

Sefton Infants School



Working Together

Preschool Parent Handbook 2023



Welcome to Sefton Infants Preschool

We look forward to working with you to ensure your child has a safe and happy preschool experience filled with great learning adventures that will develop his/her confidence and skills as a lifelong learner.

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 about preschool program, including our policies and procedures.

Management of our Service

Sefton Infants Preschool is a government preschool, operated by the NSW Department of Education. Our preschool is an integral part of Sefton Infants School. The school principal assumes the roles of:

- Nominated Supervisor
- Educational Leader
- Responsible Person in Charge

If the principal is off-site, the nominated Assistant Principal assumes these roles.

License and Rating

- Sefton Infants Preschool is licensed to care for a maximum of 20 children, between 9:00am – 3:00pm Monday – Friday with a ratio of at least one adult for each 10 children.
- *Approved Provider:* NSW Department of Education PR- 00005345
- *Service Approval Number:* SE-00008917
- *Service Assessment and Rating:* Sefton Infants Preschool was rated in 2022 as **Exceeding National Quality Standard** across all seven quality areas. (Rating summary is available on our website)



Our Service Statement of Philosophy

FAMILIES

- Families are the children's first and most influential teachers. A strong, valued partnership between families and educators is vital for children's learning.
- It is important that families feel welcome and have the opportunity to be involved in all aspects of the preschool.

CHILDREN

- All children, regardless of their diverse circumstances and abilities, can learn and succeed. It is important for all children to experience success to develop a positive self-concept and develop at their own pace to reach their full potential.
- The cultures, identities, abilities and strengths of all children are respected, valued and developed at our preschool.
- It is essential that all children feel safe, secure and are provided with opportunities to develop independence and individual choices with their learning.

ENVIRONMENT

- Our environment needs to be safe and welcoming by reflecting the identities, cultural backgrounds and diversity that exist with each family.
- It is important to create vibrant, organised and flexible spaces that are accessible for all children and encourage them to explore, inquire and make individual choices for learning.

EDUCATORS

- Educators need to be responsive to all children's strengths, abilities and interests. Engaging in respectful and meaningful interactions with all children is vital to support and extend their learning.
- It is essential that every staff member cooperates and participates actively in ongoing reflective practice to continually extend their knowledge and skills and to maintain high standards for all aspects of the preschool.

PROGRAM

- The Early Years Learning Framework is the foundation of our program. Our program is based on continual improvement.
- The program aims to meet individual learning needs, as well as challenge children to reach their full potential.
- Children learn and develop through active exploration and hands-on experiences in their environment.
- Our curriculum decisions need to promote inclusion and participation of all children, considering their strengths, backgrounds, interests and voices. It is important to seek a balance of child-led, child initiated, and educator supported learning.

Sefton Infants Preschool collaborates with our families and community to review and develop our philosophy. Please contact us if you would like to provide input and/or feedback on our philosophy.

Learning at Preschool

- Your child's learning at preschool will build on what you have taught them at home.
- Young children learn best through play and the wide range of indoor and outdoor play-based learning experiences provided at our preschool will be carefully planned by the educators to respond to your child's needs and interests.
- Through these learning experiences your child will explore, experiment, solve problems, communicate, and socialise. They will also develop self-esteem, confidence and the foundations for their formal learning.
- The learning program in our preschool is guided by the Early Years Learning Framework (EYLF) which is the National Curriculum for early childhood education. Please see our website for more information on the EYLF.
- Our preschool also follows the Education and Care Services National Regulations as part of the National Quality Framework (NQF). Our staff and community undertake continuous self-assessment of the preschool against the National Quality Standards. This self-assessment is used to develop an annual action plan for continued improvement, known as a Quality Improvement Plan (QIP). Family involvement in the QIP is always welcome. Our QIP is displayed on our website and at the entrance of the preschool.



Daily Organisation

SESSION TIMES

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

OR

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

ATTENDANCE

- Your child is expected to attend preschool every day unless sickness or essential appointments prevent this.
- Please inform the preschool via phone or the Class Dojo app. if your child is unable to attend preschool.
- Our preschool follows the NSW Department of Education terms and school holidays.

ARRIVAL AND DEPARTURE

- Entry and exit are from the **View Street** entrance.
- Preschool gates and doors are not opened until 9:00am.
- For safety reasons each child must be accompanied to and from preschool by their parent or another authorised person over 18 years of age. You will be asked to complete a form providing the names and phone numbers of the authorised adults you have consented to collecting your child. If someone arrives to collect your child and their name is not on our records of authorised adults, we **cannot** allow your child to leave with them.
- If you unexpectedly require someone not on your list of authorised adults to collect your child, please phone the preschool to provide the name and phone number of the adult. The person's name will be recorded on the arrival and departure register and the person will be required to show photo ID (e.g. driver's licence) before collecting your child.
- An authorised adult is required to bring your child into the preschool and complete the arrival register with time and signature.
- Preschool pick-up begins at 2:45pm on full days. An authorised adult is required to collect your child from preschool and complete the departure register with time and signature.
- Please be punctual with arrivals and departures. Arrival and departure times are particularly important learning times, where the children are brought together as a group for sharing time and reflections. When children are late to preschool, they may disrupt the preschool program and/or have difficulties settling into the routines. Children who are not picked up on time can become distressed and anxious.
- If you are running late due to exceptional circumstances, please alert the preschool as soon as possible.
- Children who are not collected by 3pm are taken to the Sefton Infants School office.

Daily Routine

9:00 - 10:00am: Group Time (story, early literacy and numeracy activities, music, singing, dancing and group games)

10:00 - 11:00am: Indoor play

11:00 - 11:45am: Lunch

11:45 - 1:30pm: Outdoor play

1:30 - 2:00pm: Fruit break

2:00 - 3:00pm: Indoor/Outdoor play and group time (story, singing, music, dancing and group games)



- This daily routine is a flexible guide and adjustments can be made to accommodate children's interests and needs, as well as in response to weather conditions.

REST TIME

- Please let staff know if your child usually has a rest or sleep during the day.
- Stretcher beds are available for children who require or request a sleep.
- Passive, quiet places and activities are also provided in the preschool program for children who do not usually rest or sleep during the day.

SEFTON INFANTS SCHOOL LIBRARY

- Your child will participate in literature activities once a week on-site in the school library.
- Children need to bring a sturdy library bag (Tuesdays and Thursdays) so they can borrow books each week.

COMMUNITY LANGUAGE

- Qualified Community Language teachers (Arabic and Vietnamese) support our preschool program for up to two hours per week. These teachers assist with our indoor/outdoor play program and take small groups for songs, games, stories and discussions in native languages.

EXCURSIONS

- During the year, the children may have the opportunities to attend incursions (inside the school grounds) and excursions that support the preschool program.
- In advance, parents will be given permission forms with the excursion details. This form needs to be signed for your child's participation in the excursion.



What to wear and bring

CLOTHES

- Comfortable play clothes that suit the weather conditions.
- No jewellery.
- Covered shoes, preferably with buckles or Velcro fasteners, no thongs or slip on shoes.
- Wide brimmed hat is essential for all outdoor learning experiences. Please bring hat clearly labelled with your child's name on the first day of preschool. This hat will remain at preschool for easy access and sent home at the end of each term, or as needed, for washing.
- Please bring a spare set of clothes packed in your child's bag in case changing is required.

ALL CLOTHING ITEMS NEED TO BE LABELLED WITH YOUR CHILD'S NAME

SUNSCREEN

- Please apply sunscreen before coming to preschool.
- You can also apply sunscreen on your child when you arrive at preschool with the supplies available.
- Children are encouraged to apply sunscreen with educator supervision before outdoor play.

BAG

- An age-appropriately sized bag/back-pack that can fit your child's healthy lunch box, water bottle and a seasonal change of clothes.

HEALTHY LUNCH AND SNACK

- Healthy food for lunch packed in an easy to access container.
- Fruit or vegetables in a separate easy to access container for snack time. If the food needs to be peeled or chopped, then this should be done at home.
- During the Wednesday half-day session, only the fruit/vegetable snack is required.
- Water bottle.
- Our preschool promotes good nutritional habits for children and staff. We discourage any junk foods and packaged items such as chips, sweets, chocolates, lollies, flavoured milk or sweetened drinks, etc.
- We recommend that you place an ice pack in your child's lunch box to keep food at a safe eating temperature. If your child's healthy food requires refrigeration, the labelled lunch containers are placed in a basket near the water bottle tray upon arrival for a staff member to place in the staffroom fridge.
- We are unable to heat food up for children.
- To support and minimise any risk to children with anaphylaxis or allergies, we request that families **refrain from sending any peanut related foods, including Nutella.**
- We discourage the use of single-use plastic bags or wrappings for lunch and snack items. We discuss and promote sustainable practices with the children such as reducing waste.
- Due to children with certain food allergies as well as different cultural dietary requirements, we do not allow children to share food at preschool. This includes bringing birthday cakes or lolly bags for celebrations.

Medical Conditions

INDIVIDUAL HEALTH CARE NEEDS

- Parents are required to inform the preschool of any pre-existing or newly diagnosed conditions that may affect your child's health.
- Children with conditions such as asthma, anaphylaxis, diabetes, allergies, epilepsy or any other medical conditions which require support must develop an individual health care plan with the preschool before starting preschool or at the onset of the diagnosis. Where appropriate, this will include an original individual action plan signed by your child's doctor.

MEDICATION

- If your child is required to take any prescribed medication during preschool hours, the medication must be given to the preschool teacher in its original packaging with the directions of use. You will need to sign a consent form detailing the medication, dosage and method of administration that gives permission for the medication to be administered by the preschool staff.
- We are not permitted to give children any non-prescribed medication such as Panadol, Nurofen, cough medicine, etc.

ILLNESS / ACCIDENTS

- Please do not send sick children to preschool. Sick children often become distressed when away from home and a sick child may infect others.
- 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 a child resumes preschool.
- If your child has an infectious illness (e.g. measles, whooping cough, COVID-19, etc.), please notify the preschool immediately.
- Supervision occurs at all times at preschool, but accidents may still occur. First aid and comfort will be given to your child by a staff member. Details of all accidents are recorded, and parents will be asked to sign the form upon collection of the child.
- In the event of a serious accident or if your child becomes sick during the preschool day, you will be notified to collect your child.

IMMUNISATION

- Under the *NSW Public Health Act 2010*, a child cannot be enrolled in a preschool unless the parent/guardian has provided an approved Australian Immunisation Register (AIR) record that shows that 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.
- If your child turns 4 after enrolling, you are asked to supply this updated immunisation record to the school office immediately.

STAYING SAFE AND HEALTHY

- We encourage our families to help their children learn how to blow and wipe their nose, cough into elbows and practise effective handwashing and drying.
- Our preschool staff undertake daily indoor and outdoor safety checks of the preschool environment. If you notice anything of concern, please inform one of the staff immediately.
- Each term, children and staff practise emergency evacuation and lockdown training drills.

Child Protection

- All preschool and school staff are mandatory reporters. This means we are legally obliged to report any suspected child abuse or neglect. Reports are directed to the principal who will notify the Child Protection Hotline and/or NSW Department of Education Child Wellbeing Unit.
- If you have any concerns about a child's welfare, you can call the **Child Protection Helpline 132 111**.

More information is available online: <https://www.facs.nsw.gov.au/families>

Preschool Fees and Donations

- The NSW Department of Education sets the preschool fees.
- The NSW Department of Education has exempted government preschool fees for 2023.
- Our preschool appreciates any voluntary monetary contributions or donations from our families to help provide consumable materials that your child will be using every day in their preschool program.

Family Involvement

- We value and respect our collaborative partnership with our preschool families and school community.
- Family input, participation, and feedback on all aspects of the preschool program are invited and much appreciated.
- We welcome and encourage families to be involved in the Preschool program by sharing their skills and interests at group time, accompanying excursions, participation in working bees or fundraisers or attending concerts and special events.
- The preschool is an important part of Sefton Infants School and our preschoolers are involved in many whole school programs and events such as Education Week, Harmony Day, Book Week, etc. We extend this participation to our preschool parents.
- Our preschool families are invited and encouraged to attend the Sefton Infants School Parents and Friends Association, which meets approximately twice a term to plan and contribute to school programs and events.

COMMUNICATION

We communicate with families in a variety of ways including:

- Daily verbal and written communication near the sign in register at drop off and pick up times.
- Regular visual and written posts on *Class Dojo* (a secure online communication platform). You will be provided with password access at the start of preschool.
- Updates and reference information on the Sefton Infants School website.
- Fortnightly school newsletter posted on Class Dojo and the school website.
- Letters and notes as required.
- Family interviews, written reports and portfolios to help exchange information about your child's progress and interests.

PLEASE ENSURE YOU KEEP THE PRESCHOOL INFORMED OF ANY CHANGES TO YOUR CONTACT DETAILS

Complaints

- If you have a concern, it is best to discuss it with your child's teacher first. Please make an appointment to talk with the teacher.
- If you are not satisfied with the result, or if you do not feel it is appropriate to talk to the preschool teacher, phone Sefton Infants School (9644 4079) to make an appointment to talk with the school principal.
- Complaints will be dealt with confidentially, fairly and promptly in accordance with the NSW Department of Education's Complaints Handling Policy and Procedures.

Transition to Kindergarten

- During the preschool year, your child will be involved in transition activities to support their confidence with school readiness.
- Your child will develop a strong sense of belonging with our setting and we hope that they continue with an enrolment for Kindergarten at Sefton Infants School, with its excellence in early childhood education.
- Applications for Kindergarten enrolment will be distributed in Term 2 and children enrolling at Sefton Infants will be involved in additional transition to school experiences.



Useful Information

EDUCATORS

Mrs Deana Talevska:	Preschool Teacher
Mrs Lamyaa Al Sultan:	School Learning Support Officer
Mrs May Meesorn-iam	School Learning Support Officer (Casual)
Mrs Kellie Dunn:	School Learning Support Officer (Casual)
Miss Sharna Labbe:	School Principal

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.gov.au

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



NOTES: