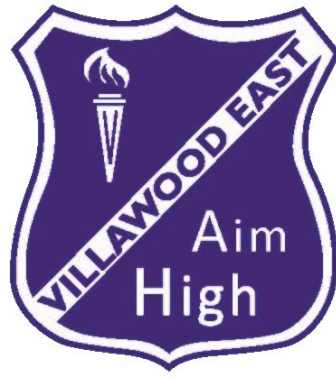


2020 PRESCHOOL HANDBOOK



We Welcome to VILLAWOOD EAST PUBLIC SCHOOL PRESCHOOL

Villawood East Public School Preschool is part of Villawood East 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**





Villawood East PUBLIC SCHOOL PRESCHOOL

Our Philosophy

Our Place

Villawood East 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 believe in developing real connections within our local community and families. To acknowledge their unique cultural, spiritual, social and language context that contributes to the preschool environment.

Our Beliefs

We believe that children are confident, capable and creative 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. In having a strong commitment to meaningful, regular engagement with families and the community we promote strong connections to each child's various learning environments.

Children learn best through play. This develops learners that can explore, investigate, experiment, communicate, build relationships, create, discover and problem solve. Through providing children with a safe, caring and friendly 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. We develop resilience, self-regulation and self-awareness to support learning. We nurture a strong connection with the onsite early learning team where strong collaboration supports a holistic approach to learning. We promote

physical movement, cognitive and numeracy skills, linguistic development, literacy awareness, social, personal, spiritual, creative and healthy lifestyle choices. Such opportunities are interwoven and integrated into our day. We support all students inclusively, ensuring equity on the basis of disability, specific learning needs, and environmental factors adhering to the EC code of ethics and the rights of the child.

Our learning environment supports play, is child centred and provides children with agency. Our program is open ended and flexible, we believe in a 'go with the flow' approach. "Children need the freedom and time to play. Play is not a luxury. Play is a necessity." -Kay Redfield Jamison

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 Preschool Program is:

- Based on The National Quality Framework and the Early Years Learning Framework. We encourage and support a child's sense of belonging, being and becoming.
- A play based program that allows children to become confident in all areas of development, by providing opportunities for children to explore, investigate, imagine, listen and ponder. Educators tap into the children's knowledge, strengths, ideas, culture, abilities and interests to create a love of life-long learning.
- A holistic approach to learning that provides opportunities to promote physical movement, cognitive and numeracy skills, linguistic development, literacy awareness, social, personal, spiritual, creative and healthy lifestyle choices. Such opportunities are interwoven and integrated into our day.
- Based on equity and inclusion and the notion that all children are competent learners that can succeed, regardless of background or ability.
- Is exploding with opportunities for children to create a connection with the land. We believe in fostering these connections to create a sustainable future by supporting children to understand their impact on the environment and the world around them.

Our Educators are valued and committed individuals who:

- Provide an environment that is welcoming, safe, secure, supportive, caring and inclusive for all children and families,
respecting and honouring the diversity of our children, families, educators and the community.
- Provide a high quality play-based program offered by experienced and qualified early childhood educators.
- Acknowledge and respect that parents and carers are children's first and most influential teachers.
- Use flexible, teaching and learning environments responsive to the children's interests, skills and abilities. Experiences provided are open ended, where children can engage and motivate their own learning.
- Children are given opportunities to experiment, discover, explore, question, take challenges, think independently and express their ideas.

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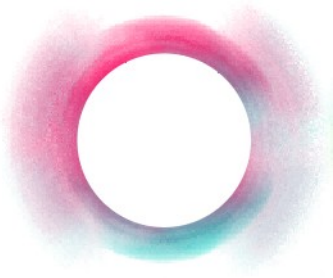


COMMUNITY

Playgroup
- community run playgroups

A large, circular graphic with a white center. The center contains the text 'IMPORTANT INFORMATION' in a bold, grey, sans-serif font. The background of the circle is a soft, multi-colored gradient, transitioning from red at the top to blue and green at the bottom, with a slightly textured, watercolor-like appearance.

IMPORTANT INFORMATION



CONTACT INFORMATION

ADDRESS: Lowana Street Villawood NSW 2163

PHONE: 02 9724 3339

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

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

LICENSING

Villawood East Public School Preschool is licensed to care for a maximum of twenty (20) children per day. We are licensed to operate Monday to Friday during NSW Public School terms, and during the current worldwide situation, offer an educational program between the hours of **9:00am** and **2:30pm**.

Approved Provider: NSW Department of Education
Service Approval Number: E-00009453
Assessment and Rating: Exceeding (2017)

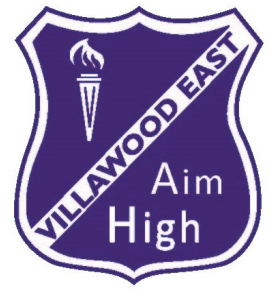
This license is subject to the conditions set out or referred to in Section 51 of the Children (Education and Care Services) National Law (NSW), which include conditions prescribed in the Education and Care Services National Regulation.

MANAGEMENT

Our preschool is operated by the NSW Department of Education. It is part of Villawood East Public School which is a Preschool to Year Six public school. Our school principal assumes the role of:

- Nominated Supervisor
- Educational Leader
- Responsible Person in charge

Our preschool educators are responsible for the daily care and education of the preschool children.



RATIOS

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

HOURS OF OPERATION

Our preschool operates daily during NSW Public School terms. In addition to NSW Public Holidays and NSW School Holidays, our Preschool is closed on the first day of each term, except for term 4. These closures are to enable staff to participate in professional learning.

Families will be reminded of these closures in any displays located by the Preschool front door and via communication on the ClassDojo app.

GROUPS

Our preschool offers 2 classes with a maximum of 20 children per day. Children attend preschool 5 days per fortnight. This ensures each child has access to 600 hours of preschool over the course of the year, in line with the federal government's initiative of *Universal Access* to a quality preschool program. You will be given a calendar showing days of attendance for your child.



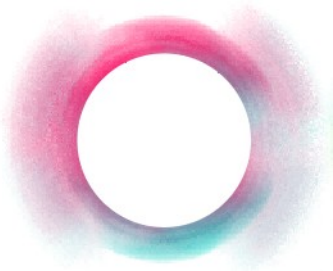
Kangaroos

Children in the Kangaroo group attend on the following days:
Monday, Tuesday and every even week Wednesday.



Possums

Children in the Possum group attend on the following days:
Thursday, Friday and every odd week Wednesday.



NATIONAL QUALITY STANDARD: NSQ

The National Quality Standard (NQS) sets a high benchmark for early childhood education across Australia. The NQS includes 7 quality areas that are important outcomes for all children. Services are assessed against these outcomes and given an overall rating based on their practices.



www.acecqa.gov.au/

QUALITY IMPROVEMENT PLAN: QIP

Each year our staff and community work together to develop an action plan for continued improvement, known as a Quality Improvement Plan (QIP). Our QIP records our self-assessment and identifies areas we are working on improving in the current year, within our preschool, as measured against the National Quality Standards above.

Our improvement goals and a copy of the full document are on display in the Preschool entrance.

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:

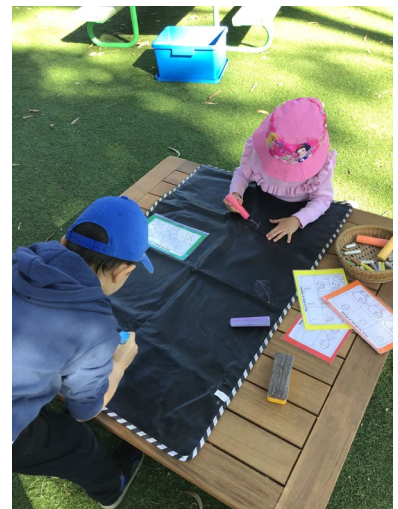
- Children have a strong sense of identity;
- Children are connected to and contribute to their world;
- Children have a strong sense of well being;
- Children are confident and involved learners;
- Children are effective communicators.

Our program acknowledges the uniqueness of each child, whilst encouraging them to learn within a supportive and caring environment. We plan for both intentional and spontaneous learning in our indoor and outdoor environments.

In a typical day, we provide a range of activities and equipment for the children to choose to play with. These activities are planned considering the interests, needs and development of individual children. Children also participate in more structured activities, such as listening to stories and singing songs.

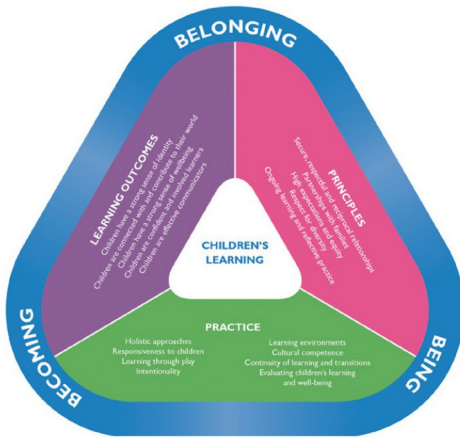
Our educators support the children to make decisions about the activities they want to engage in, interacting and playing with them and helping them to solve problems they encounter.

The current preschool program is always on display in the preschool room.



EARLY YEARS LEARNING FRAMEWORK

Your child’s learning program is guided by the Early Years Learning Framework (EYLF) which supports social, emotional, physical and academic learning.



Children do not learn or experience life and learning in a linear way – every child has a unique path⁷ to achieving the five outcomes – and the levels of support will vary dependent on their individual needs. However effective teachers know how children typically develop with regard to each learning outcome and use this knowledge to plan and program within their classroom.

The curriculum focuses on aspects of intentional teaching, that is, it assumes that teachers will act ‘with knowledge and purpose to ensure that young children acquire the knowledge and skills they need to succeed in school and life.’⁸ Intentional teaching requires a range of integrated teaching and learning strategies to accommodate the different ways that individual children learn and the specific content they are learning. This is further addressed within the Principles later in the introduction.

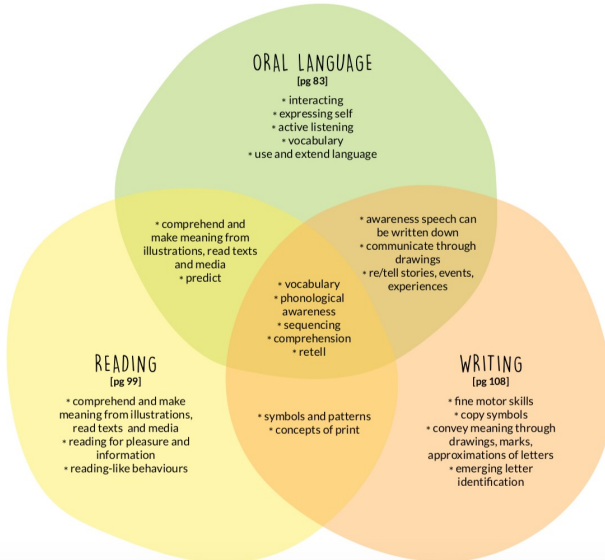
The roles of the teacher and early childhood professional are crucial to supporting children’s learning, in partnership with the family and by additional support if needed, from specialist services or agencies.

Families play a vital role in their children’s learning. A child’s sense of belonging is enhanced through the relationships built between families and preschool teachers and early childhood professionals, and with other parents and children.

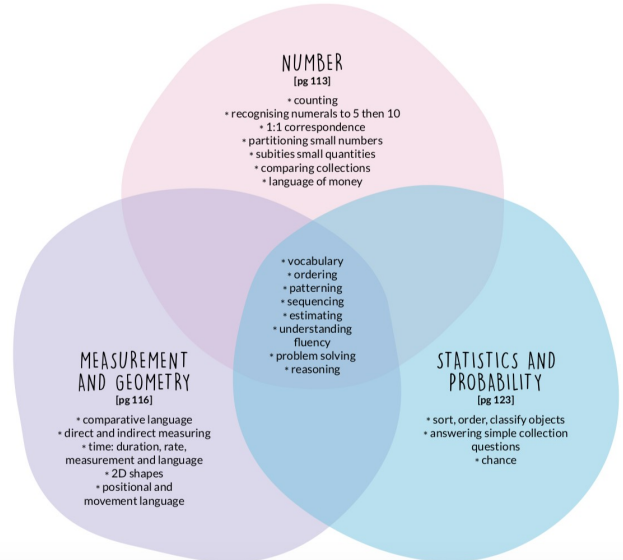
7 Department of Education, Employment and Workplace Relations (2015), *Developmental milestones and the Early Years Learning Framework and the National Quality Standards*, Australian Government.
 8 Epstein, A. (2007), *The Intentional Teacher*, National Association for the Education of Young Children, Washington DC.

In the **Communication** outcome, for example, the focus is on the explicit teaching of strategies to support the teaching of literacy and numeracy.

Elements of Preschool Literacy



Elements of Preschool Numeracy



Retrieved from education.nt.gov.au



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, before the application can be accepted.

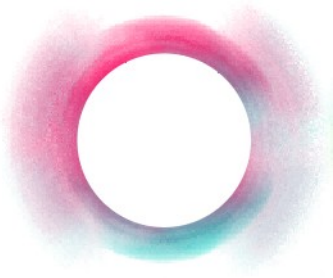
In the situation that applications exceed the number of places we have available, the principal will offer enrolment in the following order:

1. to children living within the school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged
2. to children living outside the school's enrolment catchment area and who have siblings enrolled in the school, with priority given to Aboriginal children and those who are disadvantaged
3. to children living outside the local school's enrolment catchment area with priority given to Aboriginal children and those who are disadvantaged.

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

Enrolment in the Villawood East 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 contact the Principal and Preschool teacher to learn more about our preschool in operation. Please contact the office in person or on 02 9724 3339.



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**

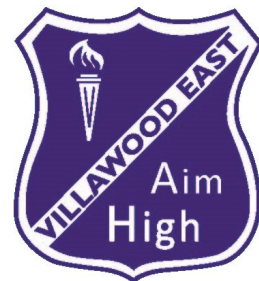
If your child turns four after enrolling, you are asked to supply this updated record to our school office. If you fail to do this, you will be sent a reminder letter.



Australian Government
Department of Health

National Immunisation Program Schedule From November 2016

Child programs	
Age	Vaccine
Birth	• Hepatitis B (hepB) ²
2 months	• 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	• 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	• 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 ²
12 months	• <i>Haemophilus influenzae</i> type b and meningococcal C (Hib-MenC) • Measles, mumps and rubella (MMR)
18 months	• Diphtheria, tetanus, pertussis (whooping cough) (DTPa) • Measles, mumps, rubella and varicella (chickenpox) (MMRV)
4 years	• Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)



FEES

Our preschool daily fee is in line with the NSW Government Policy – Preschool Class Fees in Government Preschools.

STANDARD DAILY FEE: \$10 per day

ALTERNATIVE DAILY FEE: \$1 per day for holders of a current Commonwealth Health Care Card or Aboriginal students

Invoices are issued at the start of each term for the whole term, based on the days your child is enrolled. You may pay either the full amount at the beginning of the term or pay on a weekly basis. Please remember, you are liable for the fees for each day your child is enrolled to attend, whether they do or not.

PAYMENT METHODS

Cash:

- Payment envelopes are located in the Preschool foyer. Fill in payment details, insert the correct money then put your envelope into the money collection box.

Eftpos:

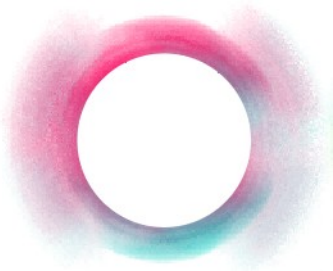
- In person at the school office (not at the Preschool)

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 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.





COMMUNICATION

As you enter the Preschool playground, you will find lots of different information about our preschool, such as on the lunch trolley or on displays near the Preschool door. Parents are updated regularly about the current activities and other events happening in the school community via our notice boards, information displays and through our school app, ClassDojo.



You can keep up to date with what's happening at regularly checking:

- Notice Board where upcoming events are displayed
- Notes and other communication sent home
- Your child's Personal Learning Portfolio
- Villawood East Public School Facebook Page
- ClassDojo

We will be using the ClassDojo app at Preschool to document your child's learning and development at preschool. ClassDojo 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.

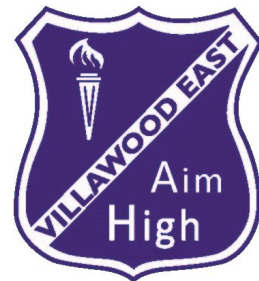
FAMILY INVOLVEMENT

Our preschool and your child will benefit greatly from your input, suggestions, support and assistance. Due to the current restrictions on social distancing, we are discouraging adults to come into the Preschool. You can provide support and suggestions through the following mediums:

- Complete surveys and questionnaires to provide us with your ideas and feedback
- Respond to questions and ideas via ClassDojo
- Speak to the teacher at drop off or pick up



WELLBEING HEALTH & SAFETY



POSITIVE BEHAVIOUR for LEARNING: PBL

Positive Behaviour for Learning (PBL) is a school-wide behaviour initiative that has been implemented by the staff and students at Villawood East Public School. It encourages positive behaviour from all students through the development of a shared language to discuss behaviour expectations at school. We believe if a child feels happy, confident and positive, they will function and learn better.

At Villawood East Public School (including our Preschool) we will...



Be Safe
Be Respectful
Be a Learner

We incorporate many components of PBL within our preschool. Below is an example of some of the things we do to encourage happy, positive children:

- Intentionally teach age appropriate social and emotional skills;
- Focus on developing an environment where everyone feels safe, happy and connected (children, staff and families);
- Consistent behaviour expectations: **Be Safe Be Respectful Be a Learner**
- Educators supporting children to manage their own behaviour and develop self-regulation;
- Developing Preschool Rules which are positive and tell the children what they can do;
- Proactive and positive reinforcement of children following our rules.

If a child is behaving in a way that is not safe or respectful, they will be reminded of our Preschool Rules and behaviour expectations or redirected to another area. If the behaviour continues, they will be asked to sit with an educator so they can reflect and discuss on their behaviour.

Please speak to one of our educators if you have any issues or concerns about your child's behaviour.





WELLBEING HEALTH

FOOD AND NUTRITION

We regularly discuss healthy lifestyles with children through stories, games and play and encourage children to make healthy eating choices while at preschool. **Please provide your child with a healthy afternoon tea, lunch and a bottle of water.** Water bottles need to have a cover over the mouth piece. We encourage children to eat their fruit, vegetables or other healthy choice options: for example banana, apple, orange, strawberries, cucumber or carrot sticks, fruit yoghurt, etc.

We recommend you place an ice pack in your child's lunch box to keep food at an ideal temperatures. Alternatively you can place labelled items on the fridge tray and we will store in the fridge.



At Villawood East Public School Preschool we see the importance of instilling in children healthy food practices therefore, **unhealthy foods such as chips, lollies, chocolate or soft drinks need to be left at home.**

At preschool we may have children who suffer from anaphylactic reactions to nuts. This is a severe allergic reaction often resulting in urgent medical attention. Due to this we discourage nuts and nut based products. Please do not include any kind of nuts in your child's lunch. This includes Nut Bars, Peanut Butter and Nutella. If you have any questions please ask preschool teachers. Thank you for your understanding.



Lunch is at 11:15am

Afternoon Tea is at 1:55 pm

Extra ideas for healthy lunches can be found online at: www.healthykids.nsw.gov.au

Pack your child a **HEALTHY LUNCH BOX**

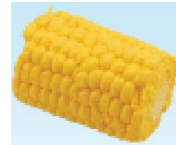


Choose a variety of foods from each food group

Fruit



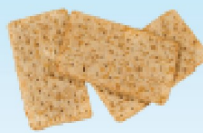
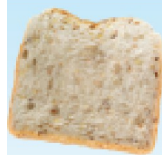
Vegetables



Dairy



Wholegrains



Lean meat & alternatives



A Healthy Lunch Box



MAKE WATER
YOUR DRINK



PACK ICE BRICKS
TO KEEP FOOD
COOL



USE A THERMOS
TO KEEP FOOD
WARM



f1 | Heat

lunchbox snacks



Swap snacks that are high in fat, sugar, salt and low in fibre for quick and easy healthy snacks!

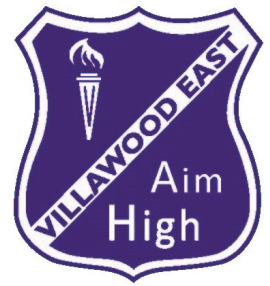
HEALTHY SNACK IDEAS:

SNACKS BEST LEFT OUT OF THE LUNCHBOX:



swap!





REST AND SLEEPING

Our indoor and outdoor spaces have quiet areas a child can choose to go to when needed for some quiet time. We will always be guided by you, so please speak to one of our educators if you would like your child to rest.



TOILETING

Preschool can be an exciting, busy place which means at some stage, most preschoolers will have a toileting accident at preschool. If this occurs, one of our educators will change your child into their spare set of clothes and put the soiled clothes in a plastic bag out of reach for you to collect when you pick up your child in the afternoon.

Upon enrolment, the preschool teacher will discuss any particular toileting needs your child may have so we can support both you and your child.



HANDWASHING

Handwashing, including drying hands, is one of the most effective ways of preventing the spread of infection. At our preschool, we encourage children to wash their hands:

- on arrival at preschool
- after going to the toilet
- after wiping their nose
- before eating
- after patting or touching animals
- after outside play



Clipart designed by Freepik



STAYING HEALTHY & INFECTION CONTROL

The well-being of all children and staff is essential. Families are asked to help us protect everyone involved with our preschool, by keeping any child who is unwell at home until they have fully recovered. This is particularly important with contagious and infectious illnesses and symptoms.

The teacher will inform all parents and carers in writing, if there is a confirmed case of an infectious illness or head lice in the preschool. If your child develops an infectious illness, such as measles or chicken pox, please let us know so we can inform other parents that exposure may have occurred. Please refer to the poster in the preschool entrance for the recommended exclusion periods as stated by NSW Health, which we must follow.

If your child appears unwell at preschool, we will closely monitor them. If they do not improve or we have concerns about your child's health, we will contact you immediately. If your child has a temperature, vomits or has diarrhoea, we will contact you to collect them as soon as possible, to minimise the risk of infection.

When a child is sick, the best place for them is to be at home where they rest and be monitored closely throughout the day. If your child is going to be absent due to illness, please contact the school office on 02 9724 3339.

Please respond to the latest advice from NSW health regarding COVID-19. We are strictly following these guidelines at the Preschool.

You can visit the websites below for more information regarding infectious illnesses:

<https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf>

www.health.nsw.gov.au/Infectious/factsheets/Factsheets/infectious_childhood.PDF

SUPPORTING HEALTH CARE NEEDS

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 **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.

ASTHMA

- Parents need to provide prescribed medication (puffer) and spacer for use when needed.
- Asthma medication will be administered by school staff in accordance with your child’s Individual Asthma Plan.



ANAPHYLAXIS

- Parents need to provide an EpiPen to be left at school for use when needed.
- Treatment will be administered by school staff in accordance with your child’s Individual Anaphylaxis Plan.
- All staff are trained in the identification and management of anaphylaxis and the correct way to administer an EpiPen.



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.



WELLBEING SAFETY



ARRIVAL AND DEPARTURE PROCEDURES

Villawood East Public School Preschool is currently licensed to have children on the premises between **9:00am** and **2:30pm**. It is important that you arrive at or after 9:00am and collect your child by 2:30pm each day they are enrolled.

According to mandatory legal requirements, only adults (over 18 years) are able to drop off and collect children. It is also not acceptable to leave your child alone in either the main school or preschool playgrounds.

Gates will be **CLOSED at 9:25am**. You must collect your child at 2:30 via the main school office, who will buzz you into the school.

ARRIVING AT PRESCHOOL AFTER 9:00AM

As soon as you enter our Preschool at or after 9:00am, it is very important that you sign and record the time next to your child's name, in the Arrival and Departure Register. Please also apply sunscreen to your child and ensure any perishable items are added to the fridge box so an educator can add these to the fridge before eating times.

If you have a different contact number for the day, or someone different is collecting your child, please notify our educators on arrival. On enrolment, you will be asked to provide written details of all 'authorised' adults who you give permission to drop off and collect your child. Only their parent or one of these authorized collectors can take your child from preschool.

DEPARTING PRESCHOOL BY 2:30PM

When collecting your child, you must again sign and record the time in the Arrival and Departure Register. All children must be collected **by 2:30PM**, as per our new COVID social distancing guidelines. If you have children who attend the main school, please pick up your child from Preschool **before** you collect your other child/ren, who will be waiting for you by 2:30 in the school office.

If you unexpectedly require someone not on your list of authorised adults to collect your child, please call the school before 2pm to inform us – 02 9724 3339. The person's name will be recorded in the Arrival and Departure Register and the person will be required to show photo ID (e.g. driver's licence) when collecting your child. Please note we will not allow your child to leave the premises without confirming the person's identity.

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 The children may 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. Children must bring their own sun safety hat to school to wear outdoors each day to help protect them against the risk of sunburn. Our Sun Safe policy requires children (and staff) wear hats while outdoors, **all year**.

In line with the Cancer Council recommendations, we recommend a broad brimmed bucket style hats with a 7cm brim, as these offer the best protection from the sun. 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 at drop off.





CHANGES TO ENROLMENT INFORMATION

The NSW Public School Preschool Enrolment Form and Villawood East Public School Preschool Student Information Card are completed upon enrolment. These documents contain information which is essential for us to manage your child's learning and wellbeing whilst they are at Preschool.

It is important that you tell Preschool staff as soon as possible if you change any of the following:

- your personal phone number/s
- emergency contact people – including their address and/or phone numbers
- authorised people who can collect your child from the service
- medical conditions
- court orders which affect your child
- visa or citizenship status, if applicable



CUSTODY AND ACCESS

The Family Law Act of June 1996 states we are not allowed to refuse access to a child's natural parent(s) as stated on their enrolment form unless we have written proof of a **Custody Order** or **Apprehended Violence Order** advising us otherwise. Please speak to the Preschool teacher or Principal if you have any concerns in this area.

CHILD PROTECTION

All staff employed in schools are mandatory reporters. This means we are legally obliged to report any suspected child abuse. Reports are directed to the Principal who will notify the **Department's Child Wellbeing Unit**.

If you have any concerns about a child's welfare you can also call the **Child Protection Hotline** on **132111**.

More information is available online at www.community.nsw.gov.au/home

SAFETY CHECKS



Preschool staff do daily indoor and outdoor safety checks for hazards before children arrive each day.

If you notice anything which you are concerned about, please let one of the staff know immediately.

Health and safety issues are reported directly to the Villawood East Public School Health and Safety Committee.

EMERGENCY PROCEDURES

At least once a term, children and staff undergo Emergency Evacuation Training Drill Procedures. All classrooms within the school and preschool have detailed Emergency Evacuation procedures are located at entry and exit points.

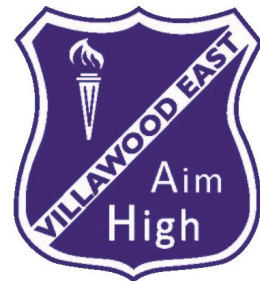
In the event of an actual emergency, these procedures will be implemented and preschool staff will accompany the preschool children to the designated evacuation meeting point, outlined in the Villawood East Public School Emergency Procedures.

If necessary, staff and children will evacuate to Thurina Oval located opposite the school. Parents will be called if it is necessary for children to be collected.

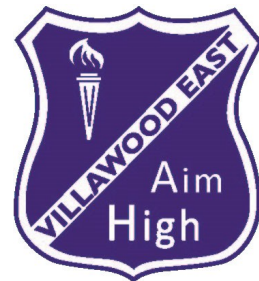


INCURSIONS

Due to current NSW health guidelines, the Preschool will not currently be organising any incursions or excursions, school-wide.



STAFFING



STAFFING REQUIREMENTS

Villawood East Public School Preschool is staffed by at least two educators when children are in attendance, who hold the following qualifications:

- At least 1 x Qualified Teacher – Bachelor of Education in Early Childhood
- At least 1 x Preschool School Learning and Support Officer (SLSO) – Certificate 3 Children’s Services

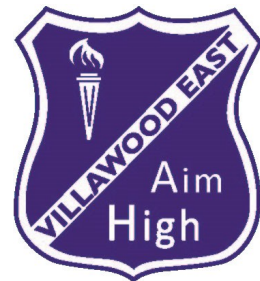
STAFFING OF BREAKS IN THE PRESCHOOL

When the teacher takes their lunch break, or is relieved to complete administration duties or Professional Learning, they are replaced by another Villawood East Public School teacher or a registered relief teacher. When the Preschool SLSO takes their scheduled breaks, they are replaced by another Villawood East Public School SLSO.

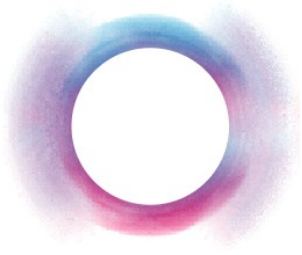
The Preschool termly staff roster is displayed in the entrance, as well as the names of the two educators on duty for the current day. -

SUPERVISION OF THE PRESCHOOL

Our Preschool teacher and Preschool SLSO are supervised directly by the Principal.



COMMUNITY



PLAYGROUP

Villawood East Public School operates like a Community Centre to support families raising children from birth to eight years in partnership with local human service agencies and the local community based playgroups.

Over the years, we have aimed to provide a safe and friendly environment for children and families to play, interact and share positive experiences. Examples of programs held include multicultural supported playgroups, support to transition into our preschool, family excursions and parenting workshops. All preschool children and families are invited to access the services offered through the playgroup partnerships.

We currently have three Supported Playgroups running several times a week:



Parent child mother goose is designed to strengthen the attachment and interaction between parents and their children. We focus on using rhymes, songs, storytelling that will be both enjoyable and beneficial to parents and children. Wednesdays 10am- 11:30am



Supported Playgroups Plus offers supported playgroups for vulnerable families for a period of 12-18 months to support, inform and build capacity to integrate into community playgroups. This transition ensures all families are able to access supported playgroups when needed. Thursday 9:30am- 11:15am

Uniting

It's not just children who are learning in the early years. Infant and young-child parenting is never easy, but with Uniting's help, it can be made easier. We provide a range of services that connect you with support workers and other parents to not only help your child with their early learning, educate you on how to make the most of their younger years. Monday 10am-12pm

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