applications for the following year will be taken from Term 2 of the current school year.

Documentation providing proof of age, such as a birth certificate, passport, Medicare immunisation statement, details and proof of residence will be required to complete the enrolment. In special circumstances, alternative authoritative documentation may be accepted with the approval of the Principal. There are separate requirements for families who are temporary residents of Australia.

Preschool Hours

Preschool operates the following attendance sessions:

	MON	TUES	WED	THURS	FRI
TERMS 1 & 2	P1	P1	P1	P2	P2
TERMS 3 & 4	P1	P1	P2	P2	P2

MONDAYS – FRIDAYS 9:00 AM – 3:00 PM

Preschool is open during school terms.

2. OUR PRESCHOOL PHILOSOPHY

Nginha ngurang dhaga nganhal yalbilinya-bu girinya-bu Buwanha-dhi Wiradjuri ngurambang.

This place where I learn and play and grow, is on Wiradjuri country.

Nganhal yindyamarra nginha ngurambang,

I respect this special country,

Nginha guliya-gu muranga-yi

For those that have been

Nginha guliya-gu yama-nginha bu

Those who are here and

Nginha guliya-gu buwaganharra

Those yet to follow

Dubbo West Public School Preschool provides universal preschool access for children designated to attend Dubbo West Public School. Dubbo West Public School Preschool acknowledges that play is children's natural disposition for learning and provide educational programs to engage children to become confident, creative and capable learners (Early Years Learning Framework EYLF 2012).

At Dubbo West Public School Preschool we:

- ❖ Acknowledge that 'this place where we learn, play and grow is on Wiradjuri country. We respect this special country, for those who have been, those who are here and those yet to follow. (Developed in consultation with local AECG members, 2019.)
- ❖ Create an environment that is safe and nurtures relationships that are respectful and reciprocal with children and their families. We value a social environment, which fosters positive relationships with **friends** and **Educators** individuality, communication skills and interactions that are **friendly**, caring and respectful.
- ❖ Believe that the child's connection and sense of belonging within the family unit is one of the most important relationships in their lives. We invite and nurture this sense of belonging into our preschool **community** to give children the opportunity to grow, **learn** and create a successful future for themselves and our community.
- ❖ Embrace diversity and respect the cultures of each family. We invite families to share their culture and language with our preschool community building on cultural awareness in our community.

- ❖ Support all children's needs with an inclusive program. We liaise with support services to enhance the participation and education of all children and reach individual developmental and learning outcomes.
- ❖ Plan for children's current and future **learning** using strengths interests and reflections. Staff engage in self-reflection based on current research to ensure ongoing quality improvement.
- ❖ Recognise the significance of being in the here and now in children's lives. We provide a variety of rich, well-resourced experiences and blocks of flexible unhurried time to explore, discover, construct new learning through **play**. Children are given opportunities to **paint, draw, sing, play games, do puzzles, sing songs** and **read books**. Children are given opportunities to be **adventurous** and creative.
- ❖ Encourage children to grow an appreciation of their natural and constructed environment.

*Children's time at preschool is full of **fun, excitement, happiness, learning** and joyful memories. Each day your child will grow and learn, they may carry their knowledge in their hands, their heads or their hearts.*

May 2019



Meeting Parent's Needs

Parents are encouraged to be involved in their child's Preschool education by:

- Asking their child about the day.
- Valuing, praising and encouraging their work.
- Sharing a story, song, and craft.
- Suggesting ideas for the program.
- Attending Preschool events.
- Reading newsletters and notes to keep up with happenings at Preschool.
- Meeting regularly with the Preschool teacher.
- Helping on excursions.

Any views or concerns expressed by parents are handled professionally and confidentially.

There are many ways parents can communicate with staff including daily conversations, planned meetings and parent/teacher interviews. It is important that children see teachers and parents/carers communicating as this creates safety and security. Dubbo West Public School Preschool also uses Kinderloop as a communication tool.

Meeting Staff Needs

Staff contribute to the program with ideas, knowledge and resources. All staff attend ongoing training and development to extend their skills. We recognise that we come with different cultures, talents and experiences that we can share. Staff engage in critical reflection to build in what we know about our children. We respect and work in partnership with each other, with families and the larger school staff unit. We help in decision making and maintain communication with other school personnel to ensure connections and knowledge of our children are passed along. New staff are also supported and nurtured to develop relationships and to ensure that we all follow our Philosophy.

"Children are human beings to whom respect is due, superior to us by reason of their innocence and of the greater possibilities of their future" - Maria Montessori



3. THE PRESCHOOL PROGRAM

The Preschool provides an education plan for children in their year before school. By attending Preschool, children can gain skills and confidence in language, cognitive, social, emotional, creative and physical development.

The daily program includes:

- Indoor and outdoor activities.
- Music and Movement.
- Language and stories.
- Sensory Play.
- Craft.
- Group Games.
- Routines to help children gain independence.

Staff will use KinderLoop and the program wall so parents can see what schedules, activities and themes are happening for the week.

Children are involved in daily water play, sand play and messy play. These are a fundamental part of the Preschool experience. If your child cannot participate for any reason, please let staff know, otherwise it is assumed they can participate in all activities.

Our policy of inclusion states that “No child will be excluded from any activity unless it is the parent’s expressed wish on grounds of disability/safety.”



4. PREPARING FOR PRESCHOOL

In the days leading up to Preschool:

- Talk about Preschool in a positive way – things your child may be doing.
- Practise opening and closing their own bag, lunchbox and drink container.
- Practise nose blowing.
- Practise taking off and putting on jumpers.
- Learn to flush the toilet.
- Read books with your child or tell stories.
- Let your child know that you are happy and excited that they are going to Preschool.

5. THE FIRST DAY

Preschool should be an enjoyable time. Treat Preschool as a normal and happy experience. On arrival, sign your child in. The sign-in book is situated on top of the children's lockers. Help your child find a locker and unpack their bag.

Take time to look around – meet the teachers. Children love to see positive interaction between their parents and teachers. It adds to their security. Write down messages for staff as well as telling them. The first days are a busy time for everyone. Engage your child in an activity and when settled, tell them that you're going and will see them soon.

6. WHAT TO BRING

Each day your child should bring a bag containing:

Fruit - Piece of fruit for Fruit Break.

Lunch - suggestions: sandwich, a roll with filling, pasta, salad, cold meats or other fillings.

Recess - muesli bar, yoghurt or other suitable snacks.

Drink bottle - With **water only**.

Hat – either legionnaire-style or round brim for outside play. Sunscreen will be provided.

Please note that due to allergies, **NO** products with nuts should be brought to Preschool.

Spare clothes and underwear – 'accidents' do happen at Preschool. Two sets of clothes are a good idea. Even if your child doesn't have toileting accidents, it is important you still pack spare clothes as they can get wet or dirty from outside play.

PLEASE CLEARLY LABEL ALL OF YOUR CHILD'S BELONGINGS

7. LEAVING AND COLLECTING YOUR CHILD

Preschool hours are strictly **9.00am to 3.00pm**.

Please wait outside the entrance until 9.00 am.

It is the NSW Department of Education Policy that children need to be signed in and out as they enter and leave Preschool.

Please collect your child on time. Children can lose trust and feel anxious if they are the last one left. Teachers will not be able to mind your child outside of Preschool hours.

If you are unable to collect your child on time:

- Arrange for another reliable adult to come and collect them.
- Inform Preschool staff of who will collect your child.
- Children will not be allowed to go with strangers, unapproved persons or **underage siblings**.



8. PARENT INFORMATION

Preschool Attendance Policy for Declaring a Place Vacant

While attendance at Preschool is voluntary, it is expected that all children attend on a regular basis. This is to ensure that:

- Each child will be given planned activities which are appropriate to their level of achievement.
- Each child begins a successful transition to Kindergarten.
- Parents/Caregivers understand the importance of establishing regular routines and the place it plays in their child's education.

If you know beforehand that your child is going to be absent the next day or session, please let the Preschool staff know. On return to Preschool, please let the staff know the reason for the absence.

Consistent non-attendance affects your child's progress. Preschool numbers are limited and places at Preschool are highly valued.

If there are periods of consistent non attendance the following process will occur:

- 1. After two weeks of non attendance** with no satisfactory explanation, parents or carers will be contacted by telephone or letter.
- 2.** If the child still does not attend and there has been no satisfactory explanation, an interview with the teacher will be arranged by telephone, letter or Aboriginal Education Officer home visit.
- 3.** Failure to attend this meeting will result in the child's placement in the Preschool being **DECLARED VACANT** and another child on the waiting list will be offered the position.
- 4.** If the meeting resolves the issue, the child will be eligible to continue to attend.

OR

The family may choose to forfeit their child's Preschool position. Upon forfeit of the position, the vacant place will be immediately offered to the next child on the waiting list. Confirmation of the decision will be sent in writing.

- 5.** If the position is forfeited and the family wishes the child to return to Preschool, the child's name would be placed on the waiting list. The child would be reconsidered for Preschool placement when a vacancy arises.

It is vital that you update any changes to your address and telephone numbers, as well as those of your emergency contact people.

All information provided to the School is kept confidential.

9. DAILY FEES

Full fee is \$10.00 per day. The daily fee for Health Care Card holders is \$1.00 per day. These fees are compulsory and must be paid.

10. ILLNESS/ACCIDENT AT PRESCHOOL

Children who are ill or have an infection should be kept at home.

A list of childhood diseases and their exclusion periods are listed below.

Chicken Pox Until fully recovered – at least 7 days after spots appear.

Measles For 5 days after the rash appears.

German Measles Until fully recovered or at least 5 days (minimum).

Check regularly for head lice and nits. Don't be surprised or upset if your child is infected. Head lice occur in all schools. Keep your child's hair well groomed (girls need to have their hair tied back.) See your chemist for suitable treatment if nits appear. Children should be excluded until all lice and nits have been removed.

Scabies Depends on severity and location – sores must be covered.

Impetigo Depends on severity and location – sores must be covered.

Conjunctivitis Until treatment has been effective.

The Preschool has a number of health information sheets available.

Legally, a Medicare immunisation statement must be provided to Preschool. This can be obtained from medicare.com, by ringing Medicare or going into the Medicare office yourself. Children who are not immunised against certain diseases may be excluded from school if an outbreak of a disease occurs.

If your child becomes ill or has a minor accident at Preschool:

- Parents/ carers will be contacted to collect them.
- All measures will be taken to keep the child comfortable.

There are no facilities for sick children at the Preschool.

Children with an infection need to be kept home to prevent further spread of the infection and speed up recovery.

If a serious accident occurs:

- The Preschool will contact parents/ carers or emergency contacts.
- An ambulance will be called and medical assistance sought.
- The Principal will be notified.

It is important that the Preschool is kept informed of any new contact details.



II. ADMINISTRATION OF MEDICATIONS

Preschool staff may administer medication:

- On completion of Requests for support at School of a student's health condition form.
- It has been prescribed by a doctor.
- The original doctor's label with the child's name and dosage details are on it.
- The Principal has given approval.

No medication or asthma puffers should be left in a child's bag. Medications are stored securely at Preschool.

12. ALLERGIES/ASTHMA/MEDICAL CONDITIONS

Parents/ carers **need to inform the Preschool staff** of any allergies their child has, (food, medication and insect bites are all examples).

Please be aware that there is a complete ban at Dubbo West Public School on **all nut products**. A list of children's allergies will be kept at Preschool, for staff awareness.

If your child has asthma, allergies or other medical conditions, we will need a healthcare plan from your Doctor.

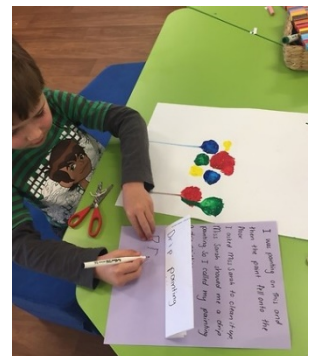
13. ADDITIONAL SUPPORT FOR STUDENTS

Learning Support Team - The school has a **Learning Support Team** that facilitates and coordinates a whole school approach to meeting the needs of students with difficulties in learning or behaviour.

Referral to the Learning Support Team may be made by the Preschool teacher after consultation with parents or carers so that students experiencing difficulties receive appropriate intervention and support.

Aboriginal Education Officer - (AEO) The AEO works within the school and community forging effective partnerships to support Aboriginal students and families in achieving educational goals.

School Counsellor - The School Counsellor is available on site each week and works with the **Learning Support Team** to support identified students by counselling or assessing students for support programs.



14. EXCURSIONS

At times children will be involved in excursions out of the Preschool. Parents/carers will receive written information in advance and a permission note will need to be returned before the day of the excursion.

Parents/carers will also be given written notice of any events to be held at the Preschool or School, and will be invited to attend.

15. CLOTHING

There is no official uniform for Preschool. Children should be dressed appropriately for:

- The weather/season
- Ease of dressing/undressing – sometimes press studs and overalls can be tricky for children to un-do for toileting.
- Clean, comfortable clothes are best.
- A sun hat with a brim around it and sturdy shoes are essential for Health & Safety.
- Thongs are definitely not allowed.
- Spare clothes – in case of accidents, water play or messy play.

16. FOOD

A healthy lunch, morning tea and drink will give your child energy and help him/her have a great day. Due to this consideration these items are discouraged;

- roll-ups.
- lollies.
- chips.
- red cordial and soft drink.
- chocolate.
- anything containing nuts.
- high fat, sugary or salty foods.
- poppers.



17. ADDITIONAL LUNCH OPTIONS

Preschool staff keep a small number of emergency options for lunches. We do not access the school canteen due to staff ratios. Children will be offered fruit and plain milk for morning tea which they are free to snack on throughout the morning.

18. PRESCHOOL TO KINDERGARTEN TRANSITION

Throughout the year, a program of activities is undertaken to provide a smooth transition to Kindergarten.

- * Initially, Preschool children are introduced to school staff and teachers who visit the Preschool, such as our Principal and Assistant Principal. Important faces at the Infants site become familiar as the year progress.
- * Children may visit the school site for school events, such as Assemblies, Easter Hat Parade, Athletics Carnival and NAIDOC Week activities.
- * They may join in with Kindergarten for excursions or in-school shows or fitness time.
- * Informal walks around the school also occur.
- * In Term 3, Preschool children visit Kindergarten classes and join in activities.
- * In Term 4, parents/carers accompany their child to transition days.

If you have any questions, Preschool staff are happy to help.

We look forward to a happy and rewarding partnership in the development of your child in his/her year before school.

