



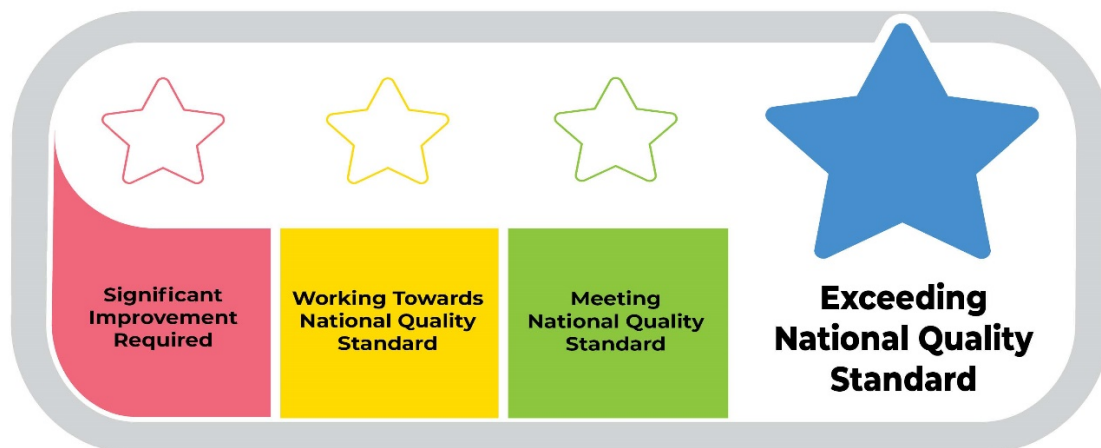
# ORANGE GROVE PUBLIC SCHOOL PRESCHOOL HANDBOOK 2021

# NATIONAL QUALITY STANDARD CERTIFICATION

## The NSW Department of Education Education and Care Quality Ratings

### Orange Grove Public School Preschool

goes beyond the requirements of the National Quality Standard in at least four of the seven quality areas.



The National Quality Standard is made up of seven quality areas

1 Educational program and practice	Exceeding	Exceeding	Exceeding	Exceeding
2 Children's health and safety	Meeting	Meeting	Meeting	
3 Physical environment	Exceeding	Exceeding	Exceeding	Exceeding
4 Staffing arrangements	Meeting	Meeting	Meeting	
5 Relationships with children	Meeting	Meeting	Meeting	
6 Collaborative partnerships with families and communities	Exceeding	Exceeding	Exceeding	Exceeding
7 Governance and Leadership	Exceeding	Exceeding	Exceeding	Exceeding
	Significant Improvement Required	Working Towards National Quality Standard	Meeting National Quality Standard	Exceeding National Quality Standard

This service was last assessed in July 2016 against the *National Quality Standard for Early Childhood Education and Care and School Age Care* and these ratings have been awarded in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*.

Date of issue: 26 August 2020

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[education.nsw.gov.au/early-childhood-quality](http://education.nsw.gov.au/early-childhood-quality)

## INTRODUCTION

On behalf of students, staff and families I welcome you to the Orange Grove Public School community.

I would like to take this opportunity to welcome you to our school and I look forward to a long and rewarding association with your family.

All families have the opportunity to sign up for an orientation tour over the coming weeks. This is a very worthwhile experience for you and your child, and can help ease the transition at the beginning of next year.

Preschool students will have a staggered entrance over the first few weeks of Term 1 in 2021. Please note your child's day and start time on the letter in this pack.

If you have any questions about the information in this pack, please don't hesitate to contact the school office on 9810 1378.

On behalf of the students and staff, may I again welcome you to Orange Grove Public School Preschool. We look forward to working together to provide a high-quality education for your child.

Kind regards,

Ms Kasey Henness

Principal

**ORANGE GROVE PUBLIC SCHOOL**



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## CONTENTS

NATIONAL QUALITY STANDARD CERTIFICATION	1
INTRODUCTION	2
CONTENTS	3
HELPING YOUR CHILD IN READINESS FOR PRESCHOOL	4
YOUR CHILD SHOULD KNOW	4
ENCOURAGE YOUR CHILD TO BECOME MORE INDEPENDENT	4
HOURS OF OPERATION	4
THE FIRST DAY	4
EDUCATIONAL PROGRAM	5
POSITIVE BEHAVIOUR FOR LEARNING	5
REPEATING	6
TRANSITION TO KINDERGARTEN	6
BELONGING, BEING, BECOMING	7
ALL IN A DAY	9
TIMETABLE	9
DAILY REQUIREMENTS	9
FOOD	10
ARRIVAL/COLLECTION	12
ABSENCES	13
ASTHMA/ANAPHYLAXIS MANAGEMENT PLAN	13
CHILD PROTECTION	13
COMMUNICATION	13
CONTACT INFORMATION	14
ILLNESS	14
IMMUNISATION	14
MEDICATION	15
PARENT INVOLVEMENT	15



## HELPING YOUR CHILD IN READINESS FOR PRESCHOOL

Before their first day, talk to your child about going to preschool; try reading stories, discussing activities they may do and the new friends they will meet. Be positive! Your attitude will greatly influence your child. School should be seen as an exciting place where fun and good times will be enjoyed.



## HOURS OF OPERATION

The preschool is open from 9.00 am to 3.00 pm during the school terms.

## YOUR CHILD SHOULD KNOW

- How to use and flush the toilet
- How to wash hands after going to the toilet and before eating
- How to use a tissue

## ENCOURAGE YOUR CHILD TO BECOME MORE INDEPENDENT

- Teach your child how to take off and put on shoes and socks
- Encourage your child to dress and undress by themselves
- Encourage your child to put away belongings and playthings after use
- Leave your child with a relative or friend for short periods so that they are used to being away from you.

## THE FIRST DAY

Starting days will vary as initial enrolments are staggered over a period of weeks to avoid problems associated with the admission of large numbers of children.

You will be given a starting date and time at the orientation meeting.

## CHECKLIST FOR THE FIRST DAY

- ☐ Sun-Safe Hat e.g.
  - ☐ Bucket hats with deep crown and brim size of at least 5 cm or
  - ☐ Broad-brimmed hats with a brim size of at least 6 cm
- ☐ Change of clothing including underpants and appropriate clothing for the season
- ☐ 75 mL roll-on sunscreen for personal use
- ☐ 1 packet baby wipes

## TRANSITION TO PRESCHOOL

Transition meetings will take place with a preschool educator via Zoom in the year prior to commencing preschool. This is for families to communicate with the preschool about their child and foster the best possible transition. Following this meeting, children and their parents/caregivers attend an Orientation Session where they attend the preschool to get acquainted with the educators and the preschool setting. **Orientation procedures have been modified due to COVID-19 restrictions.**



## EDUCATIONAL PROGRAM

Our preschool program is based on the *National Early Years Learning Framework*, which is characterised by 'being, belonging and becoming'. We offer quality play-based learning programs which respond to the abilities and interests of each child, providing a balance of child-initiated and adult-initiated learning experiences to promote children's development.

Even though the program supports the development of early language, literacy and numeracy skills, it is

often mistaken as an 'academic readiness' program for Kindergarten. There are some similarities, however the learning outcomes for preschool are very different. The preschool educational program is process focused and not content driven. It nurtures each child's self-esteem, wellbeing and development. It is designed to stimulate lifelong skills such as children's thinking, communicating, investigating, exploring and problem-solving skills. Children are also encouraged to develop skills for a healthy lifestyle, including good health and safety habits.

Being part of a school, we also offer support to the continuity of learning by facilitating a smooth and positive transition to school.

## POSITIVE BEHAVIOUR FOR LEARNING

Orange Grove Public School is a PB4L (Positive Behaviour for Learning) school which means we promote and support respectful relationships and anti-violence at all levels. Our preschool teaches respect, responsibility and active learning, in line with the PB4L program across the entire school.

*The school's PB4L mascot, Toby the Tiger.*



## REPEATING

Children can only spend one year at any Department of Education preschool prior to school entry. As such, children are transitioned to Kindergarten at the end of the year, other than in exceptional circumstances.



## TRANSITION TO KINDERGARTEN

During morning tea breaks, lunch breaks and relief from face-to-face teaching time, teachers from the primary school are rostered for duty at the preschool. This encourages the children to become familiar with some of the teachers from 'big school' so that the transition from preschool into primary school is seamless and stress-free for your child. Additional programs are taught by specialist teachers from the primary school, when timetabling permits.



The preschool uses the primary school facilities from time to time. This creates familiarity with the school, and provides access to quality facilities such as the school library, kitchen garden and play equipment.

All preschool students will be involved in Kindergarten Orientation days held in the second half of the year.

Where required, extra transition support can be provided by the Learning & Support Team, alongside preschool and Kindergarten teachers.





# BELONGING, BEING, BECOMING

## BELONGING, BEING & BECOMING

The Early Years Learning  
Framework for Australia

Information for families



## EARLY YEARS LEARNING FRAMEWORK

A new, national early learning framework for children from birth to five years



“I want my child  
to have lots of  
opportunities  
for creative play”



### WHAT IS THIS NEW LEARNING FRAMEWORK ABOUT?

We have developed the Early Years Learning Framework to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop.

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

It is a guide for early childhood educators who work with children from birth to five years. They will use the Framework in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of *belonging*, *being* and *becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

### PLAY IS LEARNING

Play is very important for children. Through play babies and young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create.

When children play they are showing what they have learned and what they are trying to understand. This is why play is one of the foundations of the Early Years Learning Framework.

By using this Framework educators will guide your child's play by carefully designing learning activities and stimulating indoor and outdoor learning environments.

### RELATIONSHIPS ARE KEY

It is well known that children learn best when they have secure relationships with caring adults. When children from a very early age develop trusting relationships they feel more confident and able to explore and learn.

In early childhood settings, when children feel emotionally secure they learn through play to develop the skills and understandings they need to interact positively with others and gradually learn to take responsibility.



“The learning outcomes are positive and help me to think about how my child is progressing”



## HOW WILL IT WORK? WATCHING YOUR CHILD'S PROGRESS

Educators will use this new Framework in a range of early childhood settings, including long day care, preschools and family day care to ensure that your child receives a high quality experience. It has been created and trialled by experienced early childhood educators, academics, parents and carers.

The Framework focuses on your child's learning. Educators will work with you in order to get to know your child well. They will create a learning program that builds on your child's interests and abilities, and keep you in touch with your child's progress.

Through the Framework's five learning goals educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning; and
- effective communication skills.

“The Framework helps me to understand how skilled the staff at my centre are and what a great support they are to me and my family”

Using the Early Years Learning Framework educators will observe your child's learning so they can build on it and plan the next steps. They will do this by listening, watching and talking to your child.

They will keep in touch with you regularly to discuss your child's progress. They may use photos or keep a folder of your child's work to show what your child is learning, how they are developing and what particular learning interests them.

Before your child starts school educators will prepare information about your child's learning and development to share with their new teacher. This will help ensure that your child's new school is well prepared to continue your child's learning.

## WORKING TOGETHER

By working together parents and educators can enhance a child's learning and wellbeing.

As the most important person in your child's life you can make a difference by talking regularly with your child's early childhood educator and asking about their learning.

Information you provide allows educators to link your child's experiences at home with the time they spend together in the early childhood setting.

## FIND OUT MORE

This booklet is an introduction to the Early Years Learning Framework.

To find out more or to access translations visit

[www.deewrn.gov.au/earlychildhood](http://www.deewrn.gov.au/earlychildhood) or ask your child's early childhood educator.

Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments.

## ALL IN A DAY

### TIMETABLE

Whilst activities in the timetable will be experienced during the day, times will be very flexible in order to meet the needs of the children. Seasonal changes will also influence the timing of some activities. For example, on very hot days outdoor activities may occur earlier in the day.

#### 9 - 11 Outdoor Activities

- **progressive morning tea during this time**
- gross motor (climbing, running, jumping), use of equipment i.e. bikes, scooters, dolls and prams, balls, hoops, gardening, water and sand play, messy art

#### 11 - 12.30 Indoor Activities

- art and craft, blocks and construction, puzzles, games, dramatic play, books, fine motor activities, writing and drawing, investigation, literacy and numeracy activities

#### 12.30 - 1 Group Time

- whole class activities: stories, language games, picture talks, discussions, finger plays, poetry and rhymes, number activities, news, literacy, maths concepts
- music and movement activities: singing, dancing, moving to music, music games and concepts, musical instruments, bean bags, hoops and streamers

#### 1 - 1.30 Lunch time

- toilet and wash hands – self help and hygiene, table manners, social skills and healthy eating habits

#### 1.30 - 3 Indoor activities

- art and craft, blocks and construction, puzzles, games, dramatic play, books, fine motor activities, writing and drawing, computer, investigation, literacy and numeracy activities

*(N.B. During terms 2 and 3 outdoor activities are swapped with indoor due to weather changes)*

## DAILY REQUIREMENTS

### CLOTHING

Please dress your child in comfortable, easily washed play clothes which allow for self-dressing.

Clothes should be easy fitting – avoid overalls or pants with belts so that your child can be independent in toileting.

It is also important that children have correctly fitted and supportive shoes for running and climbing in the outdoor area – no thongs or slip-on shoes. Please ensure that your child can put on their shoes and fasten them – Velcro is ideal.

As we are involved daily with paint, paste and water, and as toileting accidents are not uncommon at this age, we ask that you provide a spare set of clothing which is to be kept in your child's bag or locker in case it's needed.



In the interest of sun safety, please ensure that your child wears clothes with sleeves (long and short) and avoid tank tops, singlets, shoestring straps, halter-necks etc. Research has shown that much of the skin damage seen in later life begins in these early years.

## LABELLING

Please make sure all of your child's items are clearly labelled with their name.

## HATS

For the health and safety of all children, NSW Public Schools have adopted a 'No Hat, Play in the Shade' policy.

Please provide a sunhat with your child's name clearly marked. The hat will remain at preschool.

Sun-safe school hats can be purchased from our website but are not compulsory. There are two choices: wide-brim hat and bucket hat.

## HAIR

Please ensure that long hair is neatly and securely tied back in such a way that does not hinder the wearing of a sunhat.

Long hair gets dipped in paint, trailed in glue, stuck in playdough, dangled into food and can get caught in wheel toys and climbing equipment. Flowing hair is hot and sticky on warm days and is also more vulnerable to head lice.

## SUNSCREEN

During the summer months sunscreen should be applied to your child before leaving for preschool.



## FOOD

You must inform the school and the preschool staff at the time of enrolment if your child has any allergies to food, drink or other substances which may mean that you will have to fill out an *Anaphylaxis/Allergies/Asthma Management Plan*.

## MORNING TEA

A small healthy snack such as fruit or fruit pieces, vegetable sticks or cheese and crackers should be provided. This snack must be placed in a separate plastic/paper bag or container with your child's name on it. The child's bottle of water will be made available at morning tea time.

Every day the morning tea snack and water bottle should be placed in the trays provided near the entry of the preschool.

Progressive morning tea means children are given the option to have their morning tea when they like between 9.40–10.20 am. Teachers will check who hasn't had their morning tea at 10.20 am and remind those children.



## LUNCH

Children are asked to bring a nutritious packed lunch and a drink. Please mark the lunch box and drink bottle with your child's name. Ensure the lunch box your child uses can be easily opened and closed by them. It is suggested you practise this at home so that independence is promoted and children gain a sense of achievement.

Parents are requested to cut and wrap fruit which needs preparation so that children are able to manage it themselves.

We encourage yoghurt in a tub rather than 'squeeze' types as the use of a spoon supports fine motor skills and independence.

To ensure lunch box food safety it is suggested that:

- Lunch is to be placed in the preschool fridge by your child upon arrival
- all fruits and veggies are washed thoroughly
- perishable items that do not get eaten at lunch are thrown away
- lunch boxes are washed daily with hot soapy water
- pre-prepared food is kept in the fridge.



Please be aware of the school's Personal Development/Health/Physical Education curriculum which encourages healthy eating. All parents should consider healthy options for your child's lunch. It would be appreciated if NO JUNK FOOD was included. This includes lollies, chips, etc.

Peanut butter and/or Nutella are not permitted in the preschool because of the possibility of allergic reactions for some children.

## BIRTHDAYS

Birthdays are a special time for young children and all at preschool enjoy the opportunity to celebrate these occasions together.

Please speak with the preschool staff about appropriate treats to celebrate your child's special day. We will sing and make wishes, eat and enjoy the fun.

If you would like staff to distribute birthday invitations we ask that the invitations are not sealed.

## WATER

It is important that children maintain adequate fluid levels throughout their active day.

Your child's drink will be accessible to them throughout the day.

Please note that plain water only is allowed, not juice, cordial or flavoured water.

## MUNCH AND MOVE

Our preschool has been participating in the 'Munch and Move' program for the past five years. This is a healthy lifestyle program for children from three to five years of age attending preschools or long day care centres in NSW. The program focuses on the development of fundamental skills through game-based active play, encourages healthy eating and reduced time spent in small screen recreation (TV, computers, DVDs).

The program is a joint initiative of NSW Health, NSW Family and Community Services and the University of Sydney.

The five key messages that form the basis of the Munch and Move program are:

1. Choose water as a drink
2. Eat fewer snacks and select healthier snack alternatives
3. Eat more fruit and vegetables
4. Get active for an hour or more each day
5. Turn off the TV and computer and get active.

We promote healthy eating and physical activity through our program.

## ARRIVAL/COLLECTION

An arrival and departure register in the entry foyer must be signed each morning and afternoon by a responsible adult (over the age of 18), as your child arrives and leaves the preschool premises.

As part of the enrolment form, you have nominated people who are permitted to collect your child from

preschool. Any grandparents, babysitters/nannies and friends who will collect your child need to be listed. If you would like to change details of those who are permitted to collect your child, please supply the information to the preschool in writing.

Due to current COVID-19 restrictions, drop-off procedures are modified in order to maintain social distancing.

Please be punctual in collecting your child by 3.00 pm. All children must be accompanied to and from school by a responsible adult, and staff informed of any change of arrangement.

Children are the responsibility of parents before and after preschool session times and are not to be left in the grounds without adult supervision.

**Please note there is no pedestrian access between the school and preschool through the staff carpark.**

## OOSH CARE

Out of School Hours (OOSH) Care is available for preschool students. Children are delivered to the preschool in the mornings and collected from the preschool for the afternoon session.

The current OOSH Care provider is TeamKids. For more information, including to book, visit [teamkids.com.au](https://teamkids.com.au)

## ABSENCES

If your child is absent, please contact the teacher via the school email giving reasons for the absence, e.g. sickness. If you are going on holidays with your child please let the preschool know in writing prior to the departure date.

When your child returns from an absence, please sign the attendance register as per departmental requirements.

## ASTHMA/ANAPHYLAXIS/ALLERGIES MANAGEMENT PLAN

Where relevant, parents are requested to complete a *Student Asthma/Anaphylaxis/Allergies Management Plan* on enrolment. This information is used to support children if necessary while at school. It is the parents' responsibility to supply medication. Preschool staff will administer the relevant medication according to the child's individual management plan.

## CHILD PROTECTION

Under Mandatory Reporting Legislation it is a requirement for all staff at Orange Grove Public School to report suspected child abuse and neglect to government authorities.

If you think a child may be suffering (or has suffered) abuse or neglect, you must take action and contact Child Protection Helpline on 132 111 directly.



## COMMUNICATION

It is important for your child's development that you are in regular communication with the preschool.

If you require clarification on any communication, please speak with the preschool staff, as the information is important to your child's full participation in the program.

Should you have any specific concerns regarding your child, please make an appointment with the teacher for a private interview.

## ONLINE

The Seesaw app is used to send photos and information about your child's learning at preschool. You will be provided with information on how to create an account to access this information.

In addition, each fortnight a newsletter is emailed out to families. The newsletter discusses recent learning topics, as well as general updates.

More information on upcoming events is available on the school website:

[orangegrov-p.schools.nsw.gov.au](http://orangegrov-p.schools.nsw.gov.au)





## OFFLINE

Letters or notes for individual children will be handed directly to a parent/caregiver or placed in the child's bag.

Information will also be displayed on the noticeboard near the sign-on table to keep parents up-to-date on preschool activities.

## CONTACT INFORMATION

Parents are required to inform the preschool of changes in address, phone numbers, emergency information, health status or family situations as soon as they occur.

Parents need to provide their emergency contact details to the school. A telephone number where parents can be reached is required so that immediate contact can be made if necessary. Working parents are requested to inform us of any change in hours or places of work.



## ILLNESS

At Orange Grove Public School Preschool steps are taken to control the spread of infectious diseases and to manage injuries and illness. Often children may ask to come to preschool even though they are ill. Although your child may be disappointed, children must stay at home when they are sick. Should a child come to preschool when they are not well they will be more vulnerable to further infection and could expose others to infection. It is in the best interests of all at preschool to keep sick children at home. Should your child have diarrhoea or vomiting in the previous 24 hours, please keep them at home. If your child becomes ill while at preschool and you are called, please cooperate by collecting your child promptly. We will not call unless your child needs to be at home. Updates to our Infectious Diseases Procedures due to COVID-19 can be found on our school website.

## IMMUNISATION

Changes to the NSW Public Health Act require parents with children starting school to present an Immunisation Certificate at the time of school enrolment.

Parents are required to provide the child's immunisation record and birth certificate prior to the commencement of preschool. Attendance cannot commence until these mandatory documents are sighted. When your child turns four, teachers will send an immunisation reminder letter home.



## MEDICATION

### LONG-TERM MEDICATION

Long-term medication may be prescribed for administration over a period of more than two weeks for chronic conditions such as asthma and diabetes and is linked to individual health care plans.

Parents or carers will complete the Long-Term Medication Form when requesting that medication be given. No medication will be given until the form is completed. This form will be renewed every six months or when there is any change to the medication, dosage or frequency.

The designated trained staff member will administer long-term medication.

### SHORT-TERM MEDICATION

Short-term antibiotics will not be administered by staff. Parents or carers will need to administer antibiotics before or at the conclusion of sessions as appropriate.

Many medications are now available in a form which minimises or eliminates the need to provide students with medication during the school day. Please consult your child's doctor about prescription

options which avoid the need for medication during school time.

## PARENT INVOLVEMENT

Parents are a very important part of our preschool.

You can help your child gain the most benefit from preschool through showing active interest and involvement in what they are doing and learning.

The preschool always encourages parents to contribute by sharing their talents, speaking to the children about a topic they specialise in or helping out. We request that each child has one family member visit during the year, to share a story or talk about their career. Please speak with preschool staff to arrange a suitable time. Due to COVID-19 restrictions, we are unable to have parents/caregivers on site for this reason at this moment in time.

## P&C

As part of the Orange Grove community, preschool parents are welcome to be involved in the Parents and Citizens Association (P&C).

P&C updates are sent out as part of the fortnightly school newsletter.

Meetings take place twice a term in the library at 7.00 pm. Dates of upcoming meetings are published in the school newsletter and on the school website.