



PRESCHOOL HANDBOOK

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Welcome to **BONNYRIGG PUBLIC SCHOOL** **PRESCHOOL**

Bonnyrigg Public School Preschool is part of Bonnyrigg Public School and is operated by the NSW Department of Education. Our purpose is to provide every child who attends, a year of preschool education and care before they commence Kindergarten.

We look forward to caring for and educating your child, as well as working with you to ensure your child is always happy and safe at Preschool. We hope that the time you and your child spend at our Preschool will be a wonderful experience.

Within this handbook, you will find important information about our service and how we operate. The information has been divided into 4 sections:

- **IMPORTANT INFORMATION**
- **WELLBEING**
- **STAFFING**
- **COMMUNITY**





BONNYRIGG PUBLIC SCHOOL

PRESCHOOL

Our Philosophy

Our Place

Bonnyrigg Public School is situated on the lands of the Darug People, whom are a part of our wider community. We pay respect to the elders past, present and emerging. We recognise their ongoing connections to the land and waterways.

At our preschool, we are culturally responsive in developing real connections within our local community and families. To acknowledge their unique cultural, spiritual, social and language context that contributes to a culturally safe preschool environment.

Our Beliefs

We believe in the growth mindset approach where children are encouraged to take initiative in their learning and become confident, capable, creative, and engaged learners. This means that children in our care are viewed as decision makers and active participants in their learning. Each child brings their own knowledge, strengths, abilities, culture, imagination, and interests.

Children learn best through play. 'Play provides the most natural and meaningful means by which children can construct knowledge and understandings, practise skills, immerse themselves naturally in a broad range of literacy and numeracy and engage in productive and intrinsically motivated learning environments' – Kathy Walker. This develops learners that can explore, investigate, experiment, communicate, build relationships, create, discover and problem solve.

Through providing children with a safe, nurturing, and positive environment that actively seeks out the voices, perspectives and views of children where mutual respect is always embraced. We further develop children's knowledge and dispositions for learning so that all children develop a positive attitude towards lifelong learning.

Our learning environment supports play, through a child-centred program which provides children with agency. 'Play involves the child actively engaged in an exploration which is purposeful and investigative. Play is the child's mind, the child's skill and the child's learning not the teacher's' – Kathy Walker. Our program is open-ended, flexible, and educational where each day is planned as per the children's daily needs.

With these connections we believe that children, families and the community will have a greater sense of 'belonging', while 'being' in the moment to 'become' confident and resilient members of the community.

Our educators use a range of different pedagogical practices to support children in becoming successful learners. Theorists that influence our teachings are Lev Vygotsky's Sociocultural theory, Urie Bronfenbrenner's Ecological Systems Theory and Jean Piaget's Theory of Cognitive Development. We believe that children learn best through their social relationships and our educators provide opportunities for collaborative learning and emphasise quality interactions with others. All children come into this world ready to learn and their interactions with the world will shape their ideas, understanding and development. Families are the children's first and most influential teachers, but it takes a village to raise a child. We are committed to meaningful, regular engagement with families and the community and working in collaboration with all the key stakeholders in a child's life. This is achieved by building positive, respectful relationships with families based on respect, mutual trust, and open communication.

As educators, we take on many roles in play with children and use a range of strategies to support learning. We engage children in open-ended questioning to create positive attitudes towards learning. This extends children's current ideas, knowledge, strengths, and interests through a responsive and hands-on approach. We provide a supportive and encouraging environment that is equally shared between child interests and educator supported learning. We foster positive interactions between children through modelling and the use of visual supports such as social stories and visual cue cards. This creates a fair and inclusive environment.

We advocate for the rights of each individual child to ensure they have equal access to an early education. We have strong community partnerships with external providers who are experts in their field. This ensures the children receive individualised and targeted intervention to support their transition to preschool and then to kindergarten. By being on the school grounds, we have a strong focus on school readiness from the beginning of the preschool year. We build children's independence through empowering them to complete self-help skills. We value continuity in experiences to ensure a successful transition into kindergarten.

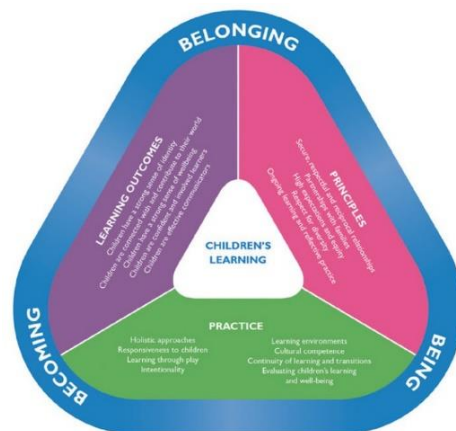
Our educators are passionate, competent, innovative Early Childhood professionals. We are committed to continuous improvement and work in collaboration with Bonnyrigg Public School to continue to improve practices. This is achieved by maintaining a whole school culture where we critically reflect on our practices and continue to learn and evolve our skills, whilst ensuring that we are meeting children, family, and community needs. Our educators work through cooperative efforts to create shared goals, respect each other's work styles, and embrace diversity of backgrounds and perspectives. Our team practices collaborative leadership where all educators are empowered to share responsibilities and to inspire change.

OUR EDUCATIONAL PROGRAM



Our preschool program provides your child with many opportunities to develop essential social skills and learn, through a play-based curriculum that is responsive to children's needs and interests.

We are guided by the national early childhood curriculum framework; The Early Years Learning Framework (EYLF). The Framework has a strong emphasis on play-based learning and recognises the importance of communication and language and social and emotional development and is the foundation of our program.



The Learning Outcomes within the EYLF are:

- Children have a strong sense of identity;
- Children are connected to and contribute to their world;
- Children have a strong sense of well being;
- Children are confident and involved learners;
- Children are effective communicators.

Every child is unique and ready to learn things at a different time. Our educators encourage the children to learn within a supportive and caring environment. We plan for both intentional and spontaneous learning in our indoor and outdoor environments.



Educators provide the children with a variety of natural ways to experiment with and explore their world. We make use of play to facilitate learning of many basic facts, ideas and concepts. In addition, we assist the children in developing friendships and functioning as a member of a group. We guide their learning and are able to identify how they belong in part of a group both culturally and socially.



ENROLMENT

Children are eligible to enrol in a NSW government preschool if they turn 4 years of age on or before 31 July in that year.

To apply to enrol your child at our preschool, you can pick up an *Application to enrol in a NSW Government preschool* form from the school office. This form needs to be completed and returned with other required supporting documents including your child's Birth Certificate, Medicare Immunisation History Statement, parent or carer photo ID and a proof of address document like an electricity bill or water rates notice, before the application can be accepted.

A waiting list will be created when applications exceed places available.

Priority is given to:

- Aboriginal or Torres Strait Islander children
- children living in low socioeconomic circumstances
- children unable to access other early childhood services due to disadvantage or financial hardship.

The principal will offer enrolment in the following order (after the above priorities):

1. 1. children living within the school's enrolment designated intake area
2. 2. children living outside the school's designated intake area and who have siblings enrolled in the school
3. 3. children living outside the school's enrolment designated intake area.

Enrolment in the Bonnyrigg Public School Preschool does not guarantee enrolment in the primary school due to department school zoning. More information on out of area enrolment can be found at <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>.

We recommend you meet the Principal and Preschool teacher and take a tour of our preschool in operation. Please make an appointment to do this by contacting our school office either in person or on 02 9610 1511.



IMMUNISATION



Under the *NSW Public Health Act 2010*, a school cannot enrol a child in preschool unless the parent/guardian has provided an approved Australian Immunisation Register (AIR) record that shows the child:

- is fully immunised for their age, or
- has a medical reason not to be vaccinated, or
- is on a recognised catch-up schedule

Immunisation History Statements are automatically sent to you by Medicare once your child has completed their 4 year old vaccinations. You can also obtain one at any time by:

- using your Medicare online account www.my.gov.au
- using the Medicare Express Plus App on a smart device
- calling the AIR General Enquiries Line on **1800 653 809**

If your child turns four after enrolling, you are asked to supply this updated record to our school office. If you fail to do this, you will be sent a reminder letter.



National Immunisation Program Schedule

From November 2016

Child programs	
Age	Vaccine
Birth	<ul style="list-style-type: none"> • Hepatitis B (hepB)²
2 months	<ul style="list-style-type: none"> • Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus
4 months	<ul style="list-style-type: none"> • Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus
6 months	<ul style="list-style-type: none"> • Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus³
12 months	<ul style="list-style-type: none"> • <i>Haemophilus influenzae</i> type b and meningococcal C (Hib-MenC) • Measles, mumps and rubella (MMR)
18 months	<ul style="list-style-type: none"> • Diphtheria, tetanus, pertussis (whooping cough) (DTPa) • Measles, mumps, rubella and varicella (chickenpox) (MMRV)
4 years	<ul style="list-style-type: none"> • Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)

RATIOS



At all times the children are in attendance, the adult to child ratio in our preschool is **one adult to ten children**.

PRESCHOOL DAYS AND TIMES

Our preschool offers 2 classes with a maximum of 20 children per day. You will be given a calendar showing days of attendance for your child.



Sunflower

Children in the Sunflower group attend on the following days:

Term 1 & 2 – Monday, Tuesday, Wednesday

Term 3 & 4 – Monday, Tuesday



Lavender

Children in the Lavender group attend on the following days:

Term 1 & 2 – Thursday, Friday

Term 3 & 4 – Wednesday, Thursday, Friday

Our preschool operates daily during NSW Public School terms and is closed on the first day of each term. These closures are to enable staff to participate in professional learning.

Families will be reminded of these closures on Kinderloop and on the noticeboard located in the Preschool foyer.



WHAT YOUR CHILD NEEDS TO BRING

A small backpack containing:

- A change of clothes including underwear, top, shorts and jumper, clearly labelled
- A bottle of water, labelled with their name



Morning tea:

- A healthy snack that might include the following: a piece of fruit, cheese, crackers, dried fruit, fruit yoghurt, vegetable sticks, etc.

Lunch:

- A healthy snack that might include the following: sandwich, rice, pasta, sushi, wraps, rice paper rolls, vegemite scrolls, etc.



Please Note:

As we have a healthy eating policy at Bonnyrigg Public School Preschool, please do not include chips, sweet biscuits, cereal bars, fairy bread, sweets, chocolate products, soft drinks, cordial or anything with nuts.

Some children may be allergic to certain foods (e.g. nuts and eggs) and can have a severe anaphylactic reaction. Please refrain from bringing any nut or egg items.

We cannot reheat any children's food. If you would like your child to eat warm food, you may wish to pack their food in a thermos.

The children are encouraged to unpack their lunchboxes and put them in the fridge each morning to keep the food items cold.

Thank you for your co-operation in this matter.

PICK UP AND DROP OFF

Bonnyrigg Public School Preschool is only licensed to have children on the premises between **8:55am** and **2:55pm**. It is important that you arrive at or after 8:55am and collect your child by 2:55pm each day they are enrolled. Lateness can be distressing for young children so please make sure your child is picked up on time.

Parents or other authorised people are requested to sign children on at arrival, and off at departure. Sign on books are located at the entrance to Preschool. Other adults must be authorised in writing to drop off and collect children. Please fill in the appropriate form and ensure that carers bring ID when collecting children.



Drop off



Pick up

ABSENCES

It is expected that children who are enrolled in the Preschool will attend unless illness or urgent appointments prevent this. Please let us know if your child is going to be absent by calling the school on 9610 1511.

COMMUNICATION

Communication between parents and teachers is an important aspect of our program. Please be sure to read any notices placed on notice boards, in your child's pocket or any notes sent home. A school newsletter is sent home fortnightly. Feel free to speak with your child's teacher if you have any comments, questions or concerns about your child or the program.

We will be using the App Kinderloop at Preschool to document your child's learning and development. Kinderloop allows learning experiences to be recorded, photographed and drawn. We are able to make comments and write what your child has said or done, to have a more detailed record of their preschool journey.

Your child will also be able to add their own items with support from our educators, giving them a sense of pride and ownership over their learning and achievements.



kinderloop

FEES

Preschool in 2023 will be **FREE OF CHARGE – until further notice**

PARENT CONCERNS AND COMPLAINTS

Complaints and concerns should be made initially to our Preschool teacher. If you would prefer to speak directly to the Principal or Preschool Supervisor, you should contact the school office to arrange an appointment.

All complaints will be dealt with confidentially as per the **NSW Education and Communities Complaints Handling Policy 2017**. Where possible less serious complaints will be resolved informally.

ILLNESS



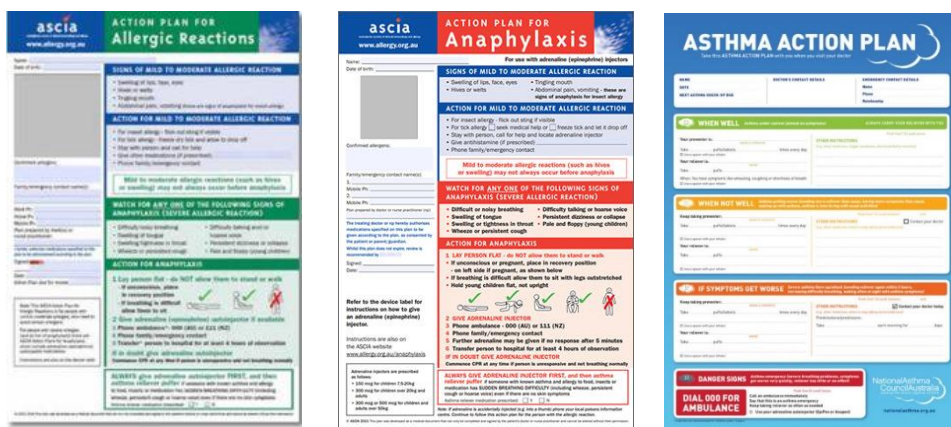
Germs can spread easily at Preschool. Please keep your child/ren at home if he or she:

- Has been sick within a 24 hour period (vomiting, diarrhoea and/or temperature), or for the first 24 hours when on antibiotics.
- Has an infectious disease (according to Department of Health guidelines).
- Has heavy nasal discharge or minor cough which could easily infect others in the Preschool.
- Has a fever or sore throat



ALLERGIES AND MEDICAL CONDITIONS

If your child has a medical condition, please record this in the relevant sections on the enrolment form. Before your child's first day at preschool, our teacher will discuss your child's individual plan with you. Children with severe asthma, anaphylaxis, diabetes or other medical conditions which require support must have an **Action Plan** written for the child by a doctor, **Individual Health Care Plan**, based on information provided by Doctors and parents, before they can start. This is to ensure that we can take the necessary actions to support your child at preschool.



OTHER PRESCRIBED MEDICATIONS

We prefer that parents give their child any prescribed medicine before or after preschool hours. If however, you require our educators to administer medication to your child during the preschool day, please speak to one of our educators. You will be asked to record the details of the medication, dosage and method of administration and give your written consent. Medication must have a prescription label on it with your child's name and dosage.

We are not permitted to give children any non prescribed medications such as Panadol, Nurofen or cough medicine under any circumstances.

CHILD PROTECTION

All staff employed in schools are mandatory reporters. This means we are legally obliged to report any suspected child abuse.

REST AND RELAXATION



Time is allocated after lunch for rest and relaxation. Child may choose a quiet activity during this time such as lego, yoga, resting on a pillow, meditation, etc. Children may also request a bed and sheet set or retreat to the quiet areas of the preschool for rest at any time during the day.

BIRTHDAYS



Birthdays are an important part of every child's life. If you would like us to celebrate your child's birthday, please provide cupcakes or muffins for the group as a treat (these are easier to hand out to the children than a cake).

Please discuss the upcoming event with our Preschool teacher.

If your child is gluten free, has allergies or other special dietary requirements, please speak to our educators about providing alternative treats such as muffins or cupcakes which can be frozen and stored in the preschool. We will then be able to give your child one of their own treats when the group celebrates a child's birthday.

FAMILY INVOLVEMENT

Our preschool and your child will benefit greatly from your input, suggestions, support and assistance. We have a number of ways you can be involved in our preschool community:

- Spend some time playing with your child in the preschool;
- Complete surveys and questionnaires to provide us with your ideas and feedback on Kinderloop
- Attend one of our special events, such as the Easter Hat Parade, Book Week Celebrations, ANZAC Assembly, NAIDOC events, etc.

Please speak to one of our educators if you would like to be involved in the preschool.



PRESCHOOL CLOTHING

Preschool is MESSY!! We use paint, make mud, play with water, build with wet sand and dig in the garden. Please dress your child in comfortable clothing that doesn't matter if it gets dirty. We do provide aprons for painting and other messy play, however they can still get their clothes dirty.

In addition, your child needs to wear clothing which protects their shoulders as stated in our Sun Safe policy. This means no singlet tops or dresses without sleeves. We discourage long skirts, dresses and thongs, as this can inhibit quality play!

For safety, children are required to wear joggers, sneakers or suitable closed in shoes to preschool because they are great for climbing, running and playing. Where possible, velcro fastening shoes are preferred over shoes with laces as they are easier for your child to put on and take off independently.



SUN PROTECTION

We schedule our outdoor play times to avoid the higher UV rates, but all the children still need to wear a hat whilst outside. All preschool children will be provided with their own sun safety hat to wear at preschool whilst outdoors each day. This will help protect them against the risk of sunburn.

We have sunscreen available in our classroom for the children to use. Please either apply sunscreen to your child or assist them to apply it themselves.

As we are a Sun Smart Preschool, we follow all the policies related to being safe in the sun as advised by the Cancer Council. This includes limited exposure to the sun during particular hours. Remember Slip! Slop! Slap!





BONNYRIGG PUBLIC SCHOOL PRESCHOOL

58 Tarlington Parade
Bonnyrigg NSW 2177

TELEPHONE: 02 9610 1511

PRINCIPAL: Ms Voula Hatzidimitriou

EMAIL: bonnyrigg-p.school@det.nsw.edu.au

WEBSITE: <https://bonnyrigg-p.schools.nsw.gov.au/preschool.html>

FACEBOOK :
Bonnyrigg Public School

