



Quality Education
Caring For All

Arawang Preschool



ACT
Government
Education



Information Handbook

2024

*Arawang Preschool is a place where children
play, learn, explore and have fun together!*

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.

Jacqui Chapman, Principal.

Contact Details

School Contact Details

- Principal: Jacqui Chapman
- Deputy Principals: Cindy Condon & Charlene Lalor
- Preschool Executive: Cindy Condon
- Preschool teachers: Kate McIntosh & Kim MacPherson
- Preschool educators: Marta Gurney, Alycia Honey

- School phone number: 6142 0660
- 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

Respect, Integrity, Collaboration, Innovation

Arawang Preschool Philosophy

Our preschool philosophy builds upon our school's vision statement, *We are a caring and collaborative school with engaged and curious learners*, and the principles from the Early Years Learning Framework as characterised by Belonging, Being and Becoming.

Our Vision

At Arawang preschool we are a learning community which upholds the school's values of respect, endeavour, creativity, curiosity and compassion. We support students in developing these values and believe that children are active participants in their learning. All members of our learning community are supported to follow their passion and interests, to become lifelong learners.

Our Values

- We believe in a holistic approach which nurtures the whole child. We strive to develop reciprocal relationships through open communication with families and the wider communities. We work collaboratively and cooperatively to develop a respectful and participatory environment.
- We believe all children can learn and achieve growth in their development through a play-based inquiry approach. We offer opportunities for all children to create, explore, investigate, experiment, persist, problem-solve and build respectful relationships.
- We celebrate cultural diversity and individual differences and acknowledge Australia's Aboriginal and Torres Strait Islander cultures and actively seek ways to incorporate cultural perspectives into our learning community.
- We encourage children to build on prior knowledge, experiences and their culture to build self-confidence. All children have a voice and play a role in shaping the learning environment.
- We provide a preschool program which builds on what students know and incorporates intentional teaching opportunities that promotes growth in early literacy and numeracy skill development. Learning is based on children's interests, needs and spontaneous teachable opportunities.
- We value indoor and outdoor ways of knowing. We provide an aesthetically pleasing, natural and sustainable environment where children develop a respect for themselves, each other and the environment. We foster a sense of curiosity, fun, compassion and wonder.
- We believe in a restorative approach to resolving conflicts and encourage children to listen to others and respect their ideas. We allow opportunities for students to express themselves in a variety of situations. We model and teach resilience and social skills to support students to cope with a variety of situations.
- We believe in being lifelong learners through staff maintaining a professional understanding of early childhood education and incorporating research informed, current best practice into our professional practice.
- Regular reflection and evaluation on practice guides a continuous improvement agenda.

Arawang Preschool Philosophy (a child-friendly version)

Arawang Preschool is a place where we play, learn, explore and have fun together.

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.

Online Enrolment and information

For those wishing to enrol or transfer, please use the online enrolment/transfer form for ACT public schools located on the 'Enrolling in an ACT Public School' section of the Education and Training Directorate website.

[Enrolling in a Public School - Education \(act.gov.au\)](https://www.act.gov.au/education-and-training/directorate/enrolling-in-an-act-public-school)

Preschool enrolments open in April/May prior to the commencement of the preschool year.

An offer of enrolment will be sent to you via email in July. This offer may not come from the first preschool of your choice. Further information will be detailed in the letter.

To accept and finalise the enrolment 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 to the school. **The enrolment will not be confirmed until documentation is sighted, or you have made contact with the school. If no contact has been made the enrolment will expire.**

Interviews – Individual 'get to know you' interviews will be conducted in December of the year prior to your child starting preschool. This is an opportunity for parents to provide information regarding their child's interest and needs. Further information regarding interview times will be emailed to families after the enrolment process has been completed.

HOURS OF OPERATION

Arawang Preschool hours are as follows:

Echidnas and Turtles

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

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

Rock Wallabies

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

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



TERM DATES FOR 2024

Term 1: Tuesday 30 January 2024 - Friday 12 April 2024

Term 2: Tuesday 30 April 2024 – Friday 5 July 2024

Term 3: Tuesday 23 July 2024 – Friday 27 September 2024

Term 4: Tuesday 15 October 2024 – Tuesday 17 December 2024

CURRICULUM

The national Early Years Learning Framework (EYLF) is used to guide teaching and learning at Arawang Preschool. The aim of Belonging, Being and Becoming: The Early Years Framework for Australia is to support early childhood providers, teachers and educators to extend and enrich children's learning from birth to 5 years and through the transition to school. The EYLF draws on robust Australian and international evidence that confirms early childhood is a vital period in children's continuing learning, development and wellbeing. 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. Teachers at Arawang 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.

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. It recognizes the importance of children belonging to diverse families, neighbourhoods, local and global communities.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' and have time to play, seek and make meaning of the world. Children engage with life's joys and complexities, and meet challenges in everyday life.
- **Becoming** is about the identities, knowledge, understandings, dispositions, capabilities, skills and relationships children experience and how they are shaped by different events and circumstances. It emphasises the collaboration of educators, families and children to support and enhance children's connections and capabilities, and for children to actively participate as citizens.

Together with this national framework, educators in the ACT can use the Australian Curriculum for preschool to year 10 to develop quality programs. More information on the EYLF can be found here:

<https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

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 or posted on our online communication platform Seesaw. Seesaw will be utilised as an ongoing learning journey and assessment portfolio. The purpose of sharing this journey is to showcase our learning experiences and to provide updates on student learning in real time. Teachers and students will share responsibility for uploading evidence of learning and this typically includes a range of work samples, assessment tasks, photos and videos of learning in action, as well as activities completed on the Seesaw platform. Families will receive a permission form and information on how to sign up for Seesaw.

Newsletters are produced each fortnight on a Thursday with information about what is happening in the school. These are emailed to families. **It is important you update the school if your contact details change.**

P & C meetings are held regularly each term for your input and feedback. These are advised through email, social media, the school calendar and in school and P&C newsletters.

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. To do this please email the front office on arawangps.info@ed.act.edu.au or simply reply to the absence text message that is sent daily. This text message reply will automatically update the class roll.

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. School begins at 9.00am and finishes at 3.00pm. It is important to arrive to school on time.

Collection of children must be by a parent or authorised nominee. If someone other than a parent is collecting your child you must fill out an authorised nominee form, this includes if they are attending after school care. You can get the authorised nominee form from your child's classroom teacher. Students remain with the class teacher at the end of each learning session until collected by the parent or authorised nominee.

If you need to pick your child up early for an appointment please email the front office or arrange directly with the classroom teacher.

CHANGES TO DETAILS

Please keep the school informed of any changes to address, 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

It is important that if your child is sick, they **MUST** stay home.

All students who have an ongoing medical condition (e.g. asthma, diabetes, epilepsy) must have a Known Medical Conditions Response Plan completed by parents and their GP and lodged at the preschool with the appropriate medication provided. They must also have a Medical Conditions Risk Minimisation Plan and Communication Plan.

If a child becomes ill or is injured at school appropriate First Aid will be given. 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.

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 therefore all nut products are not allowed at school.**

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

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 to continue to provide a quality learning environment for our children.

Information regarding voluntary contributions is sent to families annually.

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, are required to be registered. These include teachers, learning support assistants and front office staff. All Arawang Primary School staff are registered.

Volunteers who regularly work in the school building must be registered.

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.

Some of our regular volunteer roles include

Canteen
Uniform Shop
Classroom support
Mother's/Father's Day stalls
Sports carnivals

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

Please note that due to the current COVID-19 restrictions parents are unable to be in the school grounds. We appreciate your understanding and assistance. We hope to welcome families back into our school soon!

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

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.

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.

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 |

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|---|--|--------------|
| *# <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 | Not excluded |

| | | |
|---|--|---|
| | the exclusion should cease. | |
| 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. | (a) Not excluded unless the Chief Health Officer notifies the person in charge of the school. (a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice. |
| *#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 |