



Preschool Information Booklet

Welcome to Canley Heights Public School

This booklet has been prepared to assist you in understanding how the preschool environment operates and the importance of your involvement in the activities that are provided each day.

The preschool is part of the school community. It is controlled by the Department of Education (DoE) which provides the building, its facilities and employs the teaching personnel. The teachers are specially trained in Early Childhood Education so they have well planned programs to help your child in all areas of his/her development. Teachers observe all experiences and record individual development so that each child's particular needs and interests are met.

The environment is caring, stimulating and a non-threatening place for your child/children to belong, be and become.

Children are actively taught the expectations and rules in preschool through play, discussions and clear expectations utilising the whole school based PBL (Positive Behaviour for Learning), which focuses on not just the rules but why we have the rules and expectations we do at school, at home and in the community. Children are actively taught social rules and cues and how to actively listen to others to help prepare them for the year ahead and future years.

Our school has an enrolment of approximately 510 students and 40 preschool children. The school supports 21 mainstream classes and one preschool class each day.

The Relieving Principal is Mr Neil Bourke.

The Preschool Supervisor is Miss Sally Egan.



Opening of the School Year for 2023

Friday 27 January	Staff only – no students to attend on this day
Monday 30 January	Staff only – no students to attend on this day
Tuesday 31 January	Students in Years 1-6 return
Tuesday 31 January	Preschool Red Group commence (Mon-Wed group)
Wednesday 1 February	Kindergarten Commence
Thursday 2 February	Preschool Blue Group commence (Thurs-Fri group)

School Terms for 2023

Term 1	Friday 27 January – Thursday 6 April
Term 2	Monday 24 April – Friday 30 June
Term 3	Monday 17 July – Friday 22 September
Term 4	Monday 9 October – Tuesday 19 December

Please note that the Preschool will be closed on Wednesday 22nd November 2023, for our 2024 Preschool Orientation Day. This affects students in Blue Group. No 2023 Preschool students should attend on this day.

Staff Development Days

These days are for teachers to attend training and development sessions. Children do not attend on staff development days.

Term 1	Friday 27 January	Staff only to attend
	Monday 30 January	Staff only to attend
Term 2	Monday 24 April	Staff only to attend
Term 3	Monday 17 July	Staff only to attend
Term 4	Tuesday 19 December	Staff only to attend

Contact Information

Canley Heights PS Main Office 9724 3320

Email: canleyhts-p.school@det.nsw.edu.au
School Address: 111 Cambridge St, Canley Heights NSW 2166
Website: www.canleyhts-p.schools.nsw.gov.au/
Facebook: www.facebook.com/CanleyHeightsPS/



Our Philosophy

We at Canley Heights Public School Preschool believe in providing a warm, encouraging, and friendly, nurturing, environment where children feel safe to explore their world, develop their independence, enjoy new experiences and have a sense of belonging. Our philosophy is based around the Early Years Learning Framework of Belonging, Being and Becoming.

We believe that children are capable and competent learners, who are supported on their journey to become active participants in their own learning. We believe in catering for the individual needs and abilities of each child, by providing a wide variety of meaningful learning experiences based on their interests and prior experiences both within and outside the centre. We strive to develop their sense of being through encouraging the development of positive relationships with their peers and educators. We organise the preschool environment to encourage children to take age-appropriate risks and engage in learning experiences that develop persistence, curiosity and opportunities to experience success.

We believe that the educators at Canley Heights Public School Preschool play a vital role in supporting children on their journey to becoming independent lifelong learners. We value the skills and knowledge that each individual staff member brings with them and are committed to reflective practice and engagement in ongoing professional development. Our play-based curriculum incorporates extensive opportunities for students to develop their literacy and numeracy skills, through both child and teacher-led learning experiences. We support students to develop positive learning dispositions, such as persistence, cooperation and resilience through explicit teaching and modelling.

We recognise that parents are the child's first teacher. We actively create an encouraging environment where parents feel welcome to openly communicate with staff regarding their child's social, emotional, physical and intellectual developmental needs. We see families as a valuable resource and encourage them to become a partner in their child's learning. We believe that our preschool belongs to the children, families and educators, and should reflect and celebrate the diversity of our families' cultural heritage. Collaborative decision making develops and expands children's curiosity through meaningful play in a happy and stimulating environment.

Reviewed May 2022.



The Early Years Learning Framework

Canley Heights Public School Preschool will continue to develop educational programmes that reflect Belonging, Being and Becoming: The Early Years Learning Framework to enhance children's learning, including their transition to school. Our preschool's program will continue to apply the seven quality areas that underpin the National Quality Standards.

These are:

- Educational programs and practices that are equitable, inclusive and engaging.
- Children's health and safety where your child is safely supervised and will feel secure.
- Physical environment - indoor and outdoor spaces allow your child to play, learn and develop their skills. The environment should be clean, safe and aesthetically pleasing. It will act as another educator, always challenging and stimulating.
- Staffing arrangements – educator to child ratios are maintained meaning greater individual care and attention for your child
- Relationships with children – your child will feel safe, secure and that they belong.
- Partnerships with families and communities – respectful and supportive relationships with families and the greater community. Families are the children's first educators. We respect their different values and beliefs and encourage an active partnership in all aspects of preschool life.
- Leadership and service management – educators are respected and valued and have a clear understanding of the services goals and operations.



Our Classes

We have two classes of 20 children. Each class has an early childhood teacher and a full time school learning support officer. The ratio for preschool aged students is one adult for every 10 children .



Eligibility and Attendance

It is a requirement of the Department of Education that all children attending a Departmental preschool be **4 years** of age by the **31st of July** in their year of attendance.

Priority is given to Aboriginal or Torres Strait Islander children, then children who are living in low socioeconomic circumstances or who are unable to access other early childhood services due to disadvantage or financial hardship. Following this, enrolment is offered firstly to children in our school's designated intake area, secondly to children living outside the designated intake area who have siblings enrolled at the school, and then to children living outside our designated intake area.

Children will attend the preschool for **one year only**. Children who require a further year before starting formal schooling will need to make other arrangements. In exceptional circumstances, an additional year of attendance may be approved by the principal following written application by the parent/carer with reasons supported by documentation, and after consultation with the preschool teacher, the parent/carer and other relevant personnel.

The preschool operates from 9:00am-3:00pm daily. There are 2 preschool groups and children attend preschool two or three days a week:

Red group: Monday, Tuesday, Wednesday Semester 1 (Term 1 & 2)

Monday, Tuesday Semester 2 (Term 3 & 4)

Blue group: Thursday, Friday Semester 1 (Term 1 & 2)

Wednesday, Thursday, Friday Semester 2 (Term 3 & 4)

Please note that the Preschool will be closed on Wednesday 22nd November 2023, for our 2024 Preschool Orientation Day. This affects students in Blue Group. No 2023 Preschool students should attend on this day.

Please note that your child must be picked up no later than 3.00pm, as our governing licence dictates that our hours are strictly 9.00am - 3.00pm.

Location and Parking

You can access our preschool from either the front of the school on Cambridge St or the back of the school on Byrd St.

Please be aware of the school speed and parking zones when driving near the school. Please note the car park located at the rear of the school is for **staff parking only**. Parents should not drive into the school unless they have prior permission.

The school gates are locked between 9.15am and 2.45pm.

If you need to access the preschool during these hours please buzz and the office staff will open the electronic gates.



Immunisation

The NSW Government has amended the Public Health Act to strengthen vaccination enrolment requirements. From 1 January 2018 children who are unvaccinated due to their parent's conscientious objection are no longer able to attend preschool.

To enrol in preschool parents/guardian must provide an approved immunisation certificate 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 if their child has fallen behind with their vaccinations.

Only approved Australian Immunisation Register (AIR) forms can be accepted. Parents/guardians must provide a copy of one or more of the following:

- Immunisation History Statement
- Immunisation History Form
- Immunisation Medical Exemption Form

Records such as the **NSW Personal Health Record (Blue Book)**, a **GP letter** or **an overseas immunisation record** will **not** be accepted as confirmation of immunisation.

Parents or guardians may obtain a copy of their child's Immunisation History Statement at any time:

- By telephone on 1800 653 809
- By email on air@medicareaustralia.gov.au
- Online at www.medicareaustralia.gov.au/online
- Online at www.my.gov.au if you have linked Medicare to your MyGov account



Local Procedures

Our daily operations are guided by an extensive set of local procedures, ensuring we provide a safe and supportive environment. Copies of our local procedures are available in the preschool, or on our school website:

<https://canleyhts-p.schools.nsw.gov.au/preschool/policies-and-procedures.html>

Accident and Illness procedures

In the case of accident or illness, where possible and where staff considers it necessary, parents will be contacted by telephone and in extreme emergency situations an ambulance will be called. Parents are required to register with the school, telephone numbers of business, home and emergency contacts and update these contacts when changes occur.

Should your child have a medical condition including allergies to certain foods or stings it is important that the school be made aware of this so we can take the appropriate steps and inform all staff.

If an EpiPen is required for your child due to allergies an Individual Health Care plan is required to be completed by your child's GP prior to enrolment. Please inform your child's teacher if an emergency response plan is required. If your child has Asthma, an Asthma plan is to be completed by your child's GP prior to enrolment.

Health and Illness

Please keep your child at home if any illness is suspected or your child complains of a sore throat, severe coughs, runny nose, nausea, diarrhoea, fever, skin rash, inflamed eyes, ear discharge, enlarged glands, earache or has a flushed face or paleness. **Children with vomiting or diarrhoea should not attend preschool until symptoms have stopped for at least 24 hours.**

Colds: There are many different causes for nasal discharge or minor cough in children and with some children these symptoms may persist for many weeks. Our policy is that a child with heavy nasal discharge or secondary infection and cough, particularly accompanied by an elevation in temperature should be kept at home to protect other children in the preschool. Children should be able to successfully blow and wipe their nose at these times or should be kept at home.

Asthma: If your child suffers from asthma please be sure to complete an Asthma Health Care Plan in consultation with your doctor. This is so the staff can be made aware of any triggers and symptoms that your child may show before an asthma attack. All asthma puffers and spacers must be labelled and handed to preschool staff so they can be stored safely.

Pandemics: Public Health Orders and Department of Education guidance related to pandemics or current health issues may result in changes to health and illness guidelines. You will be updated of any changes due to current events through SeeSaw and conversations with the preschool educators.



Childhood Illnesses:

If your child develops or is exposed to a contagious illness such as measles, chicken pox or whooping cough etc, please notify the preschool staff immediately. Parents will be notified via the notice board outside the front doors as well as via SeeSaw that exposure to a particular disease may have occurred. If your child develops symptoms of illness or has an accident at preschool, we will contact you or an emergency contact immediately and you may be required to collect your child. If your child has had an infectious illness and has been cleared by a doctor for return to preschool, please bring the clearance certificate to the teacher on your child's return.

Health Conditions:

If your child has a severe allergy or health condition please notify the staff prior to enrolment. An individual health care plan may be required to assist the preschool staff support the health needs of your child. Health care plans are completed in collaboration with your doctor and school principal.



Medication:

If your child requires medication to be taken through the school day then parents need to deliver the medicine to an educator in the original packaging and complete a 'permission to administer prescribed medication form' with written instructions regarding dosage. Medication **will not** be administered to students unless such medication is accompanied by a prescription, written instructions by the doctor and parental consent is given.



The School Counsellor and the Learning Support Team

The school has a dedicated Learning and Support team who support students and families in need of extra assistance. The Learning and Support Team consists of the Assistant Principal Wellbeing and Support, the Principal, Deputy Principal, School Counsellors, Learning and Support teachers and classroom teachers.

The School Counsellors, Miss Jessica Olah and Ms Najwa Shmeissem, are available to advise and assist parents who are concerned about their child's progress and development. Parents who have concerns may request through the preschool educators to have their child assessed. The school counsellors also support children with special needs or disabilities.

The counsellor is a link between the school and other services within the community and is able to inform parents where other help is available if needed.



Lost Property

Parents are strongly advised to mark all belongings clearly so items can be returned, this includes drink bottles and lunch boxes.

- Lost property is located in the bag room in labelled baskets.
- Any items unclaimed by the end of the term are donated to charity.



Food Requirements

In line with our Nutrition Policy and Quality Area 2, Element 2.2, healthy eating and physical activity are embedded in the program for children. We aim to promote good nutrition and ask your support in providing a healthy lunch and snacks for your child.

During the preschool day children will have lunch and recess.

Your child's packed lunch/recess needs to be in a lunchbox labelled clearly with your child's name, and must include a frozen ice brick for perishable items.

Encouraged Foods

- Only water to drink
- Sandwiches or wraps
- Sushi rolls
- Noodles or rice with vegetables and/or meat
- Fresh fruit and vegetables
- Healthy dips eg: hummus or mashed avocado
- Small quantities of dried fruit e.g.: sultanas, dried apples, dried apricots
- Yoghurt or custard
- Cheese slices or cheese sticks
- Plain crackers
- Fruit/vegetable muffins
- Rice cakes with healthy toppings such as vegemite or ricotta cheese
- Savoury scones made with grated vegetables and added cheese on top



Discouraged Foods

- Sticky snacks such as chocolate, lollies or fruit straps.
- Cream filled or chocolate coated biscuits
- Chocolate or yoghurt coated bars e.g. LCM bars or choc chip muesli bars
- Chips
- Savoury snacks biscuits e.g. shapes
- Nuts, nut bars, peanut butter and Nutella due to possible allergies
- Cordial or canned soft drinks

Please do not over pack your child's lunch box. One serving of a nutritious lunch is usually plenty. Please ensure your child has water in a labelled drink bottle.

As preschool is a very busy time for children, they will need to keep up their energy levels. Please ensure that your child has had breakfast before coming to preschool.

Anaphylaxis and Us

If you are sending food to school to be shared with other children e.g.: birthday cakes or cakes for sale, please be very careful to read the ingredients and ensure that they do not contain peanuts, tree nuts and nut products. Some of our children are also allergic to eggs and milk. **Please also send in the packet ingredients so that we can check them for ourselves.**





What does your child need to bring to preschool?

In accordance with Quality Area 2: Children's health and safety every day your child will need:

- ⇒ A sun hat (we recommend a wide brimmed or legionnaire style). We have a **no hat / play in the shade** policy. Children without a hat will play under the shade sails
- ⇒ Children and educators are required to wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. Please note midriff, crop or singlet tops are not sun-safe clothing.
- ⇒ Appropriate shoes - joggers or runners are most appropriate. The children are encouraged to climb, run and jump and their footwear should reflect this.
- ⇒ An appropriately sized backpack containing a lunch-box with a healthy lunch and recess packed, and a drink bottle. Please ensure these are all clearly labelled.
- ⇒ A **complete** change of clothing in a plastic bag (for accidents or after water/messy play)
- ⇒ Comfortable clothing that allows them to move freely, play and climb in. Casual play clothes are strongly recommended so that paint/paste/texta/dirt/mud stains are not a concern. Please make sure your child is dressed in clothes and shoes that they are able to manage themselves, especially for independent toilet trips. Clothes with buttons, zippers or belts often make it difficult for little fingers to manage on their own.
- ⇒ Sheets and a pillow for rest time
- ⇒ A family photo (6 x 4) to display on the family tree.





Celebrations

Birthdays

We enjoy celebrating children's birthday at preschool. If you would like your child to celebrate their birthday please speak to the preschool teachers.

If your child has a birthday while at preschool, please feel free to bring in cupcakes, donuts, chocolate crackles, ice blocks or some other treats (no nuts) so that your child can celebrate with their preschool friends. **Please check with the educators ahead of time. Please remember to bring a list of ingredients with any food brought into the preschool, for sharing and give to the educators on the day.**

Please try and send foods that don't need to be cut up by the educators, e.g. cupcakes instead of a whole cake. This makes it a lot easier to serve to the children.

Cultural Events

We welcome the celebration of special cultural events at preschool. Please feel welcome to celebrate and share your special cultural events with the preschool children. Please discuss this with the preschool teachers prior to the day so that it can be included in the program.

Anaphylaxis and Us

If you are sending food to preschool to be shared with other children e.g.: birthday cakes, please be very careful to read the ingredients and ensure that they do not contain peanuts, tree nuts and nut products. Some of our children are also allergic to eggs and milk.

Please send in the packet ingredients so that we can check .



The First Day at Preschool

What to expect:

On their first day at preschool, small groups of children will come at different times. This allows the educators to give each child the individual attention he/she needs.

What happens if my child cries:

Don't worry! Many of the children do cry.

Remember, in many instances, this is the first time your child has been separated from you for a long period of time. The teachers are new faces and the preschool is a new environment they don't know. All of this can be quite overwhelming for a young child.

What can parents do?

- Prepare your child for preschool by talking about it at home. Be enthusiastic and excited and your child will see this as a positive experience. Talk about the things they might do and the friends they might make.
- Make sure they have the things they need for preschool and have practiced opening lids and using their drink bottles.
- Stay for a few minutes while your child settles into an activity.
- Even though you'll feel upset while he/she is crying, the best thing to do is give your child a cuddle say goodbye and leave. We advise against 'sneaking out' as this can be very distressing to the child who may feel abandoned.
- Some children may even cry each day until they become familiar with the process of separation so please be patient with your child and discuss your concerns with the educators. We are here to help!



What Families Need to Do

- **Label** all clothing / hat /shoes.
- **Label** your child's bag / lunchbox / drink bottle.
- Sign your child/children in upon arrival and out upon departure each day.
- Ensure teachers know your child has arrived at preschool or is departing preschool.
- Ensure your child is dropped off and picked up by a responsible person over the age of 18.
- Apply sunscreen upon arrival in Terms 1 and 4. Sunscreen is available at the front entry as well as in both classroom. If your child is allergic to regular sunscreen, please supply a labelled sunscreen that is suitable.
- Check your child's bag daily for notes and artwork
- Inform the preschool if:
 - someone else is collecting your child
 - custody / access arrangements change
 - your child has been sick
 - your child is going to be away sick or on holidays
 - any significant changes/events in your child's life
 - your address/phone numbers change
 - your emergency contact person changes their details

Collect your child on time from preschool no later than 3.00pm, as our governing licence dictates that our hours are strictly 9.00am - 3.00pm.

Arrivals and Departures

A responsible adult must bring and pick up your child each day. An iPad is placed at the entrance to the preschool. Parents and carers must scan their child in/our upon arrival and departure each day, using the QR code on the tag provided.. If for some reason someone else needs to pick up your child, the primary carer must advise the preschool staff of the change before the end of the school day. Your child will not be released into the care of an unknown person without photo identification (e.g. licence) and a care givers consent.

Upon arrival at the preschool, please wait with your child until the classroom has been opened by the teacher. It is important that you are prompt for the start and end of the day, as children miss out on activities when they arrive late and often become distressed when collected after the other children have gone home.

Please inform a staff member before taking your child from the preschool.

Please close the gates behind you.

The school gates will be locked daily between 9.15am and 2.45pm. If you need access to the preschool during these hours please let the office staff know and they will buzz you through.

Communication

Regular communication between parents and preschool staff is both welcomed and encouraged. If you have any concerns regarding your child, please do not hesitate to discuss them with your child's teacher. It is also important that you keep your child's details up to date, and inform staff of any changes (e.g. change of address, phone number, custody arrangements, collection forms).

At Canley Heights Public School we use SeeSaw to communicate with families. SeeSaw is an app that support communication between home and school. The educators will help you get connected so you can see photos and videos from your child's time at preschool, keep up to date with school news and message the teachers directly.



Parents as Partners in the Classroom

In line with Quality Area 6 - Collaborative partnerships with families and communities, we have an open door policy, if you would like to help or even just visit us during our preschool day, just speak to one of the child's educators and arrange a time.

All volunteers will be required to complete a screening process through the front office and participate in a safety briefing.

This preschool strives to have a close liaison with parents and the family as a whole. It aims to be part of the community and to be aware of its needs. It is a place where we can share information and experiences about our children and thus support their growth and each other as parents.

HOW CAN FAMILIES BE INVOLVED?

- Help with the maintenance of equipment e.g. sewing, repairs etc.
- Share special skills – share a hobby or interest with the children: i.e. music, craft, cake decorating, dancing, reading, wood work etc.
- Spend part of your child's day with them.
- Participate in preschool and school events.
- Share cultural events with the preschool children.
- Attend special talks with guest speakers.
- Other ways suggested by you.

Information about what is happening in the preschool is available on the notice board, in the newsletter, on SeeSaw or by talking directly to teachers.

Donations

We are always happy to accept donations of;

- Boxes of tissues and packets of wipes
- Paper plates /paper bags
- Craft materials - patty pans, buttons, googly eyes
- Spare clothes - t-shirts, shorts, jackets, new undies
- **All donations are gratefully appreciated**



Positive Behaviour for Learning PBL

At Canley Heights Public School Preschool we have implemented PBL which is aligned with the Early Years Learning framework (EYLF) and supports the guidelines of the National Quality Standards to address key features of preschool learning environments. Preschool and school teams work together to develop a shared knowledge and understanding of Positive Behaviour for Learning that provides continued support for children from preschool through to school.

Outcomes of PBL in preschool revolve around three key areas:

- Supporting children to have positive social behaviour experiences.
- Supporting staff in their capacity and knowledge about behaviour guidance.
- Building connections between the school and preschool that support positive learning environments.

Staff work with children individually and in small groups and to provide children with the strategies to make informed choices about their behaviours.

Be Respectful

Be Safe

Be Responsible



Second Step Program

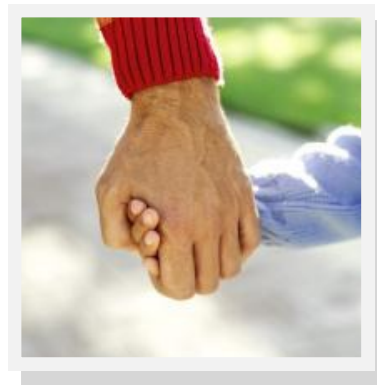
Second Step is a social-emotional learning program that teaches skills in the following four areas:

1. Skills for Learning: Children gain skills to help them be better learners, including how to focus their attention, listen carefully, and ask for help.
2. Empathy: Children learn to identify and understand their own and others' feelings. Children also learn how to show care for others.
3. Emotion Management: Children learn how to calm down when they have strong feelings, such as worry or anger.
4. Friendship Skills and Problem Solving: Children learn how to make and keep friends and to solve problems with others in a positive way.

Our preschool students engage in weekly lessons to develop these skills. The fun lessons involve the use of puppets, songs and games.

Road Safety

- Supervise your child at all times near traffic, particularly when crossing roads.
- Teach your child how to cross roads safely. Children must first stop at the kerb. Then they need to look and listen for traffic, wait for vehicles to stop before deciding if it is safe to cross. (STOP, LOOK, LISTEN and THINK)
- Make the trip to school together along the safest footpaths and use safe crossing places as an example for your child to follow.
- Explain words like fast, slow, near and far. Talk about signs and traffic lights and the safe places to cross. Point out dangerous places and where not to cross – near curves and where things might hide children from view.
- When dropping or picking your child up from the preschool, please use the pedestrian footpaths only as there are transport vehicles entering and exiting the car park.
- Continue to make sure children get in and out of cars on the kerb side.



More information can be found at:

<https://education.nsw.gov.au/parents-and-carers/wellbeing/health-and-safety/safe-travel/5-road-safety-tips-for-parents-and-carers>

Transitions to School

Throughout the year your child will begin to engage in experiences to support their transition to school. As a P-6 school, our preschool students have regular and varied opportunities to engage with the primary school and develop an understanding of 'Big School'. This includes participating in the whole school Easter Hat Parade, Book Parade, End of Year Concert and Multicultural Day events. Our preschool students also attend weekly library lessons and visits into the school for sport, connecting with older students and visiting the Kindergarten classrooms. You will be informed of each of these events, and notified whenever your children will be visiting the broader school site.

These experiences are valuable in supporting a positive transition to school and one of the benefits of attending our preschool.

Complaints

If you have concerns about the preschool program or service, please speak with Mrs Donaldson. If you feel that your complaint or concern has not been resolved, please contact Mr Bourke via the school office.

If our service can't resolve the issue, you can contact the Department of Education. The department regulates early childhood education and outside school hours care services and works to ensure that children are kept safe and have access to quality education and care.

Follow the QR code for more information about giving feedback or making a complaint.



Contact Information

Canley Heights Public School Main Office

9724 3320

Email: canleyhts-p.school@det.nsw.edu.au

School Address: 111 Cambridge St, Canley Heights NSW 2166

Website: www.canleyhts-p.schools.nsw.gov.au/

Facebook: www.facebook.com/CanleyHeightsPS/

Instagram: www.instagram.com/canleyheightsps/

We are looking forward to your child's attendance and involvement in our preschool.