

Sefton Infants



Working Together

Preschool Parent Handbook 2022



Our Preschool

Thank you for enrolling your child at Sefton Preschool. We hope your child's placement with us will be happy and full of new learning experiences. This booklet includes helpful information to assist your child to make a smooth transition to preschool. Please also see our website (www.seftoninf-p.schools.nsw.edu.au) for more detailed information, including our policies and procedures.



STUDENT ATTENDANCE

Departmental regulations require that children must be conveyed to and collected from the Preschool door, by a responsible **adult** (over 18 years of age) each day. If you are unable to collect your child, you must provide the Preschool with names and details of any adults you authorise to do so on your behalf. A form will be provided that will enable you to list these details. The form will then be kept on file at the Preschool. Your child will not be able to leave with anyone not listed or previously notified to the Preschool staff.

Children are required to attend each day of the week unless sickness or an appointment prevents this. When your child is sick, please do not send him/her to preschool. Sick children often become distressed whilst away from their home and are likely to infect other children.

Please notify the school if your child has a contagious condition or will be away from preschool for more than one full day, by phoning 9644 6791 or alternatively sending a message via Class Dojo.

Children with any infectious conditions including gastroenteritis, diarrhoea, vomiting, etc **must** stay at home for at least 24 hours. Clearance from a doctor may be required before the child resumes preschool.

PUNCTUALITY

Preschool session times are as follows:

Monday 9:00am – 3:00pm / Tuesday 9:00am – 3:00pm / Wednesday 9:00am – 11:30am

or

Wednesday 12:00noon – 3:00pm / Thursday 9:00am – 3:00pm / Friday 9:00am – 3:00pm

We ask parents to be punctual in bringing and collecting their children. Arrival and departure times are particularly important learning times, where the children are brought together as a group for sharing time and reflections.

Children who are not picked up on time can become distressed and anxious. This, in turn, may impact on their enjoyment of Preschool.

PROGRAM

The Preschool offers a program based on the principles of the Early Years Learning Framework for Australia (EYLF) and follows the Education and Care Services National Regulations as part of the National Quality Framework (NQF).



PARKING

The car park is for Staff use only. Parents are **not legally** permitted to drive into the school grounds at any time. Parents should also ensure that they obey the traffic signs near the school as parking in prohibited areas endangers the lives of children.

CLOTHING

Clean, comfortable play clothes are most suitable for preschool (these should not be best wardrobe or new clothes as they could be damaged by paint or dirt). Covered shoes with buckles or Velcro can only be worn. No thongs or scuffs.

In line with the school's sun policy, it is essential that each child is wearing a sun hat whenever they are in the outdoor areas. **Please bring in a hat for your child on their first day of Preschool, clearly labelled with their name.** The hat will remain at Preschool and will be sent home at the end of each term for washing.

All clothing and articles need to be labelled with the child's name. No jewellery is allowed at Preschool. Please bring a spare change of clothes.

Children are encouraged to apply their own sunscreen before outdoor play.



REST TIME

During the full day session, please let staff know if your child usually has a rest or sleep at home. As individual children's needs are catered for, alternative quiet experiences will be provided for children who do not usually rest or sleep during the day.

FOOD

During the full day session we will be having 2 meal breaks. Children are required to bring a packed lunch and a piece of fruit or vegetable for our snack time. Please separate your child's lunch from their fruit snack. During the Wednesday half day session a piece of fruit or vegetable will be required. The fruit/vegetable should be in a small container that the child is able to open. We discourage the use of single-use sandwich bags and plastic wrapping as we regularly engage the children in discussion regarding environmental issues such as reducing plastic waste. If the food needs to be peeled or chopped then this should be done at home. Children are encouraged to bring a bottle of water to drink throughout the session.

To support and minimise any risk to students with anaphylaxis or severe allergies, **we request that families refrain from sending any peanut related foods including Nutella.** As part of our Health and Nutrition Policy, we aim to promote good nutritional habits for children. **With this in mind, we discourage foods such as chips, sweets, chocolates, lollies, flavoured milk or sweetened drinks, etc.**

PRESCHOOL FEES

The NSW State Government introduced fees in 2012 for all preschools in Government schools. The fee rates scheduled for Sefton Infants Preschool in 20 have been determined by the State Government. Monies collected for the fees are forwarded directly to the NSW Department of Education.

Current Preschool fees for Sefton Infants Preschool are as follows:

- \$30 per full day per child + \$15 for Wednesday half day session (\$75 per week)
- Fee relief is available for families who have a current Commonwealth Health Care Card. The concessional fee for Commonwealth Health Care Card holders is \$15 per full day per child (or \$37.50 per week). A copy of the Commonwealth Health Care Card will need to be produced and copied by the school for this concession.
- In exceptional circumstances, the Principal is able to grant a full fee exemption where the child would not otherwise be able to attend.

Fee payments can be made on Wednesdays. Please place your fees in an envelope and hand to the Preschool staff. If you are experiencing difficulties with the payment of fees, please see the Preschool staff or the Principal.



IMMUNISATION – GOVERNMENT REGULATIONS

In accordance with the NSW Government's health regulations, your acceptance of the preschool position was on the condition that your child's immunisation vaccinations are up-to-date. If not already done so, when your child's 4 years immunisation statement is available, it needs to be presented to the School Office **immediately**. Your child's preschool enrolment will be terminated if this immunisation information is not provided on time.

MEDICAL CONDITIONS

Please notify the Preschool staff of any pre-existing medical condition that affects your child, such as asthma, anaphylaxis or diabetes, etc. This allows the staff to fully understand your child's needs and cater for them. If a medical condition develops during your child's preschool year, please inform the staff.

You are also required by regulations to inform the school of any special requirements on the enrolment form, in order for staff to cater for your child's individual needs.

SICK CHILDREN

If your child has an infectious illness such as measles, mumps, chickenpox, whooping cough, or symptoms of COVID-19 (a negative COVID test is required to be produced in these circumstances), it is important that you notify the preschool immediately. In the event that your child has a minor injury or upset during the day, the preschool staff can provide first aid to your child and he/she will return to their preschool activities once their needs have been met. In the instance where a child has been injured or too sick to continue at preschool, parents will be notified and asked to collect their child from preschool.

PERSONAL HYGIENE

Before attending Preschool, children should be encouraged to learn how to wipe their noses and go to the toilet without the help of an adult.

We welcome any donations of tissues to be used for the children.



FAMILY INVOLVEMENT

Sefton Infants Preschool values and respects our collaborative partnership with our families and community. We appreciate any input, participation and feedback from our families and community for all aspects of our program. You are always welcome to contact the preschool educators in person, via phone (9644 6791) or through our online communication platforms (Class Dojo and Sentral) to add your contributions.

If at any time you have any queries or concerns involving your child and/or the preschool program, please do not hesitate to contact the Preschool Teacher in the first instance. Your concerns will then be addressed promptly and in accordance with our complaint handling procedures.

ENROLMENT IN KINDERGARTEN

Toward the end of the year, you will need to enrol your child for Kindergarten. Sefton Infants School runs a comprehensive Kindergarten transition program. This program aims to familiarise students with the School and its facilities and minimise any anxiety that the children may feel. Of course, Sefton Preschool students will already have a sense of belonging to the school and the benefit of this familiarity.

WHOLE SCHOOL ACTIVITIES

The Preschool is a valued part of Sefton Infants School, and it is involved in many whole school programs and events. Parents are encouraged to attend Sefton Infants School Parents and Friends' Association meetings and join in any parent workshops or whole school activities.



Sharna Labbe
PRINCIPAL

Deana Talevska
PRESCHOOL TEACHER

Useful Information

PRESCHOOL ADDRESS:

180 – 194 Rodd Street, Sefton NSW 2162

PRESCHOOL TEL: 9644 6791

SCHOOL TEL: 9644 4079

FAX: 9743 7175

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

WEBSITE: www.seftoninf-p.schools.nsw.edu.au

*Sefton Infants Preschool welcomes you.
We look forward to developing a positive educational partnership with you and
your child.*

