



# Birchgrove Public School Preschool

Gow Street Birchgrove 2041

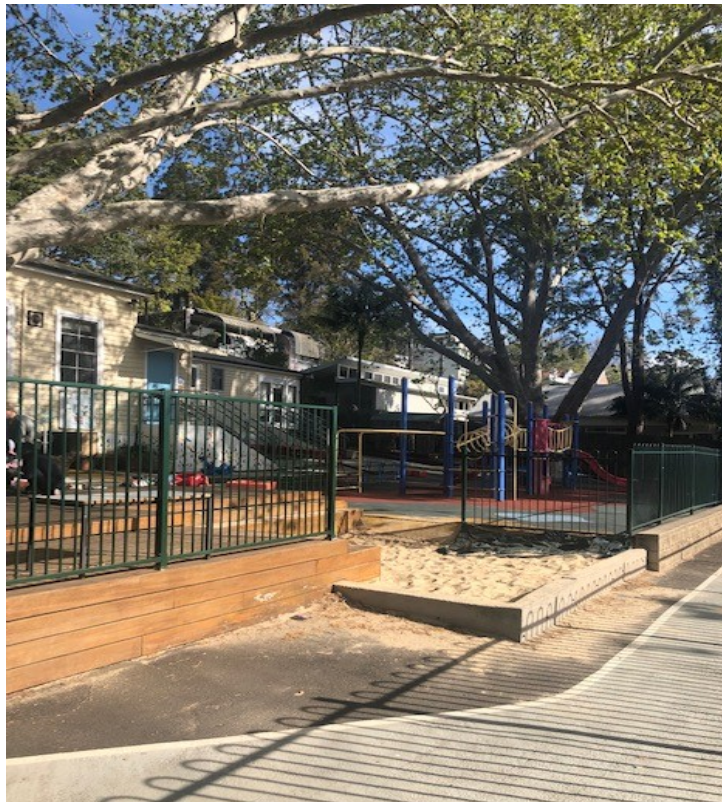
School Phone: 9810 2469

Email: [birchgrove-p.school@det.nsw.edu.au](mailto:birchgrove-p.school@det.nsw.edu.au)

Website: [www.birchgrove-p.schools.nsw.edu.au](http://www.birchgrove-p.schools.nsw.edu.au)

## Parent Information Book

2020



## What's Inside:

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## Birchgrove Public School Preschool

has achieved the following ratings:

<b>Quality Area 1</b>	Educational program and practice RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 2</b>	Children's health and safety RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 3</b>	Physical environment RATING: <b>Meeting National Quality Standard (M)</b>
<b>Quality Area 4</b>	Staffing arrangements RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 5</b>	Relationships with children RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 6</b>	Collaborative partnerships with families and communities RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 7</b>	Leadership and service management RATING: <b>Exceeding National Quality Standard (E)</b>

The overall rating for a service is determined by the combination of the Quality Area ratings achieved.

If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service is rated overall at

**Exceeding National Quality Standard (E)**

NSW Department of Education

Date of issue: 10 May 2017

This service has been assessed 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*

# Welcome to Birchgrove Preschool

Birchgrove Preschool was opened in the late 1940's and has a long history of offering quality education to children in the Birchgrove area. The preschool is part of Birchgrove Public School and is located within its grounds, the closest entrance being Gow Street. There are two classes with twenty children in each and a Teacher and a School Learning Support Officer (SLSO preschool) allocated to each class. Children attend from 9:00 - 3:00 in either the Monday/Tuesday/Wednesday Terms 1 and 2 and Monday/Tuesday Terms 3 and 4 OR Thursday/Friday terms 1 and 2 and Wednesday/Thursday/ Friday Terms 3 and 4 program.

The program offered is a one year program for children in the year before 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 31<sup>st</sup> July.

Our service is operated by the *NSW Department of Education* and is part of a Preschool- Year Six Public School. Our school principal assumes the roles of;

- Nominated Supervisor
- Educational Leader
- Responsible person in charge

Our preschool teachers are responsible for the daily care and education of the preschool children. Our preschool is 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 PS 2020 Preschool Staff*

School Principal: Educational Leader:

Tracy Gray

Assistant Principal:

Jodie Weber

Teachers:

Kristy Middleton

Kylie Mitchell

Kirsty Glover

School Learning Support Officers:

Angela Young

Suzie Jantz

School Administration Manager/Fees:

Melanie Wales

Clerical Assistant:

Karen Duncan

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 are \$40 per day, this fee is charged by the State Government to cover the general running of the preschool and the teachers' salaries. Please note an increase in fees is subject to State Government revision of fees from time to time.

Families are also 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 'Schedule of fees' clearly showing the fees worked out 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. If notice is not provided, a two week penalty fee will apply. If, after a reasonable period of time it is found that a child is unable to adjust to Preschool, the school reserves the right to request the withdrawal of the child. This decision is at the discretion of the Principal.

There are also annual school fees 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.

Please note that payment of fees must be paid in advance. If fees are more than two weeks in arrears then your child's place at Birchgrove Preschool may be at risk of termination. 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

At Birchgrove Preschool we believe learning should be fun, stimulating and engaging. A place where children are respected, challenged, and encouraged, families are welcomed and embraced and our staff respected and valued.

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 freely explore at their own pace and engage in sustained learning. Our program supports and encourages curiosity and exploration to allow children to develop the skills of life-long learning. We support children to develop the skills to resource their own learning by offering opportunities to connect with people, place, technologies and natural and processed materials.

We approach our learning and daily programming in a collaborative way, providing a balance of planned and spontaneous experiences through an emergent, play based program. 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 two-way interactions within all these relationships.

As educators, we acknowledge and embrace our role as co-constructors of children's learning. We also acknowledge that a family is the child's first and most influential teacher, therefore we respect and genuinely value their role in the teaching partnership.

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

Reviewed February 2019

## The Day at Preschool

The preschool day commences at 9.00am and concludes at 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 rest time.

The indoor environment at Birchgrove Preschool is designed for children to access a variety of learning areas across both rooms. One room provides area for children to participate in dramatic play, science and mathematics whilst the other room has art and craft, literacy and construction areas. Children are welcome to move from room to room throughout the day with the exception of class group time.

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 home class teacher.



## Operation Times

9am - 3pm during school terms. The first day of Terms 1, 2 & 3 and the last 2 days of Term 4 are gazetted staff development days and therefore the Preschool is closed on those days. In line with DoE recommendations the Preschool is closed on the last day of each semester to allow for the packing away and cleaning of equipment.

## Aims

To motivate each child through play, leading to exploration and discovery. To recognise individual differences and thereby encourage sound development intellectually, physically, emotionally and socially. To educate pre-schoolers in a safe, secure environment with regular routines.

## Highlights

Expert, experienced teachers with a high level of commitment catering to the needs of 4 to 5 year olds in a developmentally appropriate Preschool programme. A child centred environment with a friendly and supportive staff. The provision of a wide range of experiences relating to the K-6 school curriculum such as computer education, emerging reading, writing and mathematical skills. An attractive setting located in a safe and protected environment with a large outdoor area for gross motor development. Inviting and well-equipped classrooms and outdoor areas overlooking Sydney Harbour. A comprehensive transition to school programme with regular school, class and library visits and involvement in school events such as parades, assemblies and school concerts.

## Specialist Programs

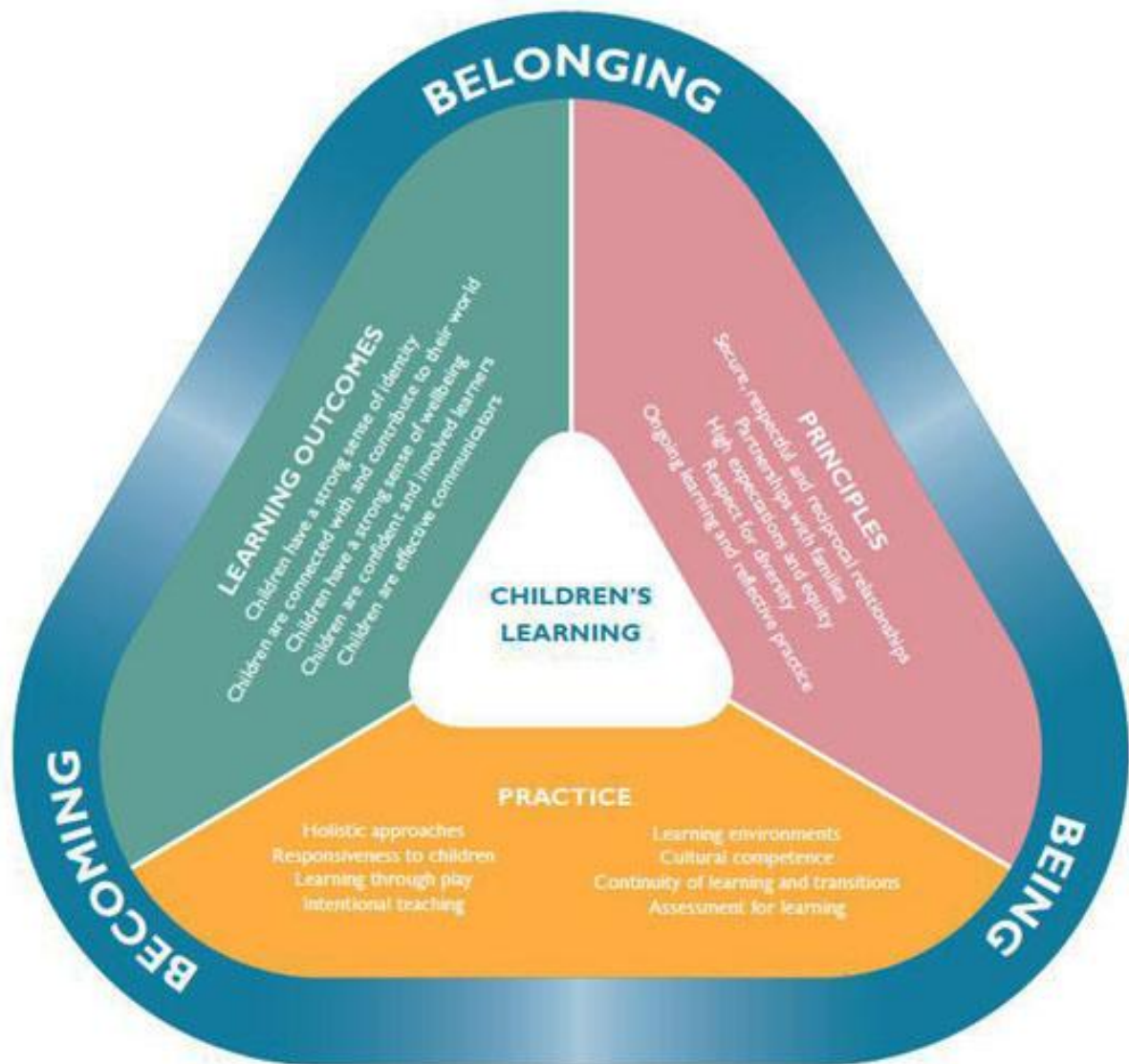
We are very fortunate to have access to specialist teachers for weekly sport and technology sessions. An annual fee of \$100 is charged to each child to cover the cost of these specialist programs.

## Mort Bay Community Garden

Birchgrove preschool are members of the Mort Bay Community Garden, we take a small group of children to the garden a couple of times each term and rely on parent volunteers to help us for the morning. Preschool staff will send out a request for volunteers approx. Two weeks before the garden visit.

## Early Years Learning Framework

At Birchgrove Preschool 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.





### Rest time

At this stage most children no longer need to nap during the day. With this in mind, the Preschool does not enforce a scheduled rest time, however beds are available and adjustments can be made for children needing to rest. Each child's comfort is provided for and there are appropriate opportunities to meet each child's need for sleep, rest and relaxation. Please consult your child's teacher

### Information details

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. Records and information are stored appropriately to ensure confidentiality and are maintained in accordance with legislative requirements.

### Absences

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.

### Withdrawals

The Preschool must be notified two weeks in advance of a child withdrawing from the centre. If notice is not provided a two week penalty fee will apply. If, after a reasonable period of time it is found that a child is unable to adjust to the Preschool, the school reserves the right to request withdrawal of the child. The decision is at the discretion of the Principal.

## Immunisation/Health

All children are required to be fully immunised to qualify for a place at Birchgrove Preschool in line with the NSW Public Health Act 2010

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 he/she is not well he/she 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
- General lethargy

If your child is on any medication at home, please inform his/her teacher. If your child has a severe allergy to foods, bee stings etc., please ask your medical practitioner for an Action Plan. The Action Plan should then be submitted to the child's teacher together with any antihistamine or epipen required by the Action Plan.

## Custody

The Preschool is to be advised in writing of any custody arrangements and copies of legal documents are to be provided. Should there be alterations to these arrangements at any time, the Preschool should be informed immediately.

## Allergies

You must inform the preschool if your child is allergic to any foods or is at risk for anaphylaxis. In order to provide a safe environment, parents are reminded not to send any food that contains nuts.

## Asthma

The preschool MUST BE PROVIDED WITH AN ASTHMA PLAN for children diagnosed with asthma. A Ventolin and spacer needs to be supplied to the preschool.

## Anaphylaxis

The preschool MUST BE PROVIDED WITH AN ACTION PLAN for children diagnosed with anaphylaxis. An epipen must be supplied to the preschool.

## Child Protection

Birchgrove Public School and Birchgrove Public School Preschool are Mandatory Reporters.

If you, as a member of the public, have concerns about a child's welfare you should call the Child Protection Hotline on 132111. More information is available online; <http://www.community.nsw.gov.au/home> All our school staff are mandatory reporters, this means we are legally obliged to report any child abuse we suspect. We will do this through our school principal and the Department's Child Wellbeing Unit.

## Head lice

It is parents' responsibility to check and treat their children. Please advise preschool staff if your child has head lice so that all families can be informed that there has been a case of head lice in the preschool so they can check their child's hair and treat as necessary.

## Procedures for parent communication with the school

The following is offered as the first point of contact regarding areas of compliment or complaint.

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

Complaints will be dealt with confidentially and professionally, as per the NSW Education and Communities Complaints Handling Policy, 2017. Wherever possible, less serious complaints will be resolved informally. If your complaint is of a more serious nature or issue, you may choose to contact our regulator;

### NSW Early Childhood Education and Care Directorate, Department of Education

E-mail: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

Phone: 1800 619 113



## Parent Involvement

Parents are a very important part of our Preschool. You can help your child gain the most benefit from Preschool by becoming interested and involved in what he/she is doing and learning.

**There are many ways to do this:** Show an interest in your child's work and give it a place of honour at home for a few days. Try not to expect the finished product to look like something you may recognise. It has often taken a great deal of time and effort which is more important to your child than the end result. Rather than asking "what is it?" ask how it was done or made, comment on colours or patterns or simply say "tell me about it?" Take the time to read notice boards and other notes sent home to keep up to date with 'goings on'. Become involved in the committee or the activities of the school's P & C organisation.

Attend special days such as the Easter Hat Parade, Book Week activities etc. when all parents are invited to join us. Once all the children have settled in make arrangements with the teacher to share an interest or skill.



## 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 register 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 and ask for preschool Ext 111 to let the teacher know. Children who are left can become extremely anxious when 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.

**Please remember that use of the playground outside preschool hours is not permitted for safety reasons.**





## 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 always required to wear a hat when playing outside. We ask that this hat stays at preschool and does not go home each day.

High fashion outfits, superhero dress ups, thongs, slip on or high -heeled shoes (including crocs) are inappropriate for preschool.

## Communication

It is extremely important that communication between home and school is ongoing and effective. We ask you to ensure that the information sheet and all notes 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, the Principal or Suzy Owens the School Counsellor or Jodie Weber Assistant Principal. Please call the school office to arrange a time. Your child's teacher will inform you the best manner to communicate with them.

Always remember that the best outcomes for children are achieved when staff and families work together.

## SeeSaw

We use the SeeSaw App to share children's learning with families. Once your child has started at Birchgrove Preschool you will be given a unique code to access your child's class page where you will see photos of your child and their preschool friends during their day at preschool. Families are able to comment on photos and message their child's teacher via this app.

## Skoolbag

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.

## Meals

The importance of good nutrition for normal growth and development is continuously supported by research. It is also well known that the early years are when good eating habits are formed.

Families are required to provide a drink bottle containing water, a healthy Morning Tea and a nutritious lunch for their child each day.

### **Some Morning Tea Ideas:**

- Fruit, peeled and cut up if necessary
- Cheese and crackers
- Carrot sticks,
- Cucumber
- Rice cakes with toppings
- Some lunch Ideas
- Wraps with fillings
- Sandwiches with fillings
- Salad

**Please note that we are a NUT AWARE preschool.**

### **Food items discouraged at preschool:**

- Any products containing nuts or have traces of nuts.
- Lollies (Inc. marshmallows)
- Chips/Twisties
- Sweet biscuits
- Chocolate
- Soft drinks
- Cordial
- Juice

## *Birthday Celebrations*

If you would like to celebrate your child's birthday at preschool please send in cupcakes that are nut free rather than a whole cake.

## *Children with Special Needs*

If your child has any special needs, even if they have not been formally assessed, please let the teachers know so that we can develop a program which will appropriately provide for and support your child.

It will also enable us to communicate with relevant outside agencies that may be able to further support your child.



## *Toileting*

All children must be fully toilet trained before starting Birchgrove Preschool. Nappies and Pull - Ups are not appropriate at preschool and at Birchgrove we do not have the staff ratios or facilities for nappy changing.

If there are medical issues surrounding the toilet of your child, please discuss these with a teacher at the time of enrolment.

## Family Participation

We encourage lots of family participation. We ask for a class parent 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 are 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 mostly 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
- School bag (with name on inside)
- Drink bottle with water
- Wide brimmed sun hat
- Healthy morning tea
- Nutritious lunch

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

## Helping your child to be ready for Preschool

Before the commencement day talk to your child about going to Preschool. This could be done by reading stories, discussing activities he/she may do and the new friends he/she will meet. Be positive..... your attitude will greatly influence your child. Avoid using school as a bribe or a threat. Preschool should be seen as an exciting place where fun and good times will be enjoyed.

## Make sure your child knows:

- How to use and flush the toilet. Please Note: Children must be toilet trained prior to Preschool entry
- Hands should be washed after going to the toilet and before resting
  - How to use a tissue

## Encourage your child to become more independent by:

- Teaching your child how to take off and put on shoes and socks
  - Encouraging your child to dress and undress him/herself
- Encouraging your child to put away belongings and playthings after use
- Leaving your child with a relative or friend for short periods so that he/she is used to being away from you

\*Prior to starting preschool please inform the centre of any medical conditions, allergies or any other additional needs.

**We look forward to welcoming your child to Preschool and getting to know them and their 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 Fax: 9555 8653

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

Jodie.weber@det.nsw.edu.au

Kylie.j.mitchell@det.nsw.edu.au

Kirsty.glover1@det.nsw.edu.au

Kristy.middleton1@det.nsw.edu.au

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