



Quality Education
Caring For All



Arawang Preschool



Preschool Information Handbook

2020

*Arawang Preschool is a place where children
laugh, play and learn!*

WELCOME

Dear Parents and Caregivers,

I join the staff in extending to you a warm welcome to Arawang Primary School of which Arawang Preschool, is an integral part. We are delighted to join with you in the education of your child as each one takes his or her first steps in a life-long learning journey.

Jeni Page, Principal.

Contact Details

Education Directorate – ACT Government Contact Details

- 6205 5429
- www.education.act.gov.au

School Contact Details

- Principal: Jeni Page
- Deputy Principals: Michelle Maier and Ben Davies
- Preschool teachers: Kate McIntosh, Katy Meeuwissen, Kim MacPherson
- Preschool educators: Marta Gurney, Alycia Honey

- School phone number: 6142 0660
- School fax number: 6142 0676
- Preschool phone number: 6142 0672
- School email: arawangps.info@ed.act.edu.au



PHILOSOPHY STATEMENT

Education and Training Directorate Vision

That all young people in the ACT will learn, thrive and be equipped with the skills and attitudes to lead fulfilling, productive and responsible lives.

Education and Training Directorate Values – Everyone Matters

Respect, Integrity, Collaboration, Innovation

Arawang Preschool Philosophy

Our preschool philosophy builds upon our school's vision statement *Quality Education, Caring for All* and the principles from the Early Years Learning Framework as characterised by *Belonging, Being and Becoming*.

Our Vision

Arawang Preschool is a diverse community where children, families, educators and the wider community are part of a quality learning environment that supports individual development and learning. In our preschool program we encourage children to be actively involved in their learning. We plan opportunities for intentional teaching and knowledge building. We value lifelong skills including creativity, confidence, resilience, participation, persistence, organisation and getting along with others.

Our Values

- We believe all children can learn and achieve and we use play to encourage and drive learning. We offer opportunities for all children to be creative, explore, investigate, experiment and participate in shaping the learning environment.
- We encourage children to build on prior knowledge and be confident when sharing ideas. We believe all children should have a voice and offer opportunities to express their ideas in a supportive environment.
- We believe in a holistic approach which nurtures the child's wellbeing. We celebrate cultural diversity and individual differences and acknowledge Australia's Aboriginal and Torres Strait Islander cultures.
- We provide an enriched program valuing foundations for literacy and numeracy. We encourage children to persist with activities and praise them on mastering new skills.
- We value indoor and outdoor play. We provide an aesthetically-pleasing, natural and sustainable environment where children develop a respect for their own belongings as well as others.
- We believe in a restorative approach to resolving conflicts and encourage children to listen to others and respect their ideas. We teach children how to express themselves in a variety of situations and model resilience and skills to cope with unexpected situations. We strive to develop reciprocal relationships through open communication with families and the wider communities.
- We maintain a professional understanding of early childhood education and incorporate current research and professional practice into daily teaching. We believe in continuous improvement through regular reflection on educator practice.

Arawang Preschool philosophy (a child-friendly version)

Arawang Preschool is a place where children laugh, play and learn.

ENROLMENT PROCEDURES

Children seeking to enter school at the preschool entry point should be four years of age on or before **30 April in that year**. Families who are residents of Waramanga and Fisher are in priority enrolment area for Arawang Primary School. In 2019 only children of Waramanga and Fisher residents are being enrolled at Arawang Preschool.

Online Enrolment and information

The ACT Education and Training Directorate has updated the enrolment and transfer arrangements for all ACT public schools. To make this process easier for those wishing to enrol or transfer, please use the online enrolment/transfer form and Parent/carer guide to enrolment/transfer for ACT public schools located on the 'Enrolling in an ACT Public School' section of the Education and Training Directorate website https://www.education.act.gov.au/school_education/enrolling_in_an_act_public_school

Preschool enrolments open in April/May prior to the commencement of the preschool year. **To be eligible to enrol, you will need to provide your child's birth certificate, immunisation details and proof of residence**, i.e. utilities bill, mortgage document, lease or tenancy agreement.

Early Entry

Early Entry is offered to eligible families to meet the needs of their children in the early years of their education. Early Entry will only be considered for children in the following categories:

- English as an Additional Language or Dialect
- Aboriginal or Torres Strait Islander children
- Mobility (such as for Australian Defence Force personnel)
- Gifted and Talented children.

For further information, please contact Early Years on [62055429](tel:62055429)

Interviews – Individual interviews are conducted so parents can provide information regarding their child's interest and needs. A getting to know your child information sharing sheet is sent home and all completed forms should be returned during this interview.

Transition Visit – 2021 preschool enrolments will have several transition events in term 4, 2020. Details of these events will be emailed to you.

HOURS OF OPERATION

Arawang Preschool hours are as follows:

Group 1

WEEK 1: Monday, Tuesday and Wednesday 9:00am – 3:00pm

WEEK 2: Monday and Tuesday 9:00am – 3:00pm

Group 2

WEEK 1: Thursday and Friday 9:00am – 3:00pm

WEEK 2: Wednesday, Thursday and Friday 9:00am – 3:00pm



TERM DATES FOR 2021

Term dates for 2021

Term 1: Monday 1 February – Thursday 1 April

Term 2: Monday 19 April – Friday 25 June

Term 3: Monday 12 July – Friday 17 September

Term 4: Monday 5 October – Thursday 17 December

VOLUNTARY CONTRIBUTIONS

Public education is free. A school may offer or facilitate some specific optional items, activities and services for which parents may be asked to pay if they want their child to access them. Such activities may include excursions, incursions, class photos and special programs.

Schools do ask families to contribute a voluntary contribution to enable it to continue to provide a quality learning environment for our children.

Purchases rely upon the commitment and generosity of our parent community.

CURRICULUM

A national early learning framework for children from birth to five years has been developed and is used at Arawang Preschool.

The Early Years Learning Framework has been developed 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

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.

Together with this national framework, educators in the ACT can use the Australian Curriculum framework for preschool to year 10 to develop quality programs.

COMMUNICATION AVENUES WITH STAFF

Our school recognises the importance of a positive parent/staff relationship. We encourage:

- Sharing knowledge to enhance the growth and development of your child.
- Developing positive relationships with families that are based on mutual trust and open communication.
- Developing a sense of belonging to the preschool for the children, parents and staff.

Important notices are emailed to families. Newsletters are produced each fortnight on a Thursday with information about what is happening in the school.

P & C meetings are held regularly each term for your input and feedback. These are advised through the school calendar, school newsletter and on the notice board.

Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. This ensures valuable insights, and understandings, can be appreciated about a child's individual developmental journey. If you have any questions or concerns, please do not hesitate to ask for an appointment to meet with the teacher.

The class roll is a legal document and it is important that it be maintained accurately. Parents are requested to report all absences and sicknesses from preschool in writing.

PARTICIPATION OF VOLUNTEERS

Working with Vulnerable People

The *Working with Vulnerable People (Background Checking) Act 2011* provides protection for children and young people. As from November 2013 a person who has contact with children in certain circumstances must be registered with the Office of Regulatory Services (ORS).

All ACT Education Directorate school-based staff, and a number of staff who are not school-based but fall within the requirements of the Working with Vulnerable People Act, are required to be registered. These include teachers, learning support assistants and front office staff. All Arawang Primary School staff are registered.

Some circumstances will require volunteers and other visitors to schools who are working with children to be registered with ORS. Information is available on the Directorate's website to clarify these circumstances. Volunteers who regularly work with children in classrooms and other school activities will need to be registered.

While a number of members of the school community may already have taken steps to register with ORS, others will need to consider whether this is required for their participation in school activities. If you are unsure whether you need to be registered, please contact the front office.

There are arrangements under the Working with Vulnerable People Act to allow a person, who has made an application for registration with ORS but a decision has not yet been made, to work with children under the supervision of a registered person. (www.ors.act.gov.au/community/working_with_vulnerable_people.)

Parents and members of the community make a valuable contribution in a diversity of roles in our school. Arawang Primary School looks forward to your continued support.

CONTRIBUTION TO DECISION MAKING

Families are welcome to contribute to the decision making procedures of the school through the School Board or the P&C.

Board

Each government school in the ACT is administered by a school board whose membership comprises the school principal, two elected staff members, three elected members of the parent body, and a nominee of the Education Directorate. Elected members normally serve for a two-year period.

The Board is the policy-making body of the School. Its major functions are to:

- determine the educational policies to be implemented at the School
- assess, from time to time, the needs of the School in relation to the provision of buildings and facilities, equipment, funds and teachers and other staff, and make recommendations to the Director General (of the Education Directorate) with respect to the meeting of those needs
- determine the purposes for which funds made available for the School are to be expended
- make recommendations to the Director General in respect of the use of the buildings, facilities and equipment of the School for purposes other than school purposes

- develop relationships between the school and the community and community organisations
- make recommendations to the Director General on matters relating to the School

Responsibility for the implementation of policies established by the Board rests with the Principal and staff.

Parents and Citizens Associations

The Parent Association at Preschool operates as a sub-committee of the school's P&C. It meets regularly with preschool staff and other school personnel to contribute and support the preschool and its programs and resources.

The P&C plays an important role within the School. All parents are encouraged to attend the meetings. As well as its more official activities, the P&C provides an informal meeting ground for parents and teachers and serves a fundraising function for the school.

PARTICIPATION IN PRESCHOOL ACTIVITIES

Families are welcome to share their special skills, interests and diverse family cultures with the preschool. Families are encouraged to participate in social activities to enable families to meet each other and form a sense of belonging to the school.

Families can help in the following ways:

- Sharing knowledge and expertise of craft, cooking, music, storytelling and job skills
- Interacting with the daily program
- Assisting with laundry
- Working bees in the garden
- Joining the Arawang Preschool P&C Association or the school P&C Association

DELIVERY AND COLLECTION OF CHILDREN

Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group. In accordance with the National Quality Standard, collection of children must be by a parent or authorised nominee. Students remain with the class teacher at the end of each learning session until collected by the parent or authorized nominee.

CHANGES TO DETAILS

Please keep staff and the school informed of any changes to address, home/work phone numbers, child care arrangements, medical information and emergency contact phone numbers. However, please keep telephone calls to the preschool during session times for urgent matters only as it is disruptive to the program when staff leave the children to answer the telephone.

MEDICAL CONDITION MANAGEMENT

Immunisation

The ACT Health Directorate advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Medical and Accidents

It is important that sick children are kept at home for their own comfort as well as the comfort of other children and staff. If a child becomes ill or is injured at school appropriate First Aid will be given and if necessary parents will be notified and asked to take their child home. If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free. All students who have an ongoing condition (e.g. asthma, diabetes, epilepsy) must have a treatment plan completed by parents and their GP and lodged at the preschool. Plan proformas are available from the Front Office or from a staff member in the preschool.

Exclusion periods for infectious diseases such as mumps, German measles, measles and chicken pox are provided at the end of this handbook.

If a child is to take a **prescription medicine** while at school, **written directions from a doctor** must be provided and medicine must be left with staff. Information on a child's health status e.g. epilepsy, diabetes, should be given on enrolment or on diagnosis. If the health problem is serious please provide an up to date photograph of the child so it can be placed on our Medical Alert board.

Head lice are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from school until written evidence of treatment is produced. Please report any cases of head lice to the School Office.

Food – Provision is made for the children to eat during the preschool session. Parents/carers are urged to provide children with healthy snacks and lunch which will enable the staff to assist in the development of lifelong healthy eating habits. All children will need their own drink bottle with water only. **Please note: Arawang Primary School is an allergy aware school due to the inclusion of students with life threatening anaphylactic allergic conditions.**

To view Education Directorate policies visit https://www.education.act.gov.au/publications_and_policies

PHYSICAL ACTIVITIES

Physical activity is very important for children so educators provide opportunities for structured and unstructured physical activity.

During the preschool sessions, your child will be involved with some hands on experiences both inside the classroom and in the outdoor area. These activities can, at times, be very messy. Please ensure your child is dressed appropriately so that they feel confident to participate in all the challenges provided throughout the session. In keeping with the sun safe policy, children will need to wear either a legionnaires or wide brimmed style hat. Please ensure that cords on hats are detachable in compliance with Directorate regulations. If children do not have a hat, they are encouraged to play in the shade. A warm coat and hat are required in winter. The children will be challenging themselves on the climbing equipment so sensible footwear is essential and long dresses and skirts can be dangerous. Please label all of your child's clothing and pack a spare set in case of extremely messy play or accidents.

INFORMATION ON HYGIENE PROCEDURES

Staff, children and volunteers must adhere to the hand washing procedures.

All children are encouraged to wash their hands:

- On arrival
- Before and after eating or touching food
- After toileting
- After blowing their nose and wiping tears and dribbles

All scratches and cuts must be covered.

FOOD SAFETY TIPS FOR HOMEMADE LUNCHES AND SNACKS

Healthy lunches and snacks are important for children and help with their concentration and learning. School lunches however are particularly susceptible to food poisoning, especially in the summer heat. Parents and caregivers are reminded of a few simple food safety rules to prepare safe and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

- Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should also be washed thoroughly before reuse. Children should also be encouraged to always wash their hands before eating.
- Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or vegemite.
- Because food is normally stored in a child's lunch box for several hours, the lunch box needs to be kept cool. This can be done by:
 - Choosing an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool
 - Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight
 - If including leftover meals such as meats, pasta and rice dishes, ensure you pack a frozen ice block into the lunch box
 - Healthy drinks, such as water and milk can be frozen overnight and then stored in your child's lunchbox, helping to keep it cold
 - Make sure that while at school children keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.
 - Your child will need a substantial lunch such as a sandwich and a piece of fruit in a named lunch box each day at preschool. We encourage children to eat healthy foods and request that you refrain from packing lollies, chips, chocolate, cordial and other sugary foods and drinks. We encourage all children to drink water at preschool.

EXCURSIONS

Excursions are part of the educational program at Arawang Preschool. On enrolment, parents are asked to give permission for their child to go on incidental excursions e.g. walk to the shops. If children use any form of transport, parents will be advised in advance and asked to give permission, in writing, for the child to attend. The adult/child ratio is 1:4 on major excursions or less as required. All money sent to school as payment for an excursion/fundraiser should be placed in a sealed envelope clearly marked with your child's name.

EMERGENCY MANAGEMENT PROCEDURES

The school has a policy on emergency evacuations and lockdowns and is required to practise these procedures. All staff and children participate.

CHILD PROTECTION PRACTICES

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and /or sexual abuse of children is a criminal offence.

Staff will deliver lessons to children in protective behaviour and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

TRANSITIONS

Your child is a member of the Arawang Primary school community. By enrolling your child into Arawang Preschool your child will automatically move on to kindergarten in our school. As with all transitions the staff will

ensure that the move from preschool to kindergarten is successful. To do this we have implemented a transition program for our preschool children. This involves:

- Regular visits to the school
- Activities with buddy classes
- Visits to the kindergarten classes
- Planned transition visits in semester 2

For more information about this topic please follow the link to this website for some handy hints:

https://www.education.act.gov.au/school_education/starting_school

STUDENT WELFARE AND MANAGEMENT

At Arawang Primary School we believe that everyone is an individual and that we all have the special qualities that make us who we are. It is important that students are treated with respect, valuing their uniqueness and what they bring to the school. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The school has a *Student Management and Wellbeing* policy that outlines the steps for addressing student welfare and management issues.

PARENT SUPPORT

Parentlink www.parentlink.act.gov.au is a website which parents can use to access:

- Parent guides, including electronic order forms
- A directory of local parenting services
- Upcoming community events and parenting courses
- Further readings in relation to the parent guides
- Links to other useful websites.

CONCERNS OR COMPLAINTS

If you have a concern about your child's education please have a conversation with the preschool teacher. You are also welcome to make contact with the executive teacher, Deputy Principal or Principal in the primary school.

You are welcome to contact us through the school office at any time. Should the need arise the ACT Education Directorate has a policy for complaints resolution. This policy can be accessed at

https://www.education.act.gov.au/publications_and_policies

The Director for Families and Students provides the key contact for parents, students and the community to raise concerns when they feel a school response in meeting the needs of individual students has been inadequate.

Phone: 62055429 Email: familiesandstudents@act.gov.au

DISEASES – OUTBREAK PROCEDURES AND EXCLUSION PERIODS

Personal hygiene measures such as hand washing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

The *ACT Public Health Regulations 2000* require children with the following conditions, and children who have been in contact with the following conditions, to be excluded from school, preschool, child care or family day care for the periods specified.

Condition	Exclusion of person with condition	Exclusion of persons in contact with condition
Amoebiasis (entamoeba histolytica)	Exclude until diarrhoea ceases	Not excluded
*Campylobacteriosis	Exclude until diarrhoea ceases	Not excluded
Chicken pox (varicella and herpes zoster)	Exclude until the last blister has scabbed over. The child should not continue to be excluded by reason only of some remaining scabs.	Not excluded Any child with an immune deficiency (eg with leukaemia, or as a result of receiving chemotherapy) should be excluded for their own protection and seek urgent medical advice and varicella-zoster immunoglobulin (ZIG), if necessary.
Conjunctivitis (acute infectious)	Exclude until discharge from eyes ceases.	Not excluded
*Cryptosporidiosis	Exclude until diarrhoea ceases	Not excluded
Diarrhoea	Exclude until diarrhoea ceases	Not excluded
*#Diphtheria	Exclude until— (a) at least 2 negative throat swabs have been taken (the first not less than 24 hours after cessation of antibiotic treatment and the second not less than 48 hours later), and (b) a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Exclude family and household contacts until approval to return has been given by the Chief Health Officer.
Giardiasis	Exclude until diarrhoea ceases	Not excluded
*# <i>Haemophilus influenzae</i> type b (Hib)	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Hand, Foot and Mouth disease	Exclude if— (a) child is unwell, or (b) child is drooling, and not all blisters have dried or an exposed weeping blister is not covered with a dressing.	Not excluded
*Hepatitis A	Exclude for at least 7 days after the onset of jaundice and a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Herpes (cold sores)	Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight dressing.	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded

Condition	Exclusion of person with condition	Exclusion of persons in contact with condition
*Leprosy	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
*#Measles	Exclude for at least 4 days after the rash appears.	(a) Immunised contacts not excluded. (b) Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case. (b) Non-immunised contacts immunised with measles vaccine within 72 hours after their first contact with the index case are not excluded after being immunised. (d) Non-immunised contacts who are given normal human immunoglobulin (NHIG) within 7 days after their first contact with the index case are not excluded after being given NHIG.
Meningitis (bacterial)	Exclude until well	Not excluded
*Meningococcal infection	Exclude until adequate carrier eradication therapy has commenced.	(a) Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer. (b) Otherwise, excluded until 10 days after last contact with the index case.
*#Mumps	Exclude for 9 days after onset of symptoms, or until parotid swelling goes down (whichever is sooner).	Not excluded
*#Poliomyelitis	Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until effective treatment has commenced.	Not excluded
Rotavirus	Exclude until diarrhoea ceases	Not excluded
*#Rubella (German measles)	Exclude for 4 days after the appearance of the rash.	Not excluded Female staff of child-bearing age should ensure that their immune status against rubella is adequate.
*Salmonellosis	Exclude until diarrhoea ceases	Not excluded
*Shigellosis	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.	Not excluded

Condition	Exclusion of person with condition	Exclusion of persons in contact with condition
*Typhoid and paratyphoid fever	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	<p>(a) Not excluded unless the Chief Health Officer notifies the person in charge of the school.</p> <p>(a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.</p>
*#Whooping cough (pertussis)	Exclude for 21 days from start of cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer.	Exclude non-immunised household, home based child care and close child care contacts under 7 years old for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer (whichever is sooner).
Worms (intestinal)	Exclude until diarrhoea ceases	Not excluded