



Coonamble Public School

PRESCHOOL

“Safe Respectful Learners”

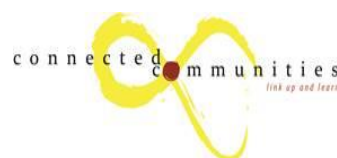


Welcome to Preschool



Bertram Street, Coonamble, NSW 2829

Phone: 0268 224 328



Dear Parents,

Welcome to Coonamble Public School Preschool. We are very pleased that you and your child are joining us at Coonamble Public School.

This booklet contains important information about Coonamble Public School Preschool, which will be helpful for you and your child. Please read it carefully and if you have any questions, don't hesitate to ask our friendly preschool staff. Ensure you keep this booklet as a reference during the school year.

Your child's education is very important to the staff at Coonamble Public School. We strive to maintain effective communication between families and the school to ensure a happy and safe learning environment for your child.

We look forward to engaging in this learning journey together.

Yours sincerely,

Annette Thomson
Executive Principal

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1. Our Preschool Philosophy

Coonamble Public School Preschool Philosophy



At Coonamble Public School Preschool, we acknowledge that the school is built on traditional Aboriginal land and lived upon by Wailwan, Gamilaraay and other nations. We respect this special country, for those who have been, those who are here and those yet to follow. We also strive to build cultural awareness in our school community as part of the Connected Communities strategy.

As a staff, we acknowledge that *play* is a child's natural disposition for learning and provide education programs to engage children to become *happy*, confident, creative and capable *learners* (Early Years Learning Framework, 2012). These programs create opportunities for the children to make connections, develop skills and share and deepen their understandings. We appreciate and acknowledge that children have individual learning needs and we are committed to providing inclusive, intentional and challenging *learning* experiences that are interest based. This supports children to advocate their own *learning* and become intrinsically motivated to engage and *learn* and celebrate their 'now'. All staff have a commitment to learning and value reflections as a tool to strive for continual improvement of practice.

We strive to use and embed sustainable practices, embracing the natural environment and promoting the theme of caring for the land through our program. We support the school expectation of being a *safe*, respectful *learner* through play based implementation of the positive behaviour for learning framework.

We know that a 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 and the children then extend this to build other positive relationships with staff and their peers.



We value building positive relationships with our children, families and community and acknowledge and respect the contributions of all stakeholders, their values and their beliefs. We aim to provide a service that understands, respects and values each child and their family by communicating, building trust, displaying mutual respect and listening. This creates a supportive environment where collaborative partnerships are established.

We facilitate children's ongoing *learning* and support the journey of transition from home to preschool and then preschool to school, for the children and their families. This is achieved through close collaboration with Coonamble Public School, local schools, community agencies and families.

2. Acknowledgment of Country

Coonamble Public School Preschool Acknowledgment of Country

We at Coonamble Public School Preschool, would like to say thank you to the Wailwan and Gamilaraay people for sharing your land with us.

We gather in this special place to learn together.

We promise to look after the animals and plants and the people here too.

At Coonamble Public School Preschool, staff and students say an 'Acknowledgment of Country' daily.



3. Our Preschool Structure

Who is in our CPS preschool room?

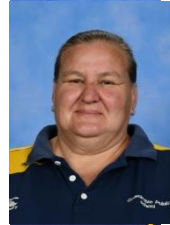
Preschool Teacher
Leanne McMaster



SLSO - Preschool
Miriam McKeown



SLSO - Preschool
Shiralee Robinson



Administration Officer
Helen Lane



Executive Principal
Annette Thomson



Assistant Principal Preschool
Carolyn Jones



Who's who in the Department of Education preschool space?



School Principal

- Nominated supervisor
- Educational leader
- Responsible person in charge



Early Learning Unit

- Fulfills obligations of the approved provider
- Provide policy advice
- Support work of P-2 officers



School Services

- P-2 Initiatives Officers
- Provide compliance support
- Deliver and facilitate professional learning

Who ensures all the early childhood services are compliant?



Early Childhood Education (ECE) Directorate

- Our Regulator
- Enforce regulatory compliance
- Sector development



Australian Children's
Education & Care
Quality Authority™

ACECQA

- Independent National authority
- Guide the implementation of the National Quality Framework

4. 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.

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 they are*** intending on starting kindergarten the following year.

Positions will be offered to families based on the criteria and priorities outlined in the *Department Preschool enrolment procedures: Implementation document for Enrolment of Students in NSW Government schools policy. Being:*

- Aboriginal or Torres Strait Islander children
- children living in low socio-economic circumstances.
- children who are unable to access other early childhood services due to disadvantage or financial hardship.

As part of the Coonamble Public School's local procedure, after priority is given to the families who meet the above criteria, consideration will be given to:

- a. children who are not enrolled in other local early childhood services,
- b. children with additional needs e.g. speech, language, physical etc.
- c. children who intend to enrol in and/or have siblings enrolled at Coonamble Public School.

Note: After all priorities have been filled other applications will be considered.

Waiting Lists

If enrolment applications exceed available places, the preschool staff will store enrolment forms and add children to the waiting list. The waiting list is valid for the current preschool year. If a vacancy occurs during the year, the school will offer the place to the child with the highest priority on the waiting list. The criteria will be:

- a. Aboriginal or Torres Strait Islander Children
- b. children living in low socio-economic circumstances.
- c. children who are unable to access other early childhood services due to disadvantage or financial hardship.
- d. age of the child
- e. children who intend to enrol in and/or have siblings enrolled at Coonamble Public School.

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 and immunisation status, such as a birth certificate or passport, Medicare immunisation history statement, health care card, details and proof of residence will be required to complete the enrolment process. 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
odd weeks	P1	P1	P1	P2	P2
even weeks	P1	P1	P2	P2	P2

Monday- Friday – 9:00am- 3:00pm

Preschool is open during school terms only.

5. Meeting Parent and Staff Needs

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.
- Engaging with Kinderloop.
- Helping in the preschool room, where appropriate.

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. Coonamble Public School Preschool also uses Kinderloop and Facebook 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 on 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.

6. The Preschool Program

The preschool provides an education plan for children in their year before school. By attending preschool, children further develop their 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.
- Fine motor activities.
- PB4L lessons.
- Second Steps program
- Routines to help children gain independence.
- Transition to school activities.



Staff use Kinderloop and the foyer display wall so parents can see what schedules, activities and themes are happening for the week. Kinderloop is available free, online for all preschool families and can be downloaded as an app onto your personal device. Kinderloop allows designated carers and family members to see what their children have been learning about and participating in at preschool.

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.



7. 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.

8. The First Day of Preschool

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 in the locker room. 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.

9. What to Bring

Each day your child should bring a bag containing:

Recess – fruit, muesli bar, yoghurt or other suitable snacks.

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

An extra piece of fruit - Piece of fruit for afternoon tea. This is cut up and shared between all the children, to provide a fruit platter, with variety.

Water bottle - With **water only**.

Lunch orders- Your child may order their lunch from the school canteen. Please send a lunch bag in to the preschool, with what your child will be ordering on the front and the money for the order in it. Please be aware that preschool has a slightly different menu to the main school.

Due to children with allergies, products which contain nuts should **not** be brought into the 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.

Hats are supplied by the preschool and must remain at Preschool.



Please clearly label all of your child's belongings

10. 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**.



11. Attendance and Declaring a Position 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.

Consistent non-attendance

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. After an **additional week**, 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.

Consistent partial attendance

A child who does not meet the priority criteria will be at risk of losing their enrolment if they are attending CPS Preschool less than **2 days per week**, for **3 consecutive weeks**.

The following steps will be taken:

1. The child's parents will be asked to provide a reason for the absence, in person or via phone
2. If a satisfactory explanation is provided enrolment continues. Please be aware that leave will not be granted for children attending another service on their enrolled CPS Preschool day.

or

If leave is not granted, the parents/carers will be notified via letter that they may lose their child's position if their child does not attend on their designated days.

3. If absences continue after **two more weeks**, a letter may be sent to notify families that their position has been **DECLARED VACANT**.

Forfeiting a Child's Position

A family may choose to forfeit their child's preschool position for a variety of reasons. Upon forfeit of the position, the vacant place will be immediately offered to the next child on the waiting list, following the waiting list procedures. Confirmation of the decision will be sent in writing.

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 preschool is kept confidential.

12. Fees

Coonamble Public School Preschool chooses not to charge a fee to families using our service.

13. 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.

Head Lice	Children do not have to be sent home immediately if head lice are detected. The child may return to the service once head lice have been treated. Head lice occur in all schools, so don't be surprised or upset if your child is infected. See your chemist for suitable treatment if nits appear. Prevention strategies can be tying back long hair and using hair spray.
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).
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.
COVID -19	Follow latest NSW guidelines. Children who have flu like symptoms are not to attend preschool.

The Preschool has a number of health information sheets available.

Please be aware that if your child has been sick with **diarrhoea** or **vomiting** they must not attend preschool until at least **48 hours since the symptoms resolved**.

Legally, a Medicare immunisation statement must be provided to Preschool. This can be obtained from [medicare.com](https://www.medicare.com.au), 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:

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

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

14. Administration of Medications

Preschool staff may administer medication:

- on completion of medication record form by parent/carer.
- if it has been prescribed by a doctor.
- if 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 in the preschool kitchen.



15. Allergies, Asthma and Medical Conditions

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

A list of allergies experienced by children 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.

16. 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. This is to ensure that students experiencing difficulties receive appropriate intervention and support.



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.

17. 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 completed prior to 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.

18. Clothing

There is no official uniform for preschool. Clothing should be:

- appropriate for the weather/season
- easy to get on and off – sometimes press studs and overalls can be tricky for children to un-do for toileting.
- comfortable, loose fitting and cover as much skin as possible. Please do not send your child in sleeveless shirts or dresses.
- practical – thongs and slides can be difficult to run and jump in, please send your child in sturdy, supportive shoes. Closed in shoes are desirable.

Please send spare clothes in case of accidents, water play or messy play.

There is a preschool shirt which is available for purchase at the school front office at a cost of \$25. This is not compulsory or official.

19. Food

Coonamble Public School Preschool is a 'Munch and Move' preschool. We are committed to promoting and encouraging children's healthy eating, physical activity and reducing screen time. Due to this commitment the following food items are discouraged;

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



Breakfast is provided by the school for all children who would like it.

Emergency Lunches – Emergency lunches are available for children who do not have lunch and/or recess that day. Parents can request these at drop off. Please keep in mind these are for extenuating circumstances and are not for everyday use.

If parents/carers would like to supply food to share for celebrations or parties, all food items must come with an itemised list of ingredients.

20. 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 progresses.
- * Children may visit the school site for school events, such as assemblies, the Easter Hat Parade, the athletics carnival and NAIDOC Week activities.
- * Informal walks around the school also occur.
- * Scheduled visits to each area of the school, learning about what happens there.
- * In Term 4, daily visits to the main school during recess breaks.
- * In Term 4, parents/carers accompany their child to transition days.

21. Complaints

At Coonamble Public School Preschool, we have a strong belief in two way communication where children, parents and staff, all have a sense of belonging within our preschool. It is important that all parties have a means to share their concerns, suggestions and complaints. There are two types of complaints, being minor/general and serious complaints. General complaints refer to issues which family, community, children and staff may have regarding preschool operations or the way procedures are handled. These are non-serious complaints in nature and can usually be managed and rectified at preschool level. Serious complaints are more formal and may relate to code of conduct or child protection. These must be made using a formal means. If you have a complaint, please inform the preschool staff, who will provide you with a copy of the 'CPS Preschool Complaints Handling Procedure'.

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.

