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# Larrakeyah Preschool



LARRAKEYAH  
PRIMARY  
SCHOOL

**Educational Leader of this Service: Mrs Mary Boeck**

**Assistant Educator: Mrs Felicity Manfreda**

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**Approved Provider: Department of Education**

**Nominated Supervisor: Mrs Fathma Mauger**

A Northern Territory Government  
Independent Public School

**OUR SCHOOL  
OUR FUTURE**

**INCREASING SCHOOL  
AUTONOMY**

The Preschool year is a very important year for the children as it provides them with a safe environment which stimulates, engages and enhances their development and learning as well as being one that encourages them to learn from one another as well as the staff.

As children travel at a different pace according to their individual development, background, experience and needs, the Preschool program nurtures the continuing development of the children's knowledge of themselves and the world around them.

The principle objective of Preschool is the education of young children through developmental programs which are planned to meet the individual needs of the children and which fosters their growth and learning.

In accordance with the Early Years Learning Framework, the preschool program enables each child's learning in the five outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The program takes into account the children's strengths, capabilities, culture, interests and experiences.

The program promotes language, cognitive, physical and emotional development.

The children are encouraged in the areas of independence, self-awareness and a feeling of self-worth. As we recognize and value the unique differences that make up each individual in the Preschool, we believe it is important to promote self-esteem.

The program helps build confidence and social skills. The children have many opportunities to develop caring relationships with other adults and friendships with their peers. We encourage inclusive play, mutual responsibility, co-operation and self-respect as building blocks for important first friendships outside the children's family relationships.

We encourage problem-solving that keeps the group safe, active and co-operative.

The program is all play-based which is the most important way a child learns. Children learn through their ability to touch, explore and experiment as well as being actively involved with materials, new ideas and interactions with others. Play is the way children come to know themselves, others and the world around them. The 'Learning through play' activities are child-centred, child-initiated and are totally rewarding and meaningful experiences.

On 1 January 2012, the **National Quality Framework** was established and applies to preschool services. The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a national legislative framework
- a National Quality Standard

- a national quality rating and assessment process
- a new national body called the Australian Children's Education and Care Quality Authority.

The **National Legislative Framework** was established through an applied laws system and consists of:

- the Education and Care Services National Law
- the Education and Care Services National Regulations.

The **National Quality Standard** sets a new national benchmark for the quality of education and care services. The National Quality Standard is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.



The **National Quality Standard** aims to promote:

- the safety, health and wellbeing of children
- a focus on achieving outcomes for children through high-quality educational programs
- families' understanding of what distinguishes a quality service.

### **PRESCHOOL ENROLMENT POLICY**

Children who turn four before the 30<sup>th</sup> June are eligible to begin Preschool at the start of the school year. The enrolment policy states that children are offered a position on a first-in, best-dressed basis for their preschool year, with those with siblings in the school being accepted before those who have no siblings within the school.

Unless students have a diagnosed disability, children entering preschool are expected to be toilet trained and able to manage themselves independently in the toilet most of the time.

Proof of date of birth, immunisation history and residential address are required on enrolment and prior to the child starting in case families have moved from the time of enrolment to the start of the preschool year.

Please make sure the Preschool always has your current address and phone number.

### **PRESCHOOL TO TRANSITION POLICY**

When entering Primary School from Preschool, children will be enrolled in Transition. To be eligible for Transition children must turn 5 by the 30 of June in that year.

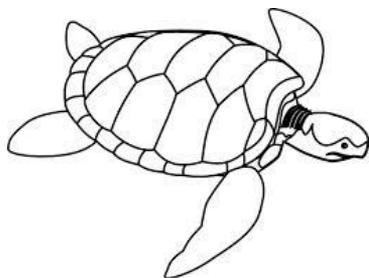
## LIST OF PRESCHOOL POLICIES

In the entrance of the Preschool, on the shelf, there is a folder that contains copies of all the policies the Preschool has. You are always welcome to have a read of these policies but they do stay on the premises. There are the following policies:

- Acceptance and Refusals Authorisation Policy
- Administration of Medication and First Aid Policy
- Child protection and Risk Management Policy
- Delivery and Collection of Children Policy
- Educational Program Policy
- Educator Professionalism and Ethics Policy
- Emergency Preparedness Policy
- Enrolment and Orientation Policy
- Environmental Sustainability Policy
- Evacuation and Lockdown Policy
- Evacuation Procedures
- Excursion policy
- Food Preparation, Storage, and Handling Policy
- Governance and Management Policy
- Grievance and Complaint Policy
- Handwashing Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Families Policy
- Managing Infectious Diseases Policy
- Medical Conditions Policy
- Nutrition, Food, Beverages- Parents Provides Policy
- Policy and Procedure Review Policy
- Privacy and Confidentiality Policy
- Relationships with Children Policy
- Safe Play Spaces Policy
- Staffing Policy
- Students, Volunteers, and Visitors Policy
- Sun Protection – Parent Supplies Hat Policy
- Supervision Policy
- Water Safety Policy

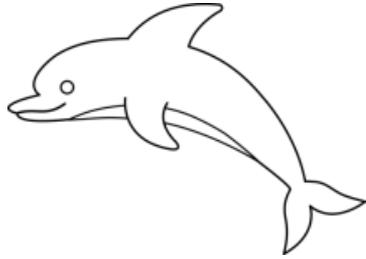
## GENERAL INFORMATION

The Preschool has **two groups**.



The **Morning** Group (the **Turtles**) attend from Monday to Thursday, 8am to 11am daily.

They attend on every alternate Friday from 8am to 2pm, starting with Week 1, Term 1.



The **Afternoon** Group (the **Dolphins**) attend from Monday to Thursday, 12noon to 3pm daily.

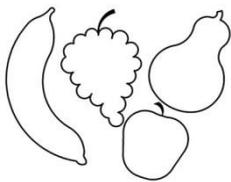
They attend every alternate Friday from 8am to 2pm, starting from Week 2, Term 1.

Children need to be brought to the preschool and collected at the end of the session by an authorised person **over 16 years**. All children need to be signed in at the start of each session and when they are dismissed. This is in accordance to our Delivery and Collection policy.

**Punctuality** at arrival is appreciated and at departure as often we have meetings to attend or preparation to do immediately after the session.



## Fruit Time



Children are asked to provide **5 pieces** of fruit at the start of each week. Whilst at preschool, the children will share morning or afternoon tea. Alternatives to fruit can include dried fruit and vegetables like carrots, celery, cucumber, capsicum etc. The daily menu for Monday through to Friday morning teas/Monday to Thursday afternoon teas is up on the wall as you walk in to the Preschool. If there are additions to the menu that are a surprise, a note will always be added to the notice board outside for everyone to read at the end of the session.



On **Fridays**, the children are asked to bring their own healthy lunch in a **named** lunch box and a named water bottle with water in it. As our Policy states, the children are encouraged to bring a **healthy snack** in their lunch box. Have a look at [www.essentialkids.com.au](http://www.essentialkids.com.au) for some great ideas.

## PARENT INVOLVEMENT

Parents are a very important part of the preschool family. As stated in the EYLF, "Learning outcomes are most likely to be achieved when early childhood educators work in partnership with families. Educators recognise that families are children's first and most influential teachers."



Parents are always welcome to help us for a session or part of the session. We have a roster on the door where you are all welcome to write your name down or just turn up to help for the day, to see what your child does at preschool. When your child is the Focus Child for the week, we send home a questionnaire so you have an input into the programming for your child. If you have any special talents that you would like to share with us, like music, cooking, puppetry, storytelling, for example, please let us know as we appreciate any help.

Regular **newsletters** will be sent home with your child to keep you well informed of what is happening at preschool over the next few weeks. Your child will be issued a named plastic envelope at the start of the year. Please can this always remain in your child's bag so notes can be put in there when the notes need to go home. You can put notes for us in there for your child to give to us too. If you would like a newsletter sent to you electronically, please let me know.

## PARENT CONTRIBUTIONS, FUND RAISING

The preschool's current voluntary contribution is \$60 per term per child. This money goes towards necessary stationary equipment and other supplies to support programs. Prompt payment is much appreciated.

We run our own small raffles and fund raiser activities to raise funds for the preschool so we can purchase new resources and to replace old ones that need replacing. We try to hold one big special fundraising event each year in the Dry Season so keep reading your newsletters as all the information will be in them.

## PORTFOLIOS



Each child will have a portfolio for the year. These will have

individual reports, assessments, learning stories, photos, etc in them. In accordance to our Confidentiality Policy, each child will need a parent to sign a form stating they will only look at their child's

portfolio. The portfolios are available at any time to read so please enjoy them. We also put all records and learning stories on an USB



which is again available to you to look through at any time so please ask if you would like to look at them on the computer. A lot of work goes in to them so you have a nice record of your child's year at Preschool.

## YOUR CHILD WILL NEED:



A good size school bag (named) to hold their art work, named spare clothes in case of toileting accident, their library bag etc.



A wide-brimmed hat which is compulsory with our Sun-smart Policy.

books home in.

A library bag



to carry our library

The Territory Government has allocated a \$150 voucher for each pre-schooler to use at the start of the year. More information about the voucher will be revealed at the start of the year.

Your child can wear a preschool shirt, if preferred. These are available for sale from us for \$15. Remember, your child needs to wear clothes that can get dirty, are sun-smart (hence cover the shoulders) and are practical for a session at Preschool.

**All children** need to wear runners, boots or sandals. Thongs and fashion sandals are dangerous and not suited for the Preschool program (unless specified).

## COMMUNICATION

Larrakeyah Preschool has an open door policy where parents are welcome into the preschool at any time to observe your child's learning or to assist in daily activities.



There is also a Communication Book (a diary) near the entry where all parents are encouraged to write short notes to the staff if there are changes in who is collecting your child, if you would like to make an appointment to see the staff, or even if you'd like the staff to call you at a time when we can talk privately. We check this daily.

We put up a variety of information on the notice board out the front of Preschool so please keep a lookout for the different notices.

## **ILLNESS/HEALTH**

Please inform us about your child's absence by phone or email. This is important so we know if there is a sickness spreading within the preschool. You can email us to [mary.boeck@ntschoools.net](mailto:mary.boeck@ntschoools.net) or ring us directly. If you ring and we aren't answering, it generally means we are outside and cannot hear the phone so you can ring again later or go through the school on 89813211.

If your child is unwell, please keep them home because they may spread the illness but most importantly, they will just want to stay at home and rest. For example, if they need Panadol before coming to preschool, that means they are not well enough. Please check our exclusion chart for certain illnesses on our notice board.



Please see attached the NT Government's Time Out poster outlining the exclusion times for different illnesses and infections.

Thankyou. If you have any further queries, please do not hesitate to come and ask us.

## **Term Dates for 2017**

Term 1: 30/1/17 to 7/4/17

Term 2: 18/4/17 to 23/6/17

Term 3: 25/7/17 to 29/9/17

Term 4: 9/10/17 to 14/12/17