

KEGWORTH PUBLIC SCHOOL



PRESCHOOL INFORMATION BOOK

WELCOME TO KEGWORTH PRESCHOOL!

😊 CONTEXT

Kegworth Preschool is a Department of Education Preschool within the grounds of Kegworth Public School.

The Kegworth community have continued to be actively involved in the development of an inclusive learning community.

😊 GENERAL PRINCIPLES GOVERNING ENROLMENT

Children attend our Kegworth Preschool Centre for one year only, prior to commencing formal education in Kindergarten. Each program group accommodates up to twenty children.

The Preschool operates a full day program, offering up to 18 hours of Preschool instruction on a 5-day fortnight rotation, with a choice of either: -

- 😊 Kangaroo Program – weekly every Monday & Tuesday and alternate Wednesdays
- 😊 Koala Program – alternate Wednesdays and weekly every Thursday and Friday

Names may only be placed on the waiting list from the first week in April, of the year prior to attendance at Preschool.

The new waiting list application form requires documentation to be presented showing:

- proof of birth date (i.e: birth certificate),
- immunisation
- proof of residential address, passport, immicard or visa documentation for children who are not Australian citizens,
- low-income health care card (if applicable) and
- copies of any court orders and / or AVO (if applicable)

Priority consideration will be given to children who are:

- a. Aboriginal or Torres Strait Islander.
- b. Living in socio economic circumstances.
- c. Unable to access other early childhood services due to disadvantage or financial hardship.



Priority of enrolment will be given in the following order:

- children living locally in the school's catchment area – with priority given to Aboriginal children and those who are disadvantaged.
- children who are siblings of currently enrolled students at the school, who are non-local (i.e: outside of the catchment area), with priority being given to Aboriginal children and those who are disadvantaged.
- children who are outside of the catchment area and do not have siblings enrolled at the school, with priority being given to Aboriginal children and those who are disadvantaged.

Children must have turned 4 years of age by the last day in July i.e., 31st July, of the year of enrolment.

Children are offered one year of enrolment only.

Should applications for enrolment exceed the availability of places, a panel will be formed to review each application, placing applications in priority order, establish waiting list and recording all decisions made by panel.

The panel comprises of the School Principal, a Kegworth staff member, a Kegworth parent representative and if required, a community member from the Aboriginal Education Consultative group. To ensure transparency in the process, all panel members must disclose any potential conflict of interests with regards to any applications being considered.

Parents and Carers will be advised in writing if their application has been successful and / or if they have been placed on a waiting list.

This information is forwarded during June (towards the end of Term 2).

PRESCHOOL PRINCIPLES

The prior to school class is an integral component of the whole school.

Children, teachers, and families are involved in school celebrations and special events and use school resources, programs and facilities.

The child centred program operates in ways that acknowledge each child as a capable and resourceful learner.

The Preschool incorporates Kegworth's "Positive Behaviour for Learning" (PBL) strategies in guiding children's behaviour.

The school has 3 school wide expectations:

- Courtesy
- Care
- Commitment

We begin to teach these expectations in the Preschool using a positive approach which includes providing support for the child to be successful in learning appropriate behaviour e.g. picture stories, prompts and verbal feedback.

The children are active participants in our whole school Transition Program in Term 4, which is based on the research on best practice by Dockett and Perry.

The Preschool teachers collaborate with specialist personnel and agencies to ensure a successful model of service delivery and effective programs for children.

CORE PURPOSE

The core purpose of the Preschool is to promote children's wellbeing, development and learning.

Parents, carers, the community and the school share the responsibility of facilitating this core purpose by building positive partnerships which enhance planning, implementing and evaluating programs.

The programs provide experiences in the languages/cognitive, personal, social/emotional and physical domains.

The learning environment provides materials and subject matter that support and challenge the children.

THE KEGWORTH PRESCHOOL PROGRAM

The Early Years Learning Framework for Australia is the basis of all our programs. It places specific emphasis on play-based learning and recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

There are five Learning Outcomes within the Framework and experiences are planned to enable each child to work towards achieving these Outcomes.

The Outcomes are broad and observable. They acknowledge that children learn in a variety of ways and vary in their capabilities and pace of learning.

The Outcomes are:

- 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.

Children's learning is ongoing, and each child will progress towards the outcomes in different and equally meaningful ways. Educators plan with each child and the outcomes in mind.

PROCEDURES AND ROUTINES

The school day commences at 9.00am and concludes at 3.00pm.

Preschool children are brought into the classroom each morning after 9.00am by parents, carers or other related adults to be greeted by the Preschool teacher and the Preschool Learning Support Officer (P.L.S.O.). Similarly, they are to be collected by an adult in the afternoon between 2:50 and 3:00pm and farewelled by the staff.

The Preschool educators open the front door at 9.00am each day. If you arrive before this time, please wait at the front until the door is opened. Parents must supervise their children while waiting. Dogs are not allowed on school grounds, and they are not to be left tied up at the fence to ensure the safety of every child.

If the adult collecting a child is different from the regular person, the staff will need prior notification by the parent. A signed, written authorisation is required if anyone other than the parent is to collect their child.

For reasons of safety, children must not be left in the playground before or after school without adult supervision.

It is important to keep the school informed of any change of home address and contact numbers (including work numbers) so that immediate contact can be made if necessary.



In the interests of all children, please ensure that toys are left at home as they are often lost or broken, causing great distress. The exception is a familiar cuddly toy which may provide comfort.

In valuing the Preschool Program, arrival and departure times need to be reinforced by being on time and respecting our space and the daily Preschool Program.

Before and After Care Hours Care services for any Preschool child is available with "Team Kids." If you would like to use this service, you will need to register separately direct with Team Kids. For inquiries, please call Team Kids - 1300 035 000. Written authorisation needs to be provided to the preschool before children can be released to this service.

THE CENTRE'S DAILY PROGRAM

The educational program is based upon the children's active involvement in a variety of planned and spontaneous activities and experiences.

Children are free to choose the areas of interest in which they participate through free play (both indoors and outdoors).

Group times involve rich language based activities such as stories, finger plays, picture talks, puppets, flannel graph stories and object talks.

Music and movement activities include singing, the use of percussion instruments, drama, dancing, creative movement and singing games.

Staff carefully plan and supervise the program. Specific experiences will be provided to cater for the developmental needs of the children.

The experiences provided each day will usually include:-

- Art and craft
- Manipulative and fine motor activities e.g. construction, collage, cutting, pasting
- Science
- Gross motor skills e.g., climbing, running, balancing, exploring outdoor environment
- Literacy and numeracy
- Music and movement
- Bathroom routines
- Safety and health routines
- Lunch and Afternoon tea
- Quiet time / relaxation activities



Your child's day will include an opportunity for quiet times and more energetic times, for group time and individual play, for teacher directed and self initiated activity.

The Preschool daily routine is displayed in the room. This routine is flexible and may change due to weather change or when following children's interests.

Information regarding the weekly program, individual learning and photos is uploaded on to the Preschool's 'Seesaw' app.

Each family will be provided with an invitation to download the app in the first week of attendance. This app is also a means of communication between Preschool educators and families.

We encourage our families to provide feedback and suggestions using this form of communication.

The weekly program is also displayed on the window in the foyer.

THE PRESCHOOL DAY

- 8:30-9:00 Educators arrive to set up and do a safety check
- 9:00-9:15 Children arrive. Sunscreen to be applied, assisted by parents/carers if not already done so at home. Once children have arrived we begin the day with an acknowledgement to country and a yarning circle to welcome everyone and to discuss the days activities
- 9:00-11.00 Outdoor play/Indoor play
- 10.00-10.15 Crunch and sip - free choice
- 11.15-11.45 Lunch time
- 11:20-11:50 Educators' break – two x Kegworth staff (one teacher and one SLSO) from the main school site supervises Preschool children at this time.
- 11:30-1.15 Indoor/outdoor play
- 1:15-1:45 Transition / Group time
- 1:.45-2.15 Quiet time / relaxation / listening to stories / yoga / puzzles and / or other quiet activities
- 2:15-2.35 Afternoon tea
- 2:35-2.50 Floor toys, puzzles, soft blocks...
- 2.50-3.00 Home time

The program is flexible and may change according to children's interests or other planned events.

STUDENT NUMBERS

The Preschool caters for 40 children a week.

- Program 1 - Kangaroos - 20 children - 2 educators
- Program 2 - Koalas - 20 children - 2 educators

😊 STAFFING

The Preschool is always staffed by a fully trained permanent Preschool Teacher and a permanent Preschool Learning Support Officer (P.L.S.O.). Both permanent Preschool staff are highly experienced and hold Early Childhood qualifications.

😊 FEES

Preschool daily fees have been waived by the NSW Department of Education and will not be required.

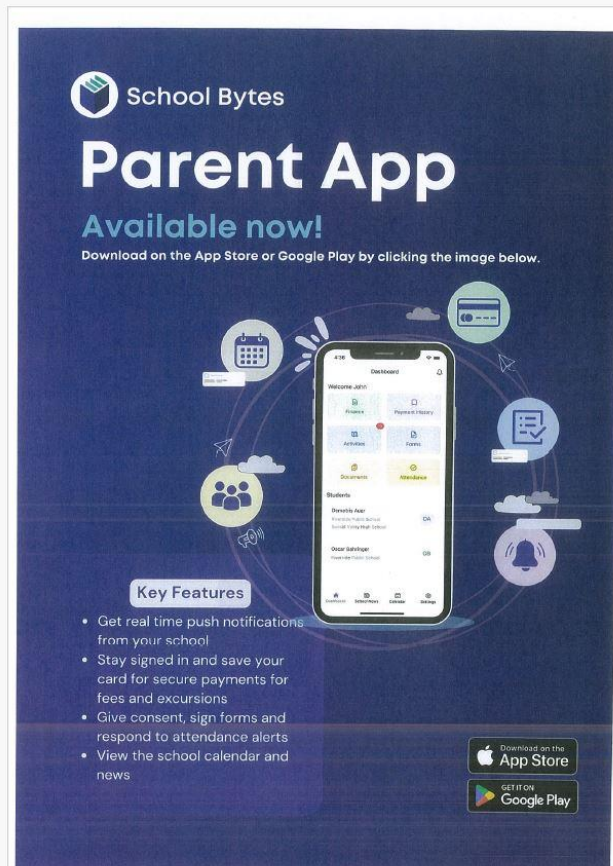
😊 CONTRIBUTIONS

Kegworth P&C endorses and supports a contribution of \$7.00 per day of attendance. This contribution is voluntary. All monies paid via contributions go back into supporting the Preschool for resource development.

Contributions will be outlined on your school statement and can be paid using the same process as for all school fees, via schoolbytes.

😊 PRESCHOOL PAYMENTS

Preschool payments to cover the cost of incursions or excursions may be required throughout the year. All payments are made through the “School Bytes” app.



The advertisement features a dark blue background with a central smartphone displaying the app's interface. The interface includes sections for 'Payments & History', 'Attendance', 'Documents', and 'Students'. Surrounding the phone are various icons representing app features: a calendar, a credit card, a checklist, a group of people, and a notification bell. The text 'School Bytes Parent App Available now!' is prominently displayed at the top, with a note to download on the App Store or Google Play. A 'Key Features' section lists: 'Get real time push notifications from your school', 'Stay signed in and save your card for secure payments for fees and excursions', 'Give consent, sign forms and respond to attendance alerts', and 'View the school calendar and news'. Download buttons for the App Store and Google Play are located at the bottom right.

School Bytes
Parent App
Available now!
Download on the App Store or Google Play by clicking the image below.

Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news

Download on the App Store
GET IT ON Google Play

☺ WHAT TO BRING

To facilitate the day to day running of the Preschool each child is asked to bring the following:

- a roll on sunscreen labelled with your child's name;
- sun hat, please provide a good sun safe hat such as a 'legionnaire' or 'broad brimmed' hat;
- please dress children in sun safe clothing. i.e. no singlets or clothing that expose the shoulders or back;
- lunch & afternoon tea including fresh fruit and vegetables (separate, labelled easy to open containers with an icepack to keep food fresh);
- one large box of tissues (at beginning of the year only);
- spare clothes, especially undies and socks;
- school bag;
- a **small** pillow/cushion with a cover that can be removed for washing. Please place the cushion in a drawstring bag for storage for hygiene purpose. Please label cushion and the storage bag. The cushion will be sent home for cleaning each week.



☺ LUNCH AND MORNING TEA

We do not employ a kitchen assistant.

Please provide your child with a healthy lunch, including fresh fruit and vegetables, and afternoon tea that does not require preparation, in 2 separate containers.

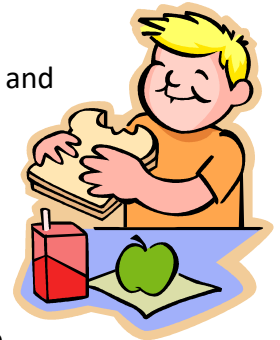
The children will collect their own food from their bags at lunch and afternoon tea (thus preparing for school).

Please provide an ice brick in your child's lunch box which will keep food fresh and cool. If providing food items such as yoghurt, please ensure that a spoon is also supplied.

Please provide a filled water bottle every day.

Do let us know if your child has an **ALLERGY** to any food or drinks.

Please label drinks, lunch and afternoon tea with your child's name.



☺ FOODS NOT ALLOWED

As some children at the Preschool may have nut allergies, we ask that parents do not send in any foods that contain any form of nuts. In the interest of healthy eating – please do not send the following foods: chips or similar to chips, sweet biscuits, lollies, cakes, chocolate or fizzy drinks

☺ HEALTHY EATING GUIDELINES

Good nutrition is vital for young children to support active growth and development.

At the Preschool we seek to promote the healthy eating and physical activity guidelines set by the Australian Government Department of Health.

Included in the Preschool orientation package is a fact sheet that provides a guide for the sorts of foods that should make up a healthy lunchbox and those products that are best left out.

😊 BIRTHDAYS

If you wish your child to celebrate his / her birthday at Preschool, you may send along a birthday cake. Individual cupcakes are preferred, rather than a full cake.

Please discuss and advise the Preschool teacher prior to your child's birthday.



😊 TOILETING

The toilets are situated within the Preschool. It is essential that your child is *TOILET TRAINED* and knows how to flush a toilet.

Please provide your child with seasonally appropriate spare clothes, underwear and socks in their bag.

😊 PARENT INVOLVEMENT

Parents and carers are welcome to visit the Preschool.

Please feel free to spend time with your child at the centre, to observe happenings, discuss issues with staff concerning your child and above all become involved in your child's life within the Preschool.



Parents and carers are also encouraged to share their skills with the children and staff at the Preschool.

During the year parents and carers are also invited to share their family's cultural heritage. This helps the children to learn to respond to diversity with respect.

All volunteers in the preschool are required to have a valid Working with Children's check (WWCC).

Parent/Teacher interviews are conducted at the end of Term 2. This allows for the opportunity for the Preschool teacher to discuss your child's progress, any concerns and to jointly set goals for your child for the remainder of the year. Parents/Caregivers may also book a time for an interview towards the end of Term 4 to discuss their child's progress and any concerns before starting school.

A "Transition to school" document is completed by the Preschool teacher in Term 4 after gaining signed consent from parents and this document is then forwarded on to the school your child will be attending. This allows for the sharing of information that can help each child's new teacher become familiar with them before they start, making the transition process a smooth one.

😊 INCURSIONS

Our Preschool staff organise interesting and educational performances for the children, usually once a term.

At times, Preschool students participate in activities at the main school site which include extra-curricular activities such as the school's Gymnastics program. We also organise walks within our local community.



A notice of the intended activity / event is posted via the school's schoolbytes app. Event information will include the date, time, cost and destination. Please ensure you download this App so that you can be kept informed of upcoming events.

Parents / caregivers are required to submit a permission e-form prior to the event taking place. If this is not submitted and received by the advised due date, along with any payment required, your child will be unable to participate in the activity / visit.

😊 BEING READY FOR PRESCHOOL

Does your child:

- Share toys with other children?
- Know his / her own name well enough to repeat it when asked?
- Know how to use a tissue correctly?
- Know how to take off and put on clothing without help, especially when using the toilet?
- Know how to use and flush the toilet without assistance?
- Know how to wash hands after visiting the toilet, as well as before eating?
- Know how to put away playthings and materials after using them?
- Try to put socks and shoes on (this is a skill which will develop over the year. The emphasis is to TRY).

😊 OFF TO PRESCHOOL

We will be pleased to welcome your child to Preschool at the arranged time that will be forwarded to you. You will be advised, in writing before the end of this school year as to an enrolment day and time, your punctuality will be appreciated.

The first week is a time of settling in and we ask parents/carers to: Please collect your child after lunch at 1:00pm for the first week at Preschool.

😊 CLOTHING

Remember to dress your child in comfortable clothes that they can easily manage, especially when in the bathroom. Clearly mark your child's belongings, especially jumpers and rainwear. Please dress children in sun safe clothing. i.e. no singlets or clothing that expose the shoulders or back.



As Preschool children are still developing their fine motor skills, shoes with Velcro tabs or buckles are preferred. This avoids frustration of tying laces. Please do not allow your child to wear thongs, open toed shoes or slip-on type shoes as these pose a safety issue for children.

It would be a great help if your child can recognise his/her own things.

Remember that your child will be active at Preschool, painting, playing in water, sand, play dough etc. so dressing your child in clothes that are appropriate and can be soiled.

A spare change of clothing is always advisable for times where accidents during play can occur.

Weather conditions can change quite quickly, packing a jumper daily is recommended.



😊 SETTLING IN

Settling in can be a difficult time for some children. Please discuss with us how your child is settling into their new environment. It is important that you are also happy during the initial settling in period.

If you are not confident and positive your child may sense that and respond by also not being confident and positive. However, if you feel happy and positive about your child being in Preschool, most times your child will also share that feeling.

😊 CRYING

Do not feel embarrassed or concerned if your child cries when you leave. The staff are experienced in settling children and want to help as much as possible. We expect and understand that your child may be upset at not being with you because the Preschool is unknown to your child and a little frightening.

However, after a child settles, most enjoy the challenge and opportunity the Preschool offers. You may leave a crying child in the morning, and they may cry again in the afternoon (often with happiness and relief that mum/dad has come back). All that you see or know is a crying child. However, the Preschool staff see a child who has cried for about 5 minutes each morning and afternoon and then plays very happily for the rest of the day.

EVERY CHILD IS DIFFERENT

Every child is different - every child has different needs during settling in. Some settle better if parents/carers leave immediately, others settle better if parents/carers stay for a while. The settling in process is as individual as your child and because of this we don't have set rules about how to settle children during the initial attendance.

Discuss the matter with us upon enrolment and check each day so that we can try to make the experience as pleasant as possible for all concerned.

SUGGESTIONS TO EASE YOUR CHILD'S TRANSITION INTO PRESCHOOL

Parents & carers are encouraged to spend time in the Preschool to ease the transition from home to centre.

If your child has a special cuddly or a toy that they are attached to, then bring it to the Preschool as this sometimes helps the child to feel more secure.

Join in activities to encourage your child to participate.

Speak to staff if you have any concerns about your child. They will advise you as to what is best for your child in this situation.

Always say good-bye to your child. This honest approach develops feelings of trust and confidence.

Feel free to ring the Preschool at any time to find out how your child is settling in. Our direct Preschool number is listed at the back of this booklet.

ARRIVAL AND DEPARTURE ROUTINES

The Preschool is open from 9:00am to 3:00pm. The front door is secured at 9.20am.

If you arrive later than this time - please ring the bell.

Preschool doors again at 2.50pm in the afternoon. Please collect your child in the afternoon between 2.50pm and 3:00pm.

Please let the educators know in the morning, if there is a need for you (or another adult) to collect your child earlier than this time.

Sign your child in and out at Preschool in our attendance book each day.

If the normal arrangement for pick up is changed, you **MUST** notify us of the change. Written authorisation is required.

Please let us know when your child has arrived and when you are going. Do not leave your child in the front yard unattended.

Please sign your child out before you leave each day.

ALL CHILDREN MUST BE BROUGHT TO THE PRESCHOOL AND COLLECTED FROM PRESCHOOL BY AN **AUTHORISED ADULT.**

NO EXCEPTIONS

PLEASE DELIVER YOUR CHILD TO THE TEACHER IN PERSON, EACH DAY.

When bringing your child to the Preschool each day, please be aware of safety procedures e.g. close the gate and doors behind you.

Notify the staff of any changes in the child e.g. late nights, upset, so that their individual needs can be catered for.

When a child is leaving or transferring to another centre, parents & carers should notify the Administration Office in the main school, at least two weeks in advance.

When collecting your child in the afternoon, please tell the staff.

PLEASE DO NOT JUST TAKE YOUR CHILD AND LEAVE.

ABSENCE FROM PRESCHOOL

Please let us know if your child is going to be absent via the seesaw app or by calling Preschool's direct number – 9560 3354. You can also notify absence via the schoolbytes app.

HEALTH POLICY

All parents / cares must advise the Preschool of their child's immunisation details. Cross infection can occur rapidly within the centre. If your child develops any of the following infectious diseases an exclusion period will prevail: (See Table 1 for details.)

Consistently high temperature, excessive discharge from eyes ears and nose, tonsillitis, rubella, vomiting, mumps, head lice, scabies, thrush (oral and anal), diarrhoea, productive cough bringing mucus, chicken pox, whooping cough, conjunctivitis, measles, ringworm, impetigo, hand and foot and mouth disease, giardia are symptoms of illnesses which prevent your child from attending Preschool.

If your child has suffered a gastro bug (vomiting and/or diarrhoea) children are not to return to Preschool until 24 hours has passed since the last episode of vomiting or diarrhoea. Also, if they have had fever. This is necessary to prevent spread of disease.

Your child must be kept at home if they display any COVID or cold and flu type symptoms. These symptoms can be mild, like those of the common cold or are more severe like respiratory viruses, such as the flu.

Symptoms include:

- Fever
- Runny nose
- Cough
- Sore throat
- Fatigue
- Headache
- Irritability
- Loss of appetite

In the event that your child is unwell, please keep them at home and follow current health advice.

If your child presents at the Preschool with any COVID-19, cold and flu symptoms, you will be contacted and your child will be sent home.

If your child tests positive to COVID-19 they are to stay at home until they have no symptoms.

You can find more information at:

<https://education.nsw.gov.au/covid-19/advice-for-families>

If your child is sick enough to be taking antibiotics, they should be kept home for at least a few days of the initial treatment.

Please refer to the attached sheet by the Department of Health guidelines for periods of exclusion, which are included in this booklet.

Should your child require long term medication for a serious medical condition, please contact the Preschool teacher. A permission form must be signed by parents & carers allowing for long term medication to be administered.

😊 ILLNESS AT PRESCHOOL

If your child becomes ill at Preschool, you will be contacted and asked to come and collect or make other arrangements for the collection of your child.

It is therefore very important that you accurately fill in emergency contact details on all forms. If there is any change in your details, please notify us.

If parents & carers cannot be contacted the **EMERGENCY CONTACT PERSON** listed will be called.

If a parent & carers or emergency contact cannot be contacted, medical help will be sought if considered necessary and medication given on the written instruction of the doctor.

In the event of a serious accident, you will be contacted and if necessary ambulance officers will take your child to the nearest available hospital for treatment.



EXCLUSION GUIDELINES FOR INFECTIOUS DISEASES

Policy guidelines for the “exclusion of children from children’s services” when suffering from specified infectious diseases are recommended by the National Health and Medical Research Council.

Exclusion guidelines for infectious diseases which are based on these recommendations are listed in Table 1.

Children’s services staff are strongly encouraged to contact the local public health unit when they are unsure about exclusion of cases or contacts with infectious diseases.

The same guidelines should be used when considering exclusion of staff members with infectious diseases from children’s services.

TABLE 1 – INFECTIOUS DISEASES

Chicken Pox	Exclude for 7 days after spots first appear
Conjunctivitis	Exclude till discharge has ceased
German Measles	Exclude for 7 days from appearance of rash
Head Lice	Exclude until treatment for head lice removal has commenced
Hepatitis & Scabies	Re-admit on Doctor’s Certificate only
Impetigo	Exclude if on exposed surfaces such as scalp, face, hands, and legs
Measles	Exclude for 5 days from appearance of rash
Mumps	Exclude for 10 days from onset of swelling
Ringworm	Exclude till all evidence of disease has disappeared, or on supplying a medical certificate
Whooping Cough	Exclude for 3 weeks or on supply of a medical certificate

☺ SUN PROTECTION

Although there is some shade in the playground, provided by large trees and shade sails, we ask that during the summer months your child wears appropriate clothing to protect them from the intense sun's rays.

Please help your child to apply sunscreen each morning before you leave or preferably apply sunscreen in the morning before you leave your home.

A roll on sunscreen (labelled with your child's name) for your own child's use only, for re-application, will need to be provided by you.



☺ PRESCHOOL PHOTOS

A professional company comes to the Preschool each year to take individual, family and group photos.

Other photos are taken during the year at different activities e.g. excursions. These may be displayed in the Preschool (please be advised that children will be identified by their first name only). Photos may also be posted onto your child's seesaw group.



At times, students will also have access to the internet for educational purposes whilst at the Preschool. All access is under the supervision of the Preschool teachers.

Parental permission for children's photographs to be taken and displayed or use of computer internet is required. This permission is provided in the enrolment form.

Please ensure that you have completed this information on your child's enrolment form, otherwise access to the internet and photographs will be denied.

We love Kegworth Pre- School because we like treasure maps.



We love Kegworth Preschool because we love Volcano Experiments.



We love Kegworth Preschool because we love imaginary play.



We love Kegworth Preschool because we love experimenting with frozen dino eggs.



We love Kegworth Preschool because we love music time.



We love Kegworth Preschool because we love experimenting with Golf ball painting and motion.

We love Kegworth Preschool because we love gardening.



We love Kegworth Preschool because we love bike riding.



We love Kegworth Preschool because we love to cook.



42 Upward Street, Leichhardt N.S.W. 2040

Phone / Fax: 9560 3354

- Preschool Teacher: Mrs Cheryl Borsato
- Preschool Learning Support Officer (P.L.S.O.): Ms Andrea Cabungcal

KEGWORTH PUBLIC SCHOOL

60 Tebbutt Street, Leichhardt NSW 2040

Ph: 9569 7320

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

