

Wellington Public School Preschool

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Hours of Operation

Monday - Friday

8:45am - 2:45pm

Wellington Public School Preschool

Family Information

Handbook

for 2020 Families



Welcome to our Preschool

What an exciting time for you and your child as they start preschool. We look forward to building a strong partnership with you and your family, and most importantly offering your child a happy and enjoyable experience with us as they begin their first steps towards their school life.

This booklet contains important information relating to the policies and procedures of our Preschool. It is essential that all parents and carers of children enrolled at the Preschool read and understand this booklet. If you have any questions, the staff at Wellington Public School Preschool are always available to address any concerns or queries you may have in relation to your child or the Preschool.

What our Preschool provides

Our preschool provides a play based educational program which is guided by the Early Years Learning Framework and the National Quality Standard. WPS Preschool offers children a pathway of transition that is unique to our service, as children are provided with regular opportunities to engage with and participate in experiences within the school environment.

Children who attend WPS Preschool have many opportunities to develop a sense of belonging within the wider school community, and 'big school' becomes not quite as daunting when the time to start arrives!!



Workplace Health & Safety

The Department of Education is committed to ensuring a safe and healthy working and learning environment for staff, children and visitors to our preschool. Please be assured that we aim to provide a safe environment every day, where staff take necessary precautions to reduce the risk of accidents.

What your child needs to bring to Preschool

Each day your child will need to bring:

- ⇒ A bag
- ⇒ A lunch box
- ⇒ A piece of fruit or a vegetable
- ⇒ Healthy snacks for morning tea
- ⇒ A water bottle
- ⇒ Healthy lunch
- ⇒ A change of clothes, including socks and underwear
- ⇒ A bucket style hat (Preschool does provide hats and washes them at the end of each session)

Complaints

Any complaints about the operation of our preschool are to be directed to the School Principal.

Family Involvement & Participation

Children learn best when parents/cares and teachers work together. You know your child better than anyone else, so you can help us understand your child by sharing information about their interests. At WPS Preschool we use Kinderloop, an online platform that allows preschool staff to share each child's learning with families. Families can also use the app to share special moments and photos with the preschool.

As part of the sharing process, we love when families are involved in our preschool experiences. If you would like to help out in any way, volunteer some time to help out in the preschool or share any special skills you may have, we would love to hear from you!!!! Just speak to a member of staff—we would love to have your help!!!



Operation of the Preschool

Wellington Public School Preschool is one of 100 NSW Department of Education preschools located throughout NSW, in metropolitan, regional and remote locations. NSW Department of Education Preschools provide educational programs to children one year before starting school and are an integral part of the school in which they are located. Departmental preschools aim to ensure that “all children experience learning that is engaging and builds success for life” (Early Years Learning Framework, pg. 7).

The Preschool operates under the Education & Care Services National Law and Regulations as part of the National Quality Framework. Families can access these at <https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/departments-preschools/quality-and-regulations>.

Wellington Public School Preschool operates Monday through to Friday and follows NSW Public School 's Terms and vacation periods. Our preschool is approved to have a maximum of 20 children attend each day. All new children enrolling at WPS Preschool are offered a five day fortnight position. Our day begins at 8:45am, when children can begin to be dropped off, with collection time between 2:30pm - 2:45pm.

Staff at the Preschool

The School Principal is the supervisor of the preschool and is responsible for the day to day operations of the service. The preschool itself is staffed by a university qualified and accredited Early Childhood Teacher, who is supported by experienced educators who hold a Certificate III in Children's Services. These educators are also known within the school as School Learning Support Officers (SLSOs). The preschool also has a School Administration Officer who works each day to provide administrative assistance and support to the staff at the Preschool. WPS currently employs a Community Engagement Officer who's role it is to support Aboriginal & Torres Strait Islander families engage with their child's early literacy and numeracy learning at preschool.

Preschool Fees

The fees for 2020 per day are outlined below:

- Full paying family \$10
- Aboriginal/Torres Strait Islander Families \$5
- Low Income Health Care Card Holders \$1

Invoices for preschool fees are distributed each term. Fees can be paid via cash, which can be placed in the fee box located in the foyer at Preschool, or can be paid direct to the school office. EFTPOS facilities are now available in the school office. All monies are cleared from the preschool on a daily basis and receipts are printed at the school office and returned to preschool and placed in your child's information pocket, located in the foyer.

Policies & Procedures

As a requirement of the National Law and Regulations surrounding the operation of an early childhood service, there are strict policies and procedures in place that guide the practice and operation of our preschool. The NSW Department of Education develops the policies that guide our practice, and localised procedures are developed to support the operation of our service, taking into account the needs of our community. Copies of policies and procedures are available through the Preschool - please ask a staff member.

Please find below a brief outline of the procedures that govern our operation & practices at WPS Preschool:

Delivery and Collection of Children

Children attending WPS Preschool are required to be signed in on their arrival at our preschool, and are required to be collected by a responsible adult at the end of each day, who signs them out on departure. Children are not to be collected by a older sibling, unless they are 18 years of age.

Food Allergy Awareness, Anaphylaxis & Medical Conditions

Before your child starts preschool, it is important to let the preschool know if your child has any allergies, medical conditions or any other additional needs.

A medical conditions form, action plan and risk minimisation plan must be completed by your child's doctor or specialist prior to your child starting preschool for any medical condition, including but not limited to asthma, diabetes, epilepsy, allergies and anaphylaxis.

To minimise the risk of anaphylaxis at our preschool we ask that parents/carers avoid sending foods that contain nuts in your child's lunch box, including peanut butter, Nutella and snacks containing nuts. If you have any questions, please speak to a staff member.



Emergency Evacuations/Lockdowns

Our preschool has plans in place in the event of an emergency situation that would result in the need to evacuate the premises or to conduct a lock down of the preschool. Copies of these plans are displayed at various locations in our preschool. It is a requirement of our regulations that we practise these procedures each term, to ensure that children are familiar with the process in the event of a real emergency.



Illness & Health

Some illnesses may be infectious, so it is best to keep your child at home when they are unwell. If your child has the following symptoms then it's best to consult your doctor and keep your child at home:

- A fever of 38°C or above
- Vomiting or diarrhoea
- Severe cold or flu symptoms
- Rashes of an unknown origin
- Discharge from the eye.

Some typical infections include chicken pox, measles, conjunctivitis, impetigo (school sores) and ringworm. Please be aware of the symptoms of these.

Medication

Preschool staff must follow the Department's Student Health in NSW Public Schools policy for administering medication to children. The policy states that the preschool can assist with administering prescribed medication to children during school hours. Medication to be administered must be prescribed by a doctor and be in its original packaging. All non-emergency medication will be stored securely, out of reach of children. Parents/carers are required to fill in an administering medication form prior to any medication being administered.

Bus Travel

Children who live out of town can catch the bus to Wellington Public School, however this is a private arrangement between the family and the bus service. Children must be accompanied by an older sibling or other designated school student, with arrangements made between the families involved. A bus permission form must be signed by the family before this arrangement can begin. Responsibility for the child travelling on the bus lies with the family. The preschool's responsibility begins once the child is signed in by Preschool staff, and ends once the child is signed out for the day and delivered to the bus stop. If there are any changes to these travel arrangements, the family must inform preschool staff as soon as possible.

Information Pockets

Each child is allocated an information pocket, located on the wall in the preschool foyer. Parents and carers are asked to check their child's pocket on a daily basis for any necessary forms and notices.

Absences

Absences are recorded each day as part of the school's attendance system, and it is the responsibility of parents and carers to provide a reason for their child's absence from preschool. You can ring the school on 6845 4080 and be put through to the preschool to inform staff if your child is unwell and will not be attending. Alternatively, families can download the Wellington Public School App, free from the App Store or Google Play. The app allows families to register daily absences from school.



Excursions

As part of your child's preschool experience, we may at times venture on excursions into the community. Preschool excursions are conducted in line with the Department's Excursion Policy Implementation Procedures. A risk assessment is conducted for each excursion outside of the school grounds and permission notes are developed and distributed prior to any excursion away from the school.

As part of preparing your child for transitioning to Kinder, regular visits within the school grounds occur and do not require a specific permission note.

Accidents, Illnesses & Incidents

All necessary actions are taken in the event that your child is involved in an accident or emergency. Preschool staff have a duty of care to comfort and care for sick and distressed children as well as providing immediate help if required.

A staff member with a current approved first aid qualification and anaphylaxis and emergency asthma management training must be present and immediately available at all times. Accident and incident reports are prepared and provided to parents/carers in the event their child is involved in one.

If a child becomes ill while at preschool, parents/cares will be contacted and asked to collect their child, or arrange for their nominated emergency contacts to pick them up.

Meals

Eating at preschool is an important part of the daily routine, and we promote healthy eating habits. Our preschool promotes the Munch & Move program, which supports and promotes healthy eating and physical activity. Parents and carers are asked to provide healthy food for their child's morning tea and lunch. There are some helpful fact sheets available that provide suggestions for healthy lunchboxes.



Clothing

Please dress your child in comfortable, practical clothes that are safe and easy for them to manage on their own, including sensible shoes for playing and climbing. Thongs are not an appropriate form of footwear for preschool.

We are an accredited Sun Smart service, and children will be expected to wear a hat while playing outdoors. Sun smart clothing is also expected, to provide protection for your child's skin. Please avoid singlet tops, thin straps and midriff tops and caps.



Rest periods

Reasonable steps are taken by the staff at our Preschool to ensure each child's need for sleep and rest are met. Beds and appropriate linen are available to support each child's rest requirements and are washed after each use.

Change of Details

At the time of enrolment you will be required to provide all necessary contact information relating to your child. At any time throughout the course of the year this should change, you need to inform a staff member as soon as possible.