



BIRCHGROVE PUBLIC SCHOOL PRESCHOOL

Parent Information Book

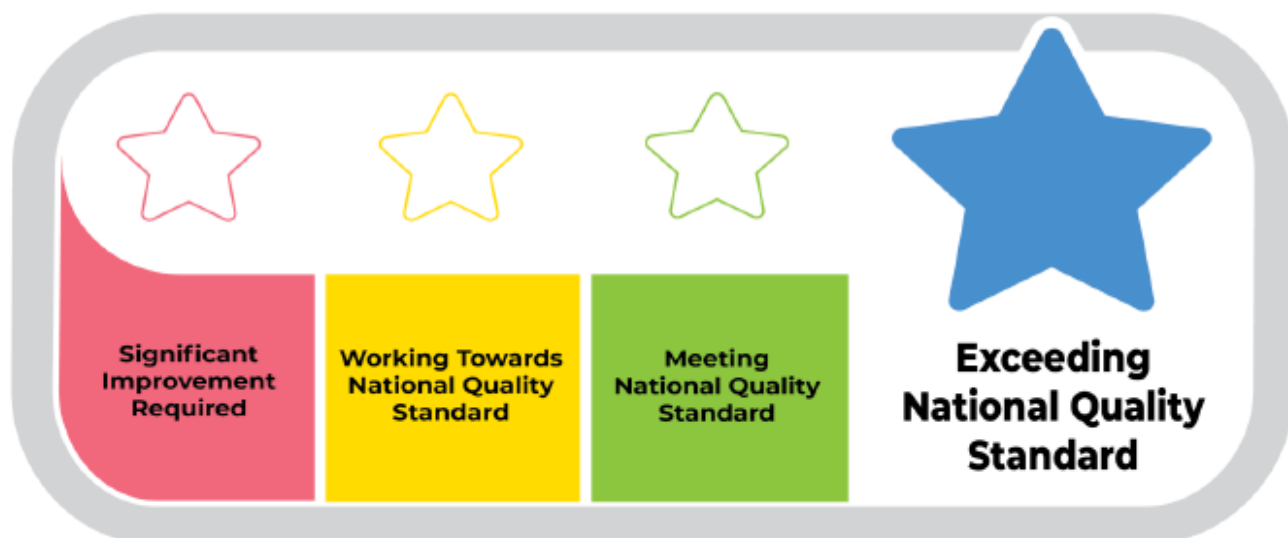
2021 - 2022



The NSW Department of Education Education and Care Quality Ratings

Birchgrove 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

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

This service was last assessed in May 2017 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: 25 August 2020

ASR-00018004

SE-00006641

Welcome to Birchgrove Preschool

Birchgrove Preschool opened in the 1940s and has a long history of offering quality education to generations of children in the Birchgrove area. The preschool is part of Birchgrove Public School and is located within its grounds.

To comply with national standards and provide universal access, there are two rooms accommodating four classes with a maximum of twenty children in each class attending a 3-day/2-day alternate semester program.

Terms 1 and 2

Monday, Tuesday, Wednesday: Platypus and Wallabies
Thursday, Friday: Wombats and Quokkas

Terms 3 and 4

Monday, Tuesday: Platypus and Wallabies
Wednesday, Thursday, Friday: Wombats and Quokkas

We offer a one-year program for children in the year prior to Kindergarten and it is usual that children attend for that one year only. As exceptions to this are rare, please consult the teachers as to whether your child is ready for the program and for kindergarten the following year. Caution is advised when enrolling a child who will not turn four until close to 31st July.

Our service is operated by the *NSW Department of Education* and is part of a Preschool to Year Six Public School. Our school principal is the:

- Nominated Supervisor
- Educational Leader
- Responsible person

Our preschool teachers are responsible for the daily care and education of the preschool children. We are licensed to care for a maximum of forty children, between 9:00 and 3:00 daily, with a ratio of one adult for each ten children. Our preschool complies with the *Education and Care Services National Regulations*, accessible online at:

<http://www.legislation.nsw.gov.au/maintop/view/inforce/subordleg+653+2011+cd+0+N>



Birchgrove Public School 2021 Preschool Team

School Principal: (Educational Leader):	Tracy Gray
Assistant Principal:	Rebecca Boyle
Teachers:	Rebecca Boyle Candice Mackay Sarah Craig
School Learning Support Officers:	Angela Young Suzie Jantz Kellye Toohey Dawn Kolatas
School Administration Manager/Fees: Clerical Assistant:	Melanie Wales Katie Elliott

Each preschool classroom has a qualified and experienced Early Childhood Teacher and an experienced School Learning Support Officer working with the children.



Payment of Fees

Current preschool fees have been waived by the Department of Education.

Families are asked to make a voluntary contribution of \$5 a day to help cover the cost of purchasing resources for the preschool program.

Each term you will receive a 'Statement of Voluntary Contributions' clearly showing the amount for that term. After you have received this, please pay promptly, there are instructions on this schedule regarding payment.

The school must be notified two weeks in advance of a child withdrawing from the preschool.

There is also a fee for additional programs, billed as a one-off payment each year for additional programs that the preschool children benefit from. These are sent to parents at the beginning of the year.

Fees can be paid online via the school website - Birchgrove Public School "make a payment" or by cash or cheque to Melanie Wales in the Finance Office in the main school.



Our Philosophy

We acknowledge the Wangal people of the Eora Nation as the traditional custodians of the land on which we play and learn. We pay our respects to elders' past, present and emerging.

At Birchgrove Preschool we **strive** for a sense of **belonging** with children, families, educators, and the local community. It is a place where children have fun, are stimulated, and have meaningful engagement in everyday experiences to explore opportunities and challenges through play and enjoy just **being**. Our aim is to support children in **becoming** more independent, creative, respectful, confident, and involved learners.

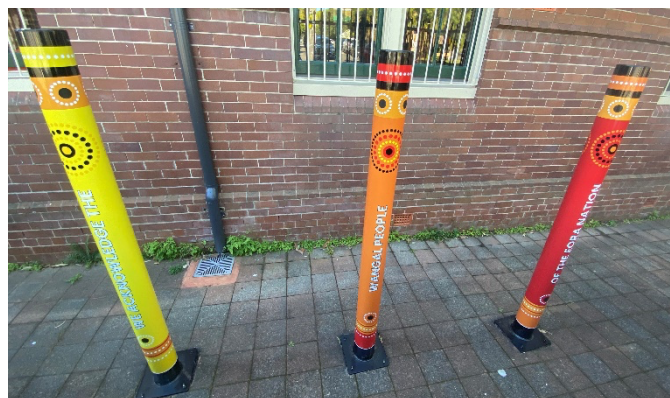
Our principles and practices are demonstrated through an integrated play-based curriculum underpinned by the Early Years Learning Framework. We afford children opportunities and time to explore freely at their own pace, offering a wide range of resources and space, supporting the development of confidence and creativity in a social environment. Our program supports and encourages individuality and curiosity to allow children to extend their knowledge of the wider world so we can build upon their natural inclination to learn. We model sustainable practice through recycling, garden projects and our school worm farm. We actively engage the children in the outdoor environment to create a meaningful awareness and understanding of sustainability.

We approach our learning and daily programming in a collaborative, culturally inclusive way, providing a balance of planned and spontaneous experiences which are thoughtful, intentional, and responsive to the children's needs and development. Our indoor and outdoor environments are designed to provide optimal learning experiences for the children, encouraging child choice for individualised experiences. We incorporate the resources available to us through our families, community and environment and promote reciprocal interactions within all these relationships.

At Birchgrove Preschool we are continuously re-evaluating our practice with critical reflection of our curriculum to best serve the children's outcomes.

As educators we welcome, acknowledge, and embrace the family's role in a child's learning and development, actively promoting a culture of respect and diversity.

Our preschool is part of a wider community, and our environment reflects our local context. We have a close bond with the school and community groups to forge extended "family relationships" for our preschool.



Reviewed: 26/8/21

A Day at Preschool

The preschool day commences at 9.00am and concludes at 2:45pm - 3.00pm. The children are to be brought into their classroom each morning and signed in by their parent or adult carer. Similarly, they are required to be collected by an adult and signed out in the afternoon between 2:30pm and 3.00pm. For safety reasons, children are not to be left in the playground before or after school without teacher supervision.

Parents and carers are welcome in the classrooms each day for a brief time whilst their child is settling. We ask that parents and carers supervise their toddlers when they are in the classrooms. Of course, if a child is having trouble settling on a particular day or over time, please talk to the teachers to implement specific strategies to overcome this.

If a child is going to be absent, parents/carers are requested to contact the preschool in the morning on 9810 2469, alternatively absences can be lodged via the Skoolbag app.

It is important to keep the school informed of any change to home addresses, hours of work and contact telephone numbers. Provision is made on the sign-on sheet for daily contact details. In the interest of all children, toys should be left at home as they can become broken or lost, which causes great distress. The exception is a cuddly toy for quiet time.

The indoor environment at Birchgrove Preschool is designed for children to access a variety of learning areas to participate in dramatic play, science and mathematics, art and craft, literacy, and construction. The outdoor environment has recently been updated and provides for a balance of physical, creative, and quiet play. We are committed to sustainable practices and foster an appreciation and understanding of awareness.

Children are assigned to a home class: Wallabies or Platypus (beginning of the week) or Quokkas or Wombats (end of the week). At drop off and pick up times children are signed in at their home class and communication regarding children is relayed to the child's class teacher.

Quiet time

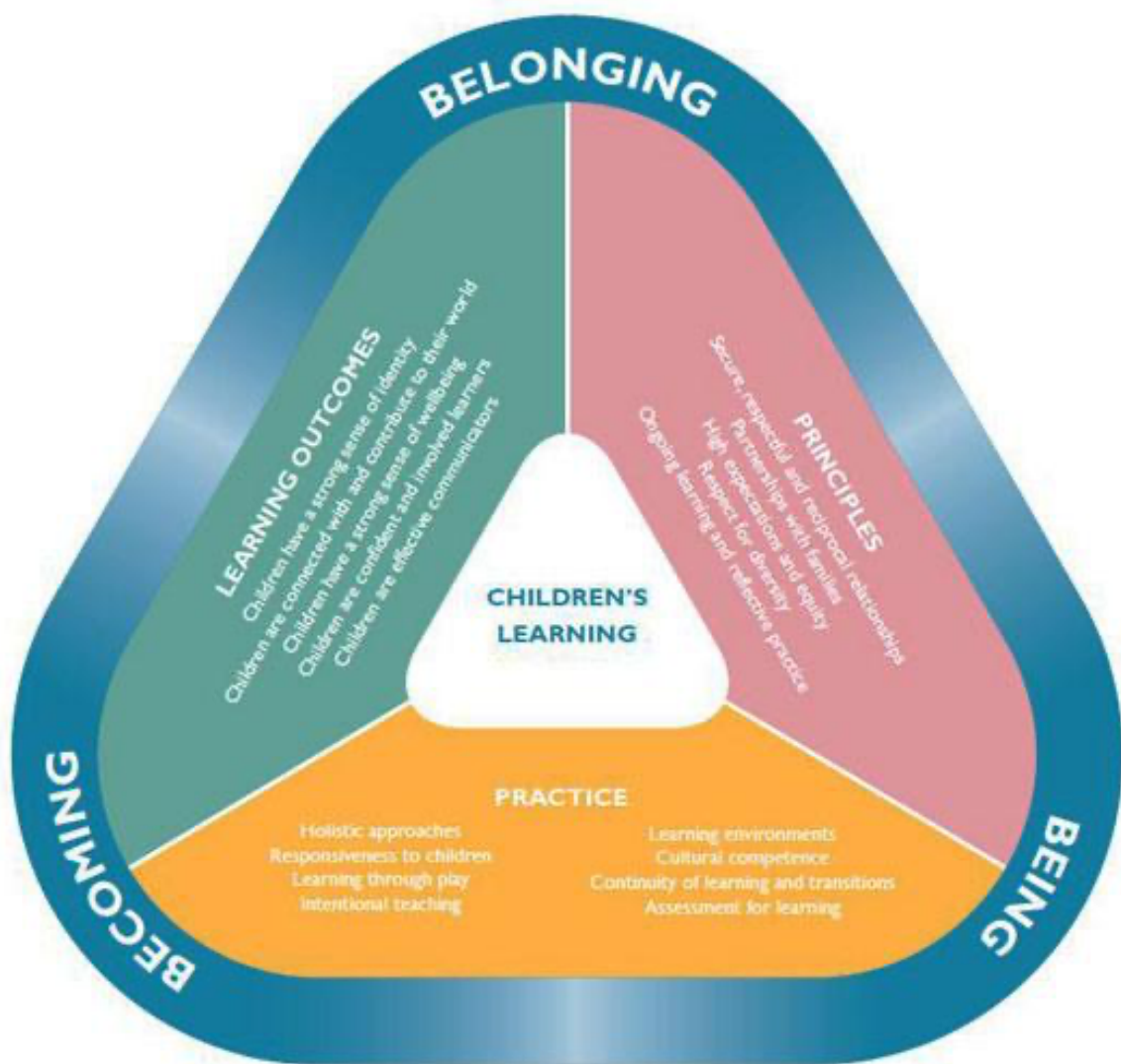
Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest, and relaxation. Please discuss your child's needs with their classroom teacher.

Operation Times

Preschool is open from 9am - 3pm during school terms. Preschool is closed during school holidays and on Staff Development Days, currently: the first two days of term 1; the first day of Terms 2 and 3 and the last day of term 4.

Early Years Learning Framework

Educators plan experiences for the children based on their observations of the children at play. We use the Early Years Learning Framework as the basis for creating a learning program that supports and enriches each child's interests, and abilities. You can view the full framework here: [Early Years Learning Framework](#)



Parent Responsibilities

Keeping records up to date: Parents are required to inform the Preschool of changes in address, phone numbers, emergency information, health status or family situations, including any custody agreements as soon as they occur. Records and information are stored appropriately to ensure confidentiality and are maintained in accordance with legislative requirements.

Absences: Parents are requested to inform the school of any absences including planned or due to illness. Should a child be absent from the Preschool for more than 2 weeks without notice or contact, it will be assumed that the place is no longer required, and enrolment will be offered to the next child on our waiting list. Every effort will be made by our staff to contact a parent before a place is forfeited.

Additional needs and adjustments: If your child has any additional needs, please let the teachers know so that we can develop a program which will appropriately provide for and support your child.

Immunisation and Health: In accordance with the Public Health Act NSW (2010), all children are required to be fully immunised to qualify for a place at Birchgrove Preschool.

At Birchgrove 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 interest of all at Preschool to keep sick children at home. Should your child have diarrhoea or vomiting in the previous 24 hours please keep him/her at home. After a fever, a child's temperature must be normal for 24 hours before returning to Preschool. If your child becomes ill while at Preschool and you are called, please co-operate by collecting your child promptly. We will not call unless your child needs to be at home.

Please note that children must be kept at home if they are suffering any of the following:

- Infectious diseases as per NSW Health Department Guidelines
- Gastroenteritis – vomiting or diarrhoea (during previous 24 hours)
- Fever above 37.2 degrees in the last 12 hours
- Respiratory infection – including, green/yellow nasal discharge, productive cough
- If your child has been prescribed antibiotics during the last 48 hours
- Eye and/or ear discharge
- Unidentified skin rash

Please refer to the Staying Healthy in Childcare (5th Edition) for further information: [Staying Healthy in Childcare](#)

Asthma, Anaphylaxis, Severe Allergic reactions: If your child is on any medication at home, please inform his/her teacher. If your child has been diagnosed with a severe allergy or Asthma, please ask your medical practitioner for an Action Plan. The Action Plan should be provided to the child's teacher together with any antihistamine, Ventolin or EpiPen or other medication required by the Action Plan. Your child's classroom teacher will contact you prior to commencement to formulate a communication plan to inform school procedures to meet your child's medical needs.

Parent Communication with the School

We value effective communication between school and home. Please ensure that all notes or requests for information are returned promptly and that you inform your child's teacher of any changes in your child's life throughout the year. If at any stage you have concerns, an interview can be arranged for you and the teacher to discuss and resolve any issues. In addition to the class teacher, any concerns can be discussed by appointment with Tracy Gray (Principal) or Christine Burke (School Counsellor) or Rebecca Boyle (Assistant Principal). Please call the school office to arrange a time. Always remember that the best outcomes for children are achieved when staff and families work together.

If your concerns are of a more serious nature or you are unsure, please use the following as a guide:

Child's progress, learning, development, and wellbeing	Class Teacher
Preschool organisation	Assistant Principal
Curriculum	Assistant Principal
General enquiries (School contributions, charges, and payments)	Finance Officer
Actions of a staff member	Assistant Principal Principal
Child protection / misconduct issues	Principal



Arrival and Departure

To ensure safe transition to and from the preschool, parents and carers are required to deliver children to, and collect children from, a staff member. There is a daily attendance sheet to be signed by parent or carer at the time the child arrives at preschool and again when the child is collected from the staff.

Preschool doors are opened at 9am. Please bring your child to the classroom and sign them in. Children are to be picked up from preschool by 3pm. If there is any difficulty or alternative arrangements are occurring, please ring the preschool on 98102469. Teachers are not always able to check emails during the school day. Children can become anxious if their parent or carer has not arrived on time. Staff will not allow children to be collected by an alternative adult unless that person has been nominated by the parent/carer.

Use of the Preschool playground must only be under the supervision of a teacher during school hours. Use of the playground outside preschool hours is not permitted.



Meals

Good nutrition is essential for growth and development. It is also well known that the early years are when good eating habits are formed.

Please provide a drink bottle containing water, a healthy morning tea and a nutritious lunch for your child each day. Some lunchbox suggestions have been provided in your orientation pack.

We are a nut aware preschool – please ensure foods are nut free. If required, preschool may inform families of other potential allergens to avoid.

Birthday Celebrations

We love celebrating birthdays and making a fuss of each child's special day. If you would like to provide a treat for your child's birthday at preschool, please let your classroom teacher know.

Family Participation

Family participation is encouraged and very welcome. The children enjoy it when their families can share a skill or help during an activity, and it also helps us to make connections in our preschool program.

We ask for a class parent to volunteer at the beginning of the year to help forward on emails from the teachers and school. The role also involves coordinating volunteers for the school fete to raise money for the preschool.

Parents may be asked throughout the year to donate items in need at the preschool, to help wash toys and help us with any DIY projects! Anything parents can do to help is much appreciated!

Throughout the year we have special performances and experiences that come to the preschool. You will be given a permission note with all the details including the cost. Payments are made via the 'make a payment' tab on the school website.



What to bring

- A small hand towel with a name and a loop (for hanging)
- Spare clothes, especially underwear and socks
- School bag (with name on inside)
- Drink bottle with water
- Wide brimmed sun hat
- Healthy morning tea
- Nutritious lunch

Clothing

Children need clothes and shoes that are safe and comfortable for play and that they can manage independently for toileting. Please ensure that all clothing is clearly labelled especially jumpers, hats, shoes, and socks as they all come on and off frequently. Children are required to wear a hat when playing outside.

Please ensure that you have clearly labelled all your child's belongings before starting preschool.



Communication Apps



We use 'Storypark' to share children's learning with families. Once your child has started at Birchgrove Preschool you will receive an email to access their online portfolio where you will see photos of your child and their preschool friends during their day at preschool. Families can comment on photos and invite other family members to view their profile.



'Skoolbag' is an app that is used throughout the school to communicate with families. It can be downloaded from the App store by searching Birchgrove Public School.

We look forward to welcoming your child to Preschool and getting to know your family.

We trust that this booklet has provided you with some relevant information about our preschool. Of course, if you have any further questions or queries, please contact the preschool and we will be happy to answer them.

Contact us

Phone: 9810 2469

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

76b Birchgrove Road, BALMAIN NSW 2041

Assistant Principal: rebecca.boyle11@det.nsw.edu.au

Fee enquiries: melanie.wales@det.nsw.edu.au

