

Dubbo West Public School

PRESCHOOL

"Where Individuals Matter"



**Dubbo West  
Public School  
Preschool**



30 East Street Dubbo



NSW Department of Education

Dear Parents,

Welcome to Dubbo West Public School Preschool. We are very pleased that you 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,

Jody Hall  
Principal

## Contents

1. *Enrolment of Students*
2. *Philosophy*
3. *The Preschool Program*
4. *Preparing for Preschool*
5. *The first day*
6. *What to bring*
7. *Leaving and collecting your child*
8. *Parent information - Attendance*
9. *Illness/Accidents*
10. *Administration of Medication*
11. *Allergies/Asthma*
12. *Additional Support for students*
13. *Excursions and Preschool events*
14. *Clothing*
15. *Food*
16. *Preschool Transition to Kindergarten*

## **1. Enrolment of Students**

### **ENROLMENT OF STUDENTS IN GOVERNMENT SCHOOLS**

#### **General Principles of Enrolment**

*Children can enrol in preschool from the beginning of the school year if they turn four years of age on or before 31 July that year. Department of Education preschools enrol children for one year only – the year before they start kindergarten.*

*Priority is given to:*

- Aboriginal or Torres Strait Islander children*
- Children living in low socioeconomic circumstances*
- Children unable to access other early childhood services due to disadvantage or financial hardship*

*The Principal will offer enrolment in the following order (after the above priorities):*

- 1. Children living within the school's enrolment designated intake area*
- 2. Children living outside the school's designated intake area and who have siblings enrolled in the school*
- 3. Children living outside the school's enrolment designated intake area*

*Enrolment in a preschool class within a school does not automatically translate to an entitlement to enrol in that school in kindergarten. The Enrolment of Students in NSW Government Schools policy and General enrolment procedures apply from kindergarten onwards.*

#### **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.

Enrolment requires all of the following documentation:

- Birth certificate and/or proof of identity and residency status
- Immunisation documentation as specified by the Australian Government
- Proof of residential address
- Passport or immigration card and evidence of visa status for children who are not Australian citizens
- Low-income health care card if applicable
- Copies of any family law or other relevant court orders if applicable.

When enrolling young children with disabilities or special learning needs, the Principal will comply with the Inclusive Education policy for students with disability and seek support from the Learning and Wellbeing coordinator in the local Student Support and Specialist Programs team.

## Immunisation Requirements

A school cannot enrol a child in preschool unless the parent/carer has provided an approved immunisation certificate that shows the child:

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

## 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.

Welcome to Dubbo West Public School Preschool, where we believe that every child is a unique and capable learner. Our philosophy acknowledges the rich and cultural heritage of Wiradjuri Country, fostering a strong sense of belonging, promoting holistic development, and embracing diversity. We are committed to creating a nurturing and inclusive learning environment that supports each child's individual needs and strengths, while guiding them on a journey of becoming confident, independent, and curious learners.

Our learning environments are carefully designed to stimulate curiosity, exploration, and imagination. We believe that children learn best through hands-on experiences, where they can engage with natural materials, diverse resources, and interactive spaces that encourage creativity and problem solving.

Our outdoor area is an extension of our indoor environment, providing opportunities for physical activity, connection with nature, and open-ended play.

We draw inspiration from the principles *Belonging, Being and Becoming* outlined in the Early Years Learning Framework. We foster a strong sense of **belonging** by creating a warm and welcoming atmosphere where every child feels valued and respected. Through meaningful relationships with educators and peers, children develop a sense of identity, connectedness, and emotional well-being. We recognise that childhood is a time of rapid growth and change, and we support each child's journey of **becoming** by providing them with meaningful experiences that build on their interests, strengths, and capabilities.

We celebrate and embrace the diverse cultures and background of our children, families, and staff. Our curriculum reflects a commitment to multiculturalism, where children have opportunities to learn about and appreciate different traditions, languages and ways of life. By creating an inclusive environment that values and respects cultural diversity, we can help children develop a positive sense of self and an understanding of the world around them.

*We are dedicated to meeting the individual needs of all children, including those with diverse abilities and learning styles. Our educators work collaboratively with families and specialists, to create tailored strategies and adaptations that support each child's participation and learning. By fostering a culture of inclusivity, we promote a sense of **belonging** and enable every child to thrive and reach their full potential.*

*Our approach to planning and programming is deeply established in child-centred learning. We believe that children are active participants in their own learning journeys, and we value their voices, interests, and ideas. Our educators engage in continuous observation and reflection to understand each child's progress and development, using this knowledge to inform our curriculum and create meaningful learning experiences that promote growth across all areas of development. Through intentional teaching and exploration, we support children in becoming confident, capable, and curious learners, preparing them for future challenges and successes.*

*At Dubbo West Public School Preschool, we are committed to providing a nurturing and engaging play and learning environment that ignites a lifelong love of learning. We invite families, children, and the community to join us in this exciting journey of discovery where every child can flourish, belong and become a confident and capable members of our global society.*



## **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 primary school staff. 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 regular 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."



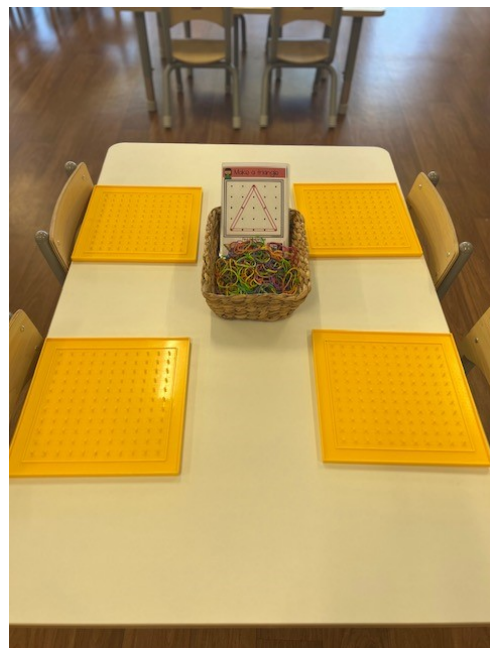
#### 4. Preparing for Preschool

- 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 the table in the foyer. 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** - pancakes, rice cakes, yoghurt or other suitable snacks.
- **Drink bottle** - with water only.

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

Pack your child a **HEALTHY LUNCH BOX**

Choose a variety of foods from each food group

**Fruit** +

**Vegetables** +

**Dairy** +

**Wholegrains** +

**Lean meat & alternatives** +

**= A Healthy Lunch Box**

MAKE WATER YOUR DRINK

PACK ICE BRICKS TO KEEP FOOD COOL

USE A THERMOS TO KEEP FOOD WARM

NSW Health

**HEALTHY lunchbox snacks**

Swap snacks that are high in fat, sugar, salt and low in fibre for quick and easy healthy snacks!

HEALTHY SNACK IDEAS: ✓	SNACKS BEST LEFT OUT OF THE LUNCHBOX: ✗
<ul style="list-style-type: none"> <li>✓ Pilelets</li> <li>✓ Fruit bread</li> <li>✓ Plain rice cakes</li> <li>✓ Air-popped popcorn</li> <li>✓ Wholegrain crackers</li> <li>✓ Rottкод fat yoghurt</li> <li>✓ Reduced fat cheese</li> <li>✓ Vegetable sticks eg celery, carrot, capsicum</li> <li>✓ Cherry tomatoes</li> <li>✓ Corn cob</li> <li>✓ Cucumber</li> <li>✓ Fruit (whole or sliced) eg grapes, orange segments, kiwi fruit, mango slices, pear, apple, banana</li> </ul>	<ul style="list-style-type: none"> <li>✗ Mullins and cakes</li> <li>✗ Sweet biscuits</li> <li>✗ Savoury biscuits</li> <li>✗ Mucosi bars</li> <li>✗ Sweet rice bars</li> <li>✗ Fruit straps</li> <li>✗ Chocolate</li> <li>✗ Lollies</li> <li>✗ Potato chips</li> <li>✗ Corn chips</li> <li>✗ Processed cheese &amp; biscuits</li> <li>✗ Soft drink</li> <li>✗ Flavoured milk</li> <li>✗ Fruit drinks</li> </ul>

SWAP!

munch & move

NSW Health

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

**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 may 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.

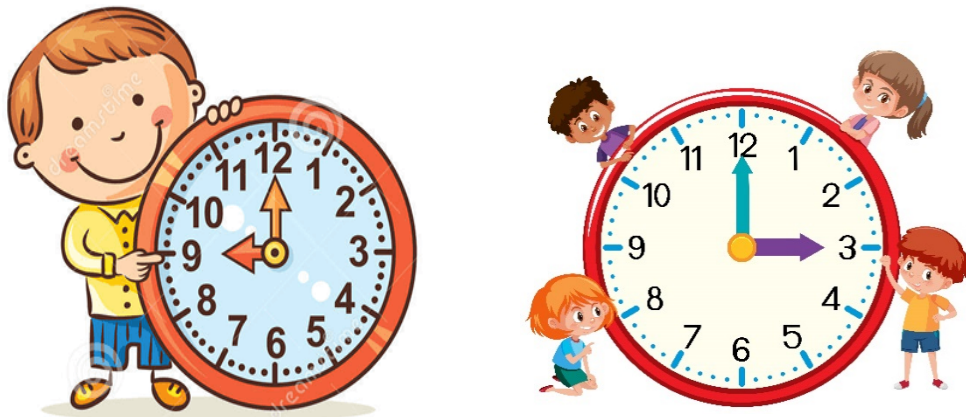
Please wait outside the entrance until 9.00 am.

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.
2. If the child still does not attend and there has been no valid reason, the child's placement in the Preschool will be **DECLARED VACANT** and another child on the waiting list will be offered the position.

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.

3. 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.

*All information provided to the school is kept confidential.*

## **9. 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 in the back of this booklet and displayed in the preschool foyer.

Please check regularly for head lice and nits. Head lice can 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 will not be excluded once effective treatment has commenced.

*The Preschool health information sheets available.*

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



## **10. Administration of Medications**

*Preschool staff may administer medication:*

- With Principal approval, parents to complete a Request for Support form and a meeting with Learning & Support Team. (long term medication)*
- If it has been prescribed by a doctor.*
- The original doctor's label with the child's name and dosage details are on it.*

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

## **11. 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 due to allergies, no nut products are to be packed for lunch or snacks at Dubbo West Public School. A list of children's allergies will be kept at Preschool, for staff awareness.*

*If your child has asthma, allergies or other medical conditions, you will be required to meet with a Learning & Support representative to complete medical forms.*

## **12. 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.*

### **13. Excursions**

*At times children will be involved in excursions outside 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.*

### **14. Clothing**

*There is no official uniform for Preschool, however Preschool has a preschool polo shirt available for purchase at the front office.*

*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.*
- *Comfortable clothes are best.*
- *A sun hat with a brim around it and sturdy shoes are essential for Health & Safety.*
- *Thongs are not allowed.*
- *Spare clothes – in case of accidents, water play or messy play.*

### **15. Food**

*Dubbo West Public School Preschool recognise the importance of healthy eating for the growth development and wellbeing of children. We are committed to supporting healthy food and drink choices to ensure your child has enough energy to play and learn to their best every day at Preschool. We follow the NSW Health Munch & Move Program, due to this, the following items are not to be included in your child's lunch box.*

- *roll-ups.*
- *lollies.*
- *chips.*
- *cordial and soft drink.*
- *chocolate.*
- *packets of chips*
- *any product containing nuts. Nuts are discouraged due to allergies.*





## **16. 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.
- \* Children may visit the school site for school events, such as Assemblies, Book week, Easter hat parade 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, Preschool children attend transition sessions.

*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.*



Table 1.1 Recommended minimum exclusion periods

Condition	Exclusion of case	Exclusion of contacts <sup>a</sup>
<i>Campylobacter</i> infection	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
<i>Cryptosporidium</i>	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded

<b>Condition</b>	<b>Exclusion of case</b>	<b>Exclusion of contacts<sup>a</sup></b>
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours <sup>b</sup>	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded

Condition	Exclusion of case	Exclusion of contacts <sup>a</sup>
Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours <sup>b</sup>	Not excluded
Worms	Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred	Not excluded

a The definition of 'contacts' will vary according to the disease—refer to the specific fact sheet for more information.

b If the cause is unknown, possible exclusion for 48 hours until the cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours. Adapted from SA Health Communicable Disease Control Branch <http://www.dh.sa.gov.au/pehs/ygw/index.htm>. Note that exclusion advice is consistent with the Communicable Diseases Network Australia Series of National Guidelines (SoNGs), where available.

Some diseases—such as pertussis, typhoid, tuberculosis, meningococcal disease and hepatitis A—can cause concern among parents and sometimes interest from the media. Education and care services should consult their local public health unit, which can provide support and education in the event of a concerning disease.

