TELARAH PUBLIC SCHOOL

Our mission is to provide children with:

• a love of learning
• a pride in achievement

Raymond Street
TELARAH NSW 2320
Ph: 02 4932 8477
Fax: 02 4932 4475
Principal: Tony Gadd

Email: telarah-p.school@det.nsw.edu.au

TELARAH PUBLIC SCHOOL
PRESCHOOL
PARENT INFORMATION
BOOK
Thank you for choosing Telarah Public Schools Preschool service, we really appreciate the commitment and trust you have shown by allowing your children to spend this important time with us. Our Preschool is one of 100 Department of Education and Communities Preschools and is an important component of Telarah Public School’s Preschool to Year 6 environment.

2014 is an exciting time to be at our school as it will see our preschool undergo its first assessment under the National Framework for Early Childhood Education. This is part of the Federal Government Initiative to have consistent systems across the Nation for Early Childhood Education and is a fantastic opportunity to review our systems and structures that support our youngest students.

Our school is a Positive Behaviour for Learning School and aims to teach all of our students how to be safe positive learners in all school environments. We encourage parent and community involvement and welcome everyone to come and talk to us; all you need to do is make an appointment.

It is important to us that children in the preschool are allowed to be children. They will explore learning through play and interactions with the staff and their friends. We will endeavour to provide a smooth transition to kinder in 2015 whilst allowing 4 year olds to be just that.

If you have any questions or concerns please ensure you raise them with the staff. If you have difficulty with the preschool fees please call my office on 49328477 and we will make a time to work through the issues and provide a workable solution to support your child’s continued enrolment in the preschool program.

Kind Regards

Tony Gadd
Principal
Acknowledgement

Telarah Preschool staff and management acknowledge the traditional owners of this land and neighbouring tribes, the Awabakal, Darkinung and Wonnarua people, their language and all Aboriginal and Torres Strait Islander people in our community.

Staff

Principal:  Mr Tony Gadd

Deputy Principal: Mr Phil Debenham

Supervisor: Mrs Anne Kelly

Educators: Mrs Lesley Williams
Mrs Andrea Lundy
Mrs Rachael West
Mrs Julie Greedy
Mrs Natalie O’Donnell

Clerical: Mrs Karen Leonard

Postal Address: Telarah Public School
Preschool
Raymond St
Telarah 2320

Preschool Office: 4931 9030
Preschool E-mail: telarah-p.school@det.nsw.edu.au
School Office: 4932 8477
School Fax: 4932 4475
**Department of Education and Communities Preschools**

The Department of Education and Communities operates 100 preschools that are located within public schools. They provide educational programs for children for the year before Kindergarten. Preschools in public schools provide educational programs for children one year prior to enrolment in Kindergarten. A child may be eligible for enrolment in preschool from the beginning of the school year if they turn four years on or before 31 July that year.

The department provides an early childhood trained teacher and SLSO (School Learning Support Officer preschool) in each preschool class.

Related links:
- [Department of Human Services Community Services](http://www.human-services.nsw.gov.au)

**Licensing Regulations**

Telarah Public School Preschool complies with appropriate State and National Licensing requirements.


**Telarah Public School Preschool  2014**

Regulatory Authority: NSW Early Childhood Education and Care Directorate
Department of Education and Communities

Approved Provider: Department of Education and Communities

Nominated Supervisor/
Educational Leader: The Principal – Tony Gadd
**National Quality Framework**

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a national legislative framework
- a National Quality Standard
- a national quality rating and assessment process
- a new national body called the Australian Children’s Education and Care Quality Authority.

Information available at: [www.aceqca.gov.au](http://www.aceqca.gov.au)

**Quality Improvement Plan**

All services must prepare a Quality Improvement Plan that:

- includes an assessment of the quality of the practices of the service against the National Quality Standard and the National Regulations
- identifies areas of strength
- identifies any areas that the provider considers may require improvement
- includes a statement of philosophy of the service.

Please ask to see our Quality Improvement Plan

**Enrolment and Attendance**

To attend Preschool, a child must turn 4 years of age before 31st July in the year of attendance at the centre. Children attend Preschool in the year prior to attending Kindergarten. Children attend a five day fortnight please refer to the enclosed calendar.

<table>
<thead>
<tr>
<th>Telarah White</th>
<th>Monday, Tuesday, Wednesday</th>
<th>Monday, Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telarah Green</td>
<td>Thursday, Friday</td>
<td>Wednesday, Thursday, Friday</td>
</tr>
</tbody>
</table>

**Play**

Play is the work of young children and reflects their stage of development and individuality. It is the PROCESS not always the PRODUCT that is important. Recognising a child’s efforts will encourage the development of self-esteem.
Telarah Public School Preschool Philosophy

At Telarah Public School Preschool we are passionate about providing a fun and stimulating environment in which children enjoy learning and are encouraged to grow as individuals.

Children

We believe:

- Children are capable learners who are active contributors to their own learning
- Children need to be valued as individuals, within the context of their family and their community
- Children can develop confidence and positive self-esteem through a supportive and safe environment
- Children learn best when engaged in secure, reciprocal relationships.

Families

We believe:

- Sharing the culture, knowledge and insights of families is integral to the care and education of their children
- Trust, respect and collaboration form the basis for strong partnerships between families and staff
- Families, children and staff form a caring community
- Family involvement is integral to a high quality program

Staff

We believe:

- Our staff is committed to working for the best interests of children, families and school
- That each staff member brings fundamental, personal qualities to the centre environment such as empathy, respect, warmth and a passion for teaching and lifelong learning
- The effectiveness of educators is enhanced by ongoing professional development

Belonging, Being and Becoming

We believe children will feel a sense of belonging at Telarah Preschool. We understand that childhood is a time to be, to seek and make meaning of the world. Telarah Preschool provides all children with learning that is engaging and builds success for life.
Parents and Partnerships

Telarah Public School Preschool welcomes your family to ours. We have a focus on building relationships with one another, educators, children, families and our community to ensure the best possible outcomes are achieved for our children.

We believe that we can best meet the needs of individual children by working closely with parents and carers. We aim to develop partnerships between parents and carers and staff which are based on mutual trust and respect and which promote the sharing of information and knowledge for the benefit of the children in our care.

Our aim is to support parents as their children's first and most important educators by involving them in their children's education. We also aim to support parents in their own continuing education and personal development. We aim to ensure our setting is warm and welcoming to parents and carers to help them feel at ease.

Parents and friends are most welcome in the Preschool. Various opportunities exist for parents to be involved in the educational life of their child, including:

- Excursions
- Making suggestions for experiences
- Working as a parent volunteer in the Preschool
- Attend special days e.g. Education Week, Concerts
- Discussions with the class teacher concerning your child's development
- Newsletter: The ‘School Newsletter’, available every 2nd Tuesday, will include happenings within the whole school. Our Newsletter is also available via the school website @ www.telarah-p.schools.nsw.edu.au.

- **Parents involved with activities in the preschool will need to sign a Child Protection (Prohibited Employment) Act Form.**

During Term 2 parents will be invited to attend an interview relating to their child. At this meeting goals will be discussed with the class teacher.

Parents can make appointments to speak to the class teacher if they are concerned about their child. A portfolio of work will go home with your child towards the end of Term 4.
Celebrations

Please inform us of any celebrations your child & your family may celebrate. We love to share your diverse cultures & beliefs through celebrations. Examples of celebrations in the past are: Easter, Chinese New Year, Dwahli, Christmas etc.

Birth Certificate & Immunisation

An original birth certificate and immunisation record is required in order to complete enrolment at Preschool. A photocopy of these documents will be made by staff and kept with enrolment forms at preschool.

Custody Orders

Staff need to be made aware of any issues relating to the custody and care of your child. Custody papers need to be submitted to the class teacher for their records. Please advise the child’s class teacher if any problems exist.

Fees

The cost of Preschool is $15 per day. The reduced cost for students with a Health Care Card is $7 per day. To be eligible for this reduction in fees you need to go to the main office where we will photocopy your card and ask you to complete a form which must be signed by the Principal.

Delivery and Collection of Children

Telarah Preschool has a duty of care to the children that attend the centre. A part of this duty of care is to ensure that access to a child attending the centre is limited to persons authorised by the parent/carer and this includes collection of the child from the preschool.

Drop Off

- On arrival the person bringing the child is responsible to sign the child in on the attendance sheet next to the child’s name, indicating time of arrival.
- The person dropping off the child must ensure that a staff member receives the child/ren before leaving the centre and that any special needs are communicated.

Collection

- Children must be collected by 3.00 pm.
- The authorised person collecting the child must sign the attendance sheet next to the child’s name, indicating time of departure.
- The authorised person must ensure that a staff member is aware that they are taking the child from the preschool.
- If the child is to be collected by a person whose name is not on the enrolment form as a person authorised to pick up the child, parents must have personally informed the appropriate staff member prior to pick up. The person picking up the child should be asked to bring written authorisation.
**Clothing**

Children are asked to wear sturdy shoes and play clothes to Preschool, suitable for riding bikes and climbing. There are a lot of messy activities at Preschool and clothes need to be suitable for this. Brimmed hats are essential everyday wear, preferably with a large brim for very hot sunny days. Telarah Public School hats are available from the School Uniform shop.

Sun safe clothing is part of our policy. This includes shirts with collars or covered necklines and shoulders. On wet days children may bring in gumboots and raincoats.

Please send along a spare set of clothes marked with the child’s name in a plastic bag. There are lots of ways to get wet at Preschool.

**Lockers**

Children’s bags and work are placed in lockers. The lockers are shared between the white group & the green group children. The sizes of the lockers are 30cm H, 27cm W and 37cm D. Please bear this in mind when choosing your child’s bag.

**Excursions**

The Preschool participates in excursions throughout the year and asks parents to attend to assist with supervision. We need to maintain a ratio of 1 adult per 4 children on each excursion. If there is a significant water hazard the ratio must be 1 adult to 2 children. If we cannot maintain the current ratios the excursion may be unable to proceed.

Costs are kept to a minimum and permission notes will be sent home with each child outlining the proposed trip.

All excursions will follow Telarah Public school policy in planning and implementation. Children will be expected to travel by the designated transport, as this is an important part of the excursion. Parents who attend as supervisors will be expected to participate in the whole excursion.

**MEDICAL CONDITIONS AND Health Plans**

We facilitate effective care and health management of children who require medication for illness or a diagnosed health condition. Families are required to complete an authorisation form and supply prescribed medication in its original packaging labelled with the child’s name, use by date and dosage. Individual health plans will be prepared for children with diagnosed medical conditions like asthma, anaphylaxis etc. Please see staff as soon as possible.

If your child has toileting issues we will need to develop a toileting plan.
Illness

Please keep your child home if they are unwell. Germs & sickness travel very easily at preschool as your child develops their personal hygiene skills. We understand it can be difficult at times however we ask you to consider everyone including staff that may come into contact with your unwell child. We hear all too often from parents "Oh I wanted them to stay home but they cried & said they wanted to be at school”. Please call if they are not well.
If your child is unwell we will call for you to collect them.

Infectious Diseases

Parents are asked to notify the Preschool immediately if a child is diagnosed with any of the following infectious diseases. This needs to be done so that parents who have made a decision not to immunize can be informed. Those children not fully immunised may need to stay away from Preschool during any ‘outbreak’.

- Chicken Pox
- Glandular Fever (Infectious Mononucleosis)
- Whooping Cough
- Infectious Hepatitis (Viral Hepatitis, Type A)
- Measles
- Impetigo (Scabby Sores)
- Mumps
- Pediculosis (Head Lice)
- Rubella (German Measles)
- Ringworm
- Scabies

Immunisation

We support the immunisation of children, before they enter Kindergarten in NSW Public Schools, to protect them against outbreaks of infectious diseases.

When enrolling a child, parents/caregivers will be asked to provide an Immunisation History Statement. The Immunisation History Statement can be obtained by contacting the Australian Childhood Immunisation Register on 1800 653 809.

A child without an Immunisation History Statement will not be prevented from enrolling. Under the NSW Public Health Act 2010, however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.
Healthy Eating

Please support our Healthy Eating Policy by providing healthy lunches and snacks for your child. The preschool values its role in working with families to encourage the development of healthy food habits in the early years. Thank you for providing nutritious food options for your children. We are a nut free preschool and will inform our families of any other food allergies. Our brochure from the Australian Government outlines suggestions for what are healthy options to bring to Preschool to eat. The brochure also outlines suggestions for food not to be included in the preschool lunchbox. We call these foods 'sometimes food' and we request that they don't come to Preschool eg chocolate, lollies, cakes and sweet biscuits as they contain high amounts of sugar.

To raise awareness of environmental issues we encourage families to send in “Nude Food”. Nude food is any food that has no packaging….i.e. fruit is natural nude food, sandwiches and snacks may be put into containers. The children will love being “Nude Food Dudes”. We encourage the children to drink water at preschool. Fruit break and lunchtime are very social times at Preschool as well as being a time to refuel our bodies for activities. Sometimes your child might eat a little or a lot of food.

We are a “Crunch and Sip” preschool. The children will have a morning tea snack where they enjoy fresh fruit and/or vegetables. They will need some fresh raw fruit and/or vegetables like carrot/celery sticks, cucumber etc. and their water bottle.

If children have several food choices in their lunchbox we will request that they eat the healthy options. ‘Sometimes food’ will be returned home. However holidays, birthdays and cultural celebrations are an opportunity to include special occasion foods. Extra brochures outlining lunchbox guidelines are available at our Sign on Book.

Please feel free to discuss your views about lunchbox options with the Preschool staff.

They will need the following food/water:

- Fresh raw fruit/vegetable for “Crunch and Sip” break
- A healthy lunch (e.g. sandwich ,healthy snack)
- A water bottle

*Please label all containers.
Program

Our program is stimulating and engaging and enhances children’s learning and development. We implement The Early Years Learning Framework.

The Framework’s vision is for all children to experience play based learning that is engaging and builds success for life.

The Early Years Learning Framework describes childhood as a time of Belonging, Being and Becoming. There are 5 learning outcomes which are designed to capture the integrated and complex learning and development of all children from birth to 5 years.

The outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The Framework focuses on each child’s learning. We work with families to get to know each child well. We listen, watch and talk with each child. We then create a learning program that builds on each child’s interests and abilities. Families are kept involved in this continual process.

By working together parents and educators can enhance the child's learning and wellbeing.
Policies and Procedures

The following policies and/or procedures are available for you to read in the Policy folder located in the preschool office. Please ask if you would like to read them.

- Acceptance and refusal of authorisation
- Governance and management
- Emergency and evacuation
- Fees
- Medical conditions
- Staffing
- Interactions with children
- Complaints
- Health and safety * nutrition, dietary requirements
  * sun protection
  * water safety
  * administration of first aid
- Delivery and collection of children
- Incident, injury, trauma and illness
- Infectious diseases
- Enrolment and orientation
- Excursions
- Child safe environment

Policies are also available on the Department of Education and Communities website.

We are looking forward to working with your child.