

RPS

RIVERWOOD PUBLIC SCHOOL

PRESCHOOL

INFORMATION BOOKLET for 2021



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School website: <http://www.riverwood-p.schools.nsw.edu.au/>

School Facebook page: <https://www.facebook.com/RiverwoodPS>

WELCOME TO

RIVERWOOD PUBLIC SCHOOL PRESCHOOL

Dear Parents and Carers

Welcome to our preschool!

In April 2016 our preschool went through “Assessment and Rating”. This is a process undertaken state-wide to determine at what level all child care and family day care services meet the National Quality Standards and requirements of the National Regulations. Our Preschool achieved “exceeding” in five out of the seven quality areas and gained an overall rating of “**Exceeding National Quality Standard**”. Our rating puts us in only a handful of centres in our state who have achieved exceeding overall. We will be undertaking this process again shortly. We will go through this process again in 2021.

All children have access to engaging and exciting resources to ensure effective learning in all areas and to develop a wide range of skills. Our outside learning spaces have had an upgrade this year and provide rich opportunities for play and creativity. Riverwood is a secure, nurturing environment for children of all abilities and backgrounds. All programs at Riverwood promote positive relationships and self-esteem.

Our preschool provides an educational program that uses a play-based approach. It is influenced by the principles, practices and outcomes of the Early Years Learning Framework. The learning environment is dynamic and responsive to the varied and changing needs of the children. We endeavour to create a safe and caring environment where the children feel they belong. We build on the strengths of each child, supporting their learning and development in the learning areas. Environmental awareness and sustainability is a big part of our program, the children are involved in a lot of experiences including the garden, maintenance recycling, reusing and being water wise. Experiences we provide are interest based giving the children opportunity to explore, question and make discoveries. We encourage them to take risks in their learning and become confident that they can achieve when they persevere and have a go.

We build up relationships with our families and encourage and value their participation in our preschool program. Relationships at all levels of our school – students, staff and the community are vitally important to us.

We look forward to working together with you.

Anne Davis
Principal

Riverwood Public Preschool Philosophy

- We acknowledge the Dharug people who were here before us and we respect the land our preschool is on. We honour them in our daily Yarning Circle.
- The National Quality Framework and the Early Years Learning Framework are embedded in our program. We actively promote each child's sense of belonging, being and becoming.
- The Code of Ethics is fundamental to our commitment to early childhood and our relationships with children, colleagues, families and community.
- Preschool educators are continuously reflecting on our practice and how best to improve what we offer and the individual learning of each child. Our Quality Improvement Plan is continually being updated by the educators as we reflect on practices, set goals and make changes to improve what we do.
- We provide an environment that is safe and welcoming for all children and their families.
- Parents are a child's first teachers and children learn best when parents are involved in the preschool program. Connections and partnerships with families underpin what we do and we nurture relationships to ensure the best possible outcome for each child.
- A quality individualised play based program is delivered by experienced and dedicated early childhood educators.
- Children are valued as unique individuals, who are capable, competent, resourceful, resilient and valued members of our learning community and we feel they benefit from long periods of sustained, uninterrupted learning.
- The educators always hold high expectations for children and provide activities that are both engaging and challenging. Experiences are open ended, encouraging the children to make choices and be creative. Children are given opportunities to experiment, discover, explore, question, hypothesise, think independently and contribute their knowledge and ideas.
- Our flexible, responsive teaching and learning environment is based on children's interests and skills, to support children to be engaged and build skills, knowledge and insights. They learn to solve problems individually through exploration and repetitive experiences and as part of a group, building the skills of communication, cooperation and collaboration.
- Children initiate, build and sustain positive relationships with educators and one another to enhance and support their learning.
- The educators model, scaffold and extend the children's learning by:
 1. Exploring mathematical and scientific ideas through thinking, questioning and play.
 2. Building on literacy understandings and extending their language, vocabulary and communication.

- We celebrate the diverse cultural backgrounds of our families and community by encouraging them to share aspects of their culture and language. We include these in our program to broaden children's learning and experiences.
- Sustainable principles and practices are embedded into the preschool program to develop understandings and responsibilities for respecting, appreciating and maintaining our environment and the living creatures on it.
- We believe children develop skills, knowledge and values about healthy and sustainable lifestyles that is why we provide positive learning experiences and practices in healthy eating, sun safety and physical exercise.
- As part of Riverwood Public School, preschool children regularly have opportunities to become confident in the whole school learning environment. They build authentic connections and relationships with the teachers and students, while being involved in ongoing transition experiences throughout the year.

RIVERWOOD PUBLIC SCHOOL PRESCHOOL

INFORMATION

We would like to welcome you to Riverwood Public School Preschool and look forward to working with you as part of a partnership to improve the outcomes for your child. Our staff are always happy to chat with you about your child's development and welcome any suggestions or input you can add to our Preschool.

PRESCHOOL STAFF

Riverwood Public School Preschool staff includes two part time Department of Education teachers (One works Monday – Wednesday; the other works Thursday - Friday) and a Student Learning Support Officer 5 days a week.

FEES

Preschool fees are due on the first day of attendance each week. Payments can be made weekly, fortnightly or for a full term (in advance). Fees can change so you will be notified of the fee needing to be paid.

Fees are paid at the school office and are to be paid whether the child is present or not. It is your responsibility to inform the preschool if your child will not be attending. Failure to comply with this after a period of time may result in your child's place being forfeited.

To support the great work we do in our preschool, we ask parents to contribute via a voluntary resource fee of \$10 per term, or if preferable a one off payment of \$40 for the year. This will appear on your statement. These funds go towards the purchase of art and craft supplies, ingredients for cooking, etc. Please note this fee is non-refundable.



ARRIVAL AND DEPARTURE FROM PRESCHOOL

For safety reasons, each child must be accompanied to and from preschool by a parent or person over 18 years of age whose name is on the contact list (if person is not on the contact list you will need to advise the Preschool). You will need to sign your child in when you arrive and out when you pick up your child.

If you are unable to personally pick up your child for any reason, please let a staff member know of the change in pick-ups. Please ensure you have nominated people for times they may be required.

PLEASE NOTE: Children are not to be left unattended prior to 9.00 am. Children are to be picked up at 3.00 pm.

QUALITY IMPROVEMENT PLAN

Our preschool has a Quality Improvement Plan (QIP) which helps us to deliver high quality education for your children and to plan for continuous improvement. The QIP includes our preschool philosophy. We also undertake ongoing self-assessment of our program and practices against the National Quality Standard and National Regulations to identify goals for improvement. The QIP also includes our strengths.

As we reflect on and review our QIP, we will ask for input and feedback from you and our children to ensure the voices of our preschool and school community are reflected in this important process.



PRESCHOOL UNIFORM REQUIREMENTS

We have a sun safe policy, which requires that children wear clothing with sleeves, (no singlet tops or dresses), and a hat that is broad brimmed.

If children are not wearing sun safe clothing, then their outdoor play will be limited.

Children at our preschool are expected to wear a hat every day. Children who do not have a hat will need to play in sheltered areas during recess and lunch. It is a good idea to have a spare hat at school that your child can leave in their pocket so that your child is able to participate in all outdoor activities.

Please apply sunscreen to your child before they come to preschool. Sunscreen is also available to reapply during the day.

Our preschool does have a uniform (see picture). It's *not* compulsory to wear the uniform *but* it certainly makes it easier for parents and begins to develop a sense of belonging to the preschool family. Our uniform, which includes a red polo shirt and blue brimmed hat, is reasonably priced and available to buy from the school front office

As part of ensuring that the children in our care are safe when they play on the equipment, we ask you to ensure that your child only wears enclosed shoes when coming to preschool.

Uniform Costs: · Polo Shirt \$15.00 · Hats \$8.00

SCHOOL BAG

Each day your child needs to bring with them in a school bag:

- ✓ 2 spare changes of clothes and extra underwear
- ✓ A brimmed/bucket hat
- ✓ Drink/refillable water bottle
- ✓ Lunch – in a container that is easy to open. Please ensure fillings DO NOT include Nutella or peanut butter).
- ✓ We have refrigeration but no reheating facilities.
- ✓ Piece of fruit/vegetable for Crunch & Sip

We promote healthy eating and ask you to support us by packing only healthy food for preschool.





PRESCHOOL PROGRAM

Our preschool program is designed to meet the needs of each individual child. We use the Early Years Learning Framework as the basis of all our programs:

Belonging

Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of *belonging*. *Belonging* is central to *being* and *becoming* in that it shapes who children are and who they can become.

Being

Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life.

Becoming

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. *Becoming* reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

LOST PROPERTY

Please label all clothes, lunch boxes and drink bottles clearly and make periodic checks to see that the name has not washed off. All lost property is kept for a short time in the lost property box, which is located in the preschool. Please check that the clothes your child brings home are his/her own.

SUN SAFE POLICY

Our timetable is flexible depending on the time of year, to protect the children from the sun at the hottest part of the day. Experiences are set up in the shade and indoor/verandah play is always available. **Children at our preschool are expected to wear a brimmed hat every day. Children who do not have a hat are reminded to play in shaded areas during outdoor play.**

MEDICATION

Your child should not be sent to preschool if he/she is unwell, so we don't spread germs around. If your child is well enough to attend but requires medication, preschool educators will give you a medication form to fill in and the medication will be placed in a medication box away from the children. If your child has an ongoing medical condition like asthma, anaphylaxis or another condition - you will need a Medical Action Plan from your doctor. If we need to give prescribed medication, it must be in the original container with the child's name and instructions clearly printed on it.

ACCIDENT AND ILLNESSES

In the event of accident or sickness the following routine will apply:

- 1 Minor first aid will be administered by the preschool staff.
- 2 If any injury is more serious, our First Aid Officers will manage, parents will be notified that further treatment is required and parents will be requested to pick up their child. In these cases please be prompt to pick up your child as to lessen any stress they may be feeling.
- 3 In the case of very serious injuries, an ambulance will be called and parents will be immediately notified.

It is absolutely essential that the school is able to contact you. Please ensure that at all times we have up-to-date home and work numbers and the numbers of one or two relatives or friends, who can be contacted if we are unable to contact you.

Please notify the office and preschool teacher if you change address, work contact or phone number.

REPORTING PROCESS

Children's developmental progress is documented and always available to families. There are five outcomes in the Early Years Learning Framework that guide the planning for children's learning. We work in partnership with families so each term we ask you to contribute to your child's learning by sharing information such as their interests and questions they may be asking. A Transition to School statement will be completed at the end of year which is taken to your child's new school.

STAY AND PLAY

At the end of each term we have 'Stay and Play' where you can come and play with your child, chat to the educators and other families and join us for morning tea.

COUNSELLOR

The school counsellor is available to speak to parents and children. Any parent who wishes to talk with the Counsellor should make an appointment at the front office. The school counsellor is involved with all issues regarding child welfare, including children with special needs, emotional, social needs and learning needs.

WORK HEALTH SAFETY ISSUES

If you notice something that you are concerned about, please let the educators know immediately.

SMOKING

NO SMOKING is allowed on Department of Education premises nor within 4 metres of school entrances. The rule is in place for the protection of all children, staff and community members.

RAOD SAFETY

Parents are reminded that dropping off and collecting of children should only be done in the correct zones around the schools. Please hold your child's hand when on the footpath and when crossing the road. Please use the crossing to cross Union St. For the safety and well-being of everyone, please do not walk through the staff car park.

PARENT ASSOCIATION

Our P&C usually meets twice a term. Check the school's calendar for the exact dates. Our P&C is vital to our school community and in promoting connectedness and improving student outcomes. They are active in fund raising and the allocation of funds to assist the education of the children at the school as well as contributing to the social, cultural and educational needs of the school community.

COMMUNICATION

We communicate with parents through:

- School app – SchoolZine. You really need the app to stay up to date. See the attached instructions sheet
- SeeSaw App for preschool parents – this is also essential
- Notes sent home – check school bags
- Fortnightly school newsletter
- School website
- The School sign out the front



STAFF DEVELOPMENT DAYS

At the commencement of Terms 1, two staff development days occur. For Terms 2 and 3 the first day of term is a staff development day, so too is the last day of Term 4. On these days teachers take part in training sessions. Children **DO NOT** attend school on this day. These are pupil free days. Some additional pupil free days may occur towards the end of the year.

If you have any questions, please ask.

We are more than happy to help you and your child settle in in any way we can.