



ACT
Government
Education



Preschool Information Booklet 2017

Chapman Primary P - 6 School

Chapman Preschool Unit



Education Directorate Contact Details
13 22 81 (6207 0494 TTY)
www.education.act.gov.au



Welcome to Chapman Preschool

INFORMATION FOR FAMILIES



Chapman Preschool Unit
c/o Chapman Primary P - 6 School
Perry Drive, CHAPMAN A.C.T 2611
Phone/Fax: (02) 6205 7677

Room One

Teacher: Paola Tulley
Assistant: Tanya Waters

Room Two

Teacher: Amelia Doering
Assistant: Sue Lennard

Frogs Group

Monday 9.00am to 3.15pm
Tuesday 9.00am to 3.15pm
Wednesday 9.00am to 11.30am

Spots Group

Monday 9.00am to 3.15pm
Tuesday 9.00am to 3.15pm
Wednesday 9.00am to 11.30am

Turtles Group

Wednesday 12.30pm to 3.00pm
Thursday 9.00am to 3.15pm
Friday 9.00am to 3.15pm

Stripes Group

Wednesday 12.30pm to 3.00pm
Thursday 9.00am to 3.15pm
Friday 9.00am to 3.15pm

Principal: Anne Simpson
Deputy: Kathy Dawson
Early Childhood Executive: Kathy Dawson
Phone: (02) 6205 7300

Philosophy Statement

Philosophy Statement for Early Childhood Education in ACT Public School

Education and Training Directorate Vision

That all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives.

Education Directorate Values

Honesty, excellence, fairness and respect.

Chapman Primary School Philosophy Statement

Our Purpose

Our Purpose is that Chapman Primary School:

- provides an exciting, high quality and holistic education;
- demonstrates high quality teaching with innovative technologies, to personalise the learning for all students;
- builds leaders for a sustainable future;
- creates a positive, safe and nurturing environment, that inspires a strong sense of community;
- fosters resilient and respectful relationships, underpinned by our Chapman FRIENDS values.

Our Vision

We aim to develop students who demonstrate resilience, respect, integrity and independence; and who are:

Academically

- educationally prepared for the future;
- engaged and responsible lifelong learners;
- literate and numerate;
- able to problem solve and think critically and creatively.

Socially

- skilled in managing relationships;
- respectful to self, others and the environment;
- kind, caring and compassionate;
- resilient and adaptable;
- confident, happy and active local and global citizens.

Chapman Preschool Unit Philosophy Statement

The Chapman Preschool philosophy builds upon our school's vision statement and the principles from the Early Years Learning Framework. We realise that a child's early years build the foundation for their lifetime pursuit of a happy successful life.

Chapman Preschool is based upon the principle that all children are capable and competent. The preschool staff understands that children learn in many different ways and that:

- Children are active learners, constructing their knowledge, meanings and understandings through interactions in their physical and social worlds
- Play is fundamental to children's learning as it provides opportunities for children to express their ideas and feelings and engage in explorations, imagination, experimentation and manipulation
- Fostering positive and robust dispositions, such as autonomy, responsibility, interdependence, curiosity, optimism, resilience and the enjoyment of learning, contributes to children's success as learners.

Chapman Preschool understands that happy children learn best. When children have friends, feel comfortable within the group and are succeeding in play situations, they are in the right frame of mind to learn effectively.

Developing positive and respectful relationships between children, staff and families provides the most effective means of promoting positive behaviours and social interactions. We recognise that parents are the child's first teachers and encourage parents to be involved in the preschool program.

Chapman Preschool respects the cultural diversity in our learning community and engages in ongoing learning and reflective practices to enhance learning opportunities for all children.

Welcome to the Chapman Preschool.

We look forward to getting to know you and your child, and would like to make sure that you have all the information that you need to make this a rewarding and exciting year. If you have any questions, queries or suggestions, please feel free to have a chat with a member of staff by making an appointment.

In 2017 we will have four groups at Chapman Preschool, the Frogs, the Spots, the Turtles and the Stripes. The preschool staff are usually at the Preschool from 8:30am in the morning until 4.00pm each afternoon if you need to contact us. The phone number for Preschool is 6205 7677.

What your child needs to bring each day.

- A Backpack, large enough to contain the items below, or a School Bag
- Spare Clothes to accommodate changes in the weather and accidents of all kinds!
- A clearly labelled Drink Bottle filled with water
- Lunchbox filled with yummy lunch for Monday, Tuesday or Thursday, Friday long day sessions
- Morning Fruit or Vegetable break for long day sessions
- Healthy Snack every day
- A Warm Coat in the colder months
- A Library Bag for borrowing books
- A Hat with wide brim.

The most important thing to remember about all these things is that they must be **CLEARLY LABELLED** so that we can return things to their rightful owners.



Preschool Staffing

Preschool groups in the ACT Government System have a maximum of 22 children. Each group is staffed by a teacher and an educator. All teachers in ACT Government preschools have a recognised education degree. The educator supports the teacher in the implementation of the educational program and the day to day running of the preschool. The educators have a Certificate III diploma in Early Childhood Education.

Teachers are responsible for:

- programs for all enrolled children.
- the day to day administration of their unit.
- working in partnership with the Parent sub-committee.

Chapman Preschool is part of Chapman Primary School. Anne Simpson (Principal) and Kathy Dawson (Deputy Principal and Early Childhood Executive) from Chapman Primary P - 6 School visit the preschool unit regularly, supervise staff and oversee the program. The Early Childhood Executive role is to provide advice and support to preschool staff and families, undertake administrative tasks and provide management and leadership within the preschool.



Curriculum



The Chapman Preschool unit follows principles from the Early Years Learning Framework and The Australian Curriculum.

The Early Years Learning Framework has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop. The Early Years Learning Framework provides a strong foundation for students to successfully engage with the Australian Curriculum and provides continuity in their early years of primary schooling. To view the Australian Curriculum visit www.australiancurriculum.edu.au/

The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

<https://www.mychild.gov.au/agenda/early-years-framework>

The framework recognises that families are children's first and most influential teachers. The Early Years Learning Framework (EYLF) assists educators to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of *belonging*, *being* and *becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

To view Education Directorate policies visit <http://www.education.act.gov.au>

The Chapman Preschool program provides a happy, stimulating environment where staff provide opportunities to develop the following in each child:

- self-confidence and a feeling of achievement
- positive interpersonal relationships
- independence
- an acceptance of group rules
- skills with hands and body
- self-expression through speech, movement, music and art
- literacy concepts
- numeracy concepts
- experiences in information technology
- the ability to observe, question, evaluate and organise their ideas
- an eagerness for new experiences

Communication, Involvement and Participation



We acknowledge the role of the family as the child's first educator. Regular communication and interaction both formally and informally between parents, carers and staff, creates an environment in which valuable insights and understandings can be appreciated about a child's individual developmental journey.

At Chapman we:

- welcome and inform parents/carers about policies and practices
- maintain an atmosphere of openness, support and trust so that all parents/carers feel valued by staff as the primary educators of their children
- provide opportunities for parents/carers to be involved in the preschool's activities
- invite willing parents to participate actively in the running of the preschool through the P&C Sub-Committee
- foster a co-operative partnership with the home in regards to the care and education of the child
- encourage sharing knowledge to enhance the growth and development of your child
- develop a sense of belonging to the preschool for the children, parents and educators

Communication - Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. If you have any concerns please do not hesitate to ask for an appointment to meet with the teacher. The Deputy/Early Childhood Executive is also willing to discuss issues at any time.

Newsletters are distributed regularly via email and it is important to read these for meeting dates, news of preschool activities, excursions and Preschool P&C news. Information is also provided via the school website www.chapmanps.act.edu.au and the Chapman Primary facebook site.

Please keep staff informed of any changes to contact details and medical information. We request that telephone calls to the preschool during session time be for urgent matters only. It affects staff/child ratios when staff leave the children to answer the telephone. Teachers will be unavailable to take phone calls at the following times:

- 9am/12.30pm upon the children's arrival, and
- 3.15pm/11.30am at the end of their session.

Involvement - The contribution of families to the life of the preschool is welcomed. Families can help in the following ways:

- joining the Parent sub-committee
- sharing knowledge and expertise of craft, cooking, music, story telling, job skills etc.
- interacting with the daily program by being a participant on roster
- assisting with the laundry (tea towels, smocks and sometimes dress ups)
- maintaining and repairing equipment, e.g. working bees.

Participation - The *Parents/Carers As Partners In Schooling Policy* (September 2001) underpins the importance of parent/carer participation in schooling. This unique participation is important to student achievement and school success. Effective partnerships between preschools and schools and families foster student learning and contribute to the general ethos and development of preschools and schools.

Enrolment procedures



Children seeking to enter school at the preschool entry point should be four years of age on or before 30 April in that year.

Preschool enrolments open in Week 1, Term 2 each year. Enrolments are submitted the year prior to the commencement of preschool. Enrolment applications are submitted online through the Education Directorate's website: www.education.act.gov.au

Early Entry: Early enrolment for children under compulsory education age is available to children who are eligible.

Early entry is available for Aboriginal and Torres Strait Islander Children, children with English as an additional language or dialect, gifted and talented children and for children based on mobility. An application may be made through the Early Childhood Education section of the Department.

Further information is available on the Department's website at <http://www.education.act.gov.au>

Voluntary Contributions

Public education is free. A School may offer or facilitate some specific optional items, activities and services for which parents may be asked to pay if they want their child to access them. Such activities may include excursions, class photos, special day activities, incursions, special visitors etc.

Schools do ask families to contribute a voluntary contribution to enable it to continue to provide a quality learning environment for the children. Our purchases rely upon the commitment and generosity of our parent community.

The Education Directorate provides the preschool building, the teacher and the educator salaries, some basic office and playroom furniture, outdoor fixed equipment and maintenance of buildings and grounds. The Directorate also contributes an amount annually to Chapman Primary P-6 School to assist with consumables (toilet paper, tissues, cleaning products etc), insurance and other administrative costs.

Parent voluntary contributions are received by Chapman Primary School and are used to assist with the costs associated with the running of the preschool.

The Chapman Primary School Parent and Citizen Association endeavour to keep parental voluntary contributions as low as practicable. Voluntary contributions are necessary to ensure the continued operations of the preschool.

Program Requirement

Additionally each family will be asked to contribute necessary funds for the day-to-day resources required such as paint, play dough, paper, collage items, pens etc, this payment is called the program requirement.

Voluntary Contributions and Preschool Program Requirements are to be given to the Primary School front office in a sealed envelope (marked with your child's name, class, amount of money, and activity being paid for).

Financial hardship does not exclude a child from preschool education. Please see the Principal or Deputy Principal at the Primary school if you have financial difficulties and this matter will be treated confidentially.

Participation of Volunteers



Volunteers have a special place in preschool and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

To assist the preschool in providing a safe environment and a positive educational climate, volunteers are asked to complete a Volunteer Nomination form, obtain a Working with Vulnerable People Card and comply with the *Code of Conduct for Volunteers*.

The Working with Vulnerable People (Background Checking) Act 2011 states that where there is contact with school children it will be necessary to obtain a Working with Vulnerable People Card. There is no cost involved for volunteers. Application forms and further details can be found by contacting the Office of Regulatory Services on 6207 3000 or by visiting www.accesscanberra.act.gov.au

Each time you volunteer you will be required to sign in at the Preschool.

Code of Conduct for Volunteers and Visitors

This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools.

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students that cannot be delegated or transferred to others. Appreciate also that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the department's policies and guidelines on particular issues.

- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/department.

Contribution to decision making

Preschool Parent Sub-Committee

The formation of a Preschool Parent Sub-Committee is vital for the preschool to operate effectively. The Parent Sub-Committee gives parents the opportunity to be involved with the preschool at this level. The Parent Sub-Committee executive is elected at the Annual General Meeting in February and will usually consist of:

- President
- Vice President
- Secretary
- Treasurer
- Committee Members

The Preschool Parent Sub-Committee is an entity of the Chapman Primary School Parent and Citizen Association. As such the P&C will provide guidance and support to the Preschool Sub-Committee.

Parents are encouraged to contribute to the role of the Preschool Parent Sub-Committee by becoming a committee member, coming to meetings, sharing their ideas and viewpoints, fundraising, meeting other families and discussing how preschool fundraising funds are spent at the preschool.

Families are welcome to contribute to the decision making procedures of the school through the Chapman Primary School Board or the P&C Association.

Chapman Primary School Board

Each government school in the ACT is administered by a school board whose membership comprises the school principal, two elected staff members, three elected members of the parent body and a nominee of the Education Directorate. Elected members normally serve for a two-year period.

The Board is the policy-making body of the School. Its major functions are to:

- determine the educational policies to be implemented at the School
- assess, from time to time, the needs of the School in relation to the provision of buildings and facilities, equipment, funds and teachers and other staff, and make recommendations to the Chief Executive (of the ACT Education & Training Directorate) with respect to the meeting of those needs
- determine the purposes for which funds made available for the School are to be expended
- make recommendations to the Chief Executive in respect of the use of the buildings, facilities and equipment of the School for purposes other than school purposes
- develop relationships between the School and the community and between the School and community organisations
- make recommendations to the Chief Executive on matters relating to the School

Responsibility for the implementation of policies established by the Board rests with the Principal and staff.

Chapman Primary School Parents and Citizens Association

The Chapman Primary School P&C plays an important role within the School. Meetings are generally held monthly and are advertised in the newsletter and the P & C website. All parents are encouraged to attend the meetings. As well as its more official activities, the primary school P&C provides an informal meeting ground for parents and teachers and serves a fundraising function for the School.

A - Z of General Information



Arriving and Departing - Delivery and Collection of Children

Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group. In accordance with the National Quality Standard, collection of children must be by a parent or authorised nominee.

Please bring your child into the preschool room only when staff open the door. Make sure staff know your child has arrived. Please DO NOT leave your child unattended in the playground or at the gate.

It is important that parents are on time to collect children, as staff are involved in preparation, program planning, administrative tasks and staff meetings before and after session.

Please telephone if you are running late and will not be able to pick your child up on time. It's a good idea to add the preschool phone number into your mobile phone. Remember to sign your child in if you are late and sign your child out if you leave early for an appointment.

A preschool unit may be closed for a session or a day, due to emergency maintenance or the unavailability of relief staff. If this occurs parents or carers will be asked to take children home. You will be informed by phone and/or email by your class carer and notification will be made on Chapman Primary School's Facebook page.

If your child is to be collected by another person, eg a grandparent, carer or another parent, (and they are not on your enrolment details) please write this in the COMMUNICATION BOOK. This is a protective measure for your child. If the unexpected happens, please call before the end of the session.

Belongings

It is important to label every item of your child's belongings to avoid misplacing them. Hats, jackets, lunch boxes, drink bottles, spare clothes, library bag, school bag and anything that your child might bring to preschool should be clearly marked with their name.



Children are asked NOT to bring toys or items of value to preschool.

Birthdays

Birthdays are celebrated at preschool. If you would like to supply small cakes for the children to share please let the staff know. Small patty cakes or muffins are easy to manage and are enjoyed by the children. Please keep in mind that some children have nut allergies and small cakes/muffins must be nut free. If your child is unable to eat cake, an alternative treat may be brought.



Celebrations

We welcome celebrations that are significant to your child and family and we would like to acknowledge these in ways that are appropriate and significant. We would like these and other celebrations at preschool to be meaningful and reflect the diversity of cultures, so if there is anything in particular that you and your family celebrate in the year, or if there are celebrations that you'd prefer your child was not involved in, please let us know so that we can meet the needs of your child and your family.

Changes to Details

Please keep staff and the school informed of any changes to address, home/work phone numbers, mobile phone numbers, child care arrangements, medical information and emergency contact phone numbers. However, to minimise disruptions to the preschool program, please keep telephone calls to the preschool during session times for urgent matters only.

Clothing

Please dress your child in sensible/appropriate clothes to allow free movement and participation in messy play. Shoes should do up firmly around the feet. Thongs, Crocs or slip-on shoes are not suitable. Please clearly label all clothing, including shoes, with your child's name. A hat is essential and a warm coat is necessary in winter.

Please also provide a change of clothing (labelled) for your child in their bag every day. Accidents do occur with paint, water and toileting.

Clothing should be easily managed by your child so that he/she can be independent especially when going to the bathroom.

Child Protection practices

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and /or sexual abuse of children is a criminal offence.

Staff will deliver lessons to children in protective behaviours and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

Concerns or complaints

If you have a concern about your child's education please have a conversation with the preschool teacher. You are also welcome to make contact with the deputy principal in the primary school.

Should the need arise the ACT Education Directorate has a policy for complaints resolution. This policy can be accessed at http://www.education.act.gov.au/publications_and_policies/policy_a-z

Digital Portfolio

The Chapman Preschool digital portfolio is a special collection of your child's learning and includes many photos of the learning opportunities that your child has experienced. The digital portfolio will highlight various activities throughout the preschool year and link these to the Early Years Learning Framework outcomes. It will be a treasured reminder of the preschool year which can be shared and reflected on in the years to come.

Many of the photos displayed in the digital portfolio will include photos of your child's peers and for this reason we ask your permission for your child's photos to be allowed in their peer groups portfolios. This will enable us to highlight the importance of the social and emotional learning that is a crucial part of the preschool program.

Dogs

Parents may not be aware of the provisions of the Dog Control Act 1975 which states in section 23 "a person shall not take a dog into the grounds of a school at a time when pupils are on those grounds". A dog with a couple of children can be lots of fun but a dog with a lot of children often results in dog and children becoming over excited and behaving erratically. In the interests of safety we seek your co-operation ensuring that this regulation is observed.

Under Department of Urban Services policies, dogs are not permitted on school grounds. Section 42 of the Act defines places where dogs are prohibited. These include the grounds of a child care centre, preschool, primary school, high school or

secondary college during school hours or when school sport including training is being conducted unless the keeper of the dog resides in the grounds, or a dog is taken into the grounds with the approval of the principal.

Drinks

You will need to provide water only in a named drink bottle for every session. Children will have independent access to this all day. Bottles are placed on the table on arrival at preschool and taken home daily for washing.



Emergency management procedures.

The school has a policy on emergency evacuations and lockdown procedures. We are required to practise evacuations and lockdowns. All staff and children participate in these practices.

Excursions

Excursions are part of the educational program at Chapman Preschool. On enrolment parents are asked to give permission for their child to go on incidental excursions, eg walks to the shops. For excursions outside of the preschool that require any form of transport, parents will be advised in advance and asked to give permission in writing. The adult/child ratio is 1:4 on major excursions. Parents are encouraged to be part of excursions too; please note that siblings are unable to attend.



Food safety tips for homemade lunches & snacks



Food

Provision is made for the children to eat during the preschool session. Parents/carers are urged to provide children with healthy snacks and lunch which will enable the staff to assist in the development of lifelong healthy eating habits. All children will need their own drink bottle with water only.

Please note: Chapman preschool is a nut and allergy aware school due to the possible inclusion of students with life threatening anaphylactic allergic conditions.

To view Education Directorate policies visit <https://www.education.act.gov.au>

Healthy lunches and snacks

Healthy lunches and snacks are important for children and help with their concentration and learning. School lunches however are particularly susceptible to

food poisoning, especially in the summer heat. Parents and carers are reminded of a few simple food safety rules to prepare safe and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should also be washed thoroughly before reuse. Children should also be encouraged to always wash their hands before eating.

Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or vegemite.

Because food is normally stored in a child's lunch box for several hours, the lunch box needs to be kept cool. This can be done by choosing an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool.

Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight.

If including leftover meals such as meats, pasta and rice dishes, ensure you pack a frozen iceblock into the lunch box. Please note that food is not able to be reheated at Preschool.

Healthy drinks, such as water can be frozen overnight and then stored in your child's lunchbox, helping to keep it cold.

Food - Morning Fruit/Vegie Break

Children are able to eat during the morning. This is not a set eating time but chosen by the children if they feel hungry. Please provide fruit or vegetables in a separate named container.

Food - Lunch

Please provide your child with a healthy lunch in a named container. We encourage the children to eat healthy food such as sandwiches, wraps, fruit, cheese, sultanas and vegetables. (Please provide a spoon and/or fork if necessary). We ask that you refrain from packing lollies, chips, chocolate, soft drinks or cordials. Small treats such as cakes, muffins or sweet biscuits are suitable in moderation. Lunch boxes go on the shelves in the morning and we have lunch around 11.30am. A lunch break will not be held on the Wednesday session.

Food -Afternoon /Snack

Children also have a snack. This is provided in a separate named container and includes such items as fruit, crackers, cheese, dried fruit, carrot sticks, cherry tomatoes, celery, beans, avocado and pikelets. Please do not send lollies, chocolates, chips, soft drinks or cordial.

Food - Containers

Practise undoing food containers/taking off lids etc prior to starting preschool. It is a good idea to take your child when buying lunchboxes to check if they can open them. Let them 'have a go' in the shop before you buy something that is impossible for them to undo.

To view information regarding healthy food and children visit

www.health.gov.au

www.healthykids.nsw.gov.au

Gates

For the safety of all children, please ensure the childproof preschool gate is securely closed when entering and leaving the preschool grounds.

The two main gates to the Preschool that are attached to the school fence are kept latched but unlocked during the preschool day.

Hats

Sun hats must be provided at preschool every day throughout the year.



NO HAT = PLAY IN SHADED AREAS ONLY

Label hats with your child's name.

Please ensure that cords on hats are detachable in compliance with Directorate regulations.

The Chapman Primary School Hat, red with the school logo, is available to purchase from the school uniform shop for \$11.

To view Education Directorate Sun Protection policies visit:

http://www.education.act.gov.au/publications_and_policies/policy_a-z

Health

Children who are unwell are unable to enjoy and benefit from a preschool session and if they attend, they run the risk of spreading illness. Please keep your child at

home if he or she is unwell. Do not let them choose if they are well enough for school. Teach your child to blow their nose and encourage frequent hand washing.

Should your child become unwell during the session, you will be contacted and asked to pick your child up from preschool.

Please inform staff if a child has a contagious or infectious disease. (see attachment at end of document) For advice or to notify an infectious disease contact *Communicable Diseases* on 6205 2155.

The immunisation status of the child must be provided on entry to preschool.

Information on Hygiene Procedures

Staff, children and volunteers must adhere to the hand washing procedures.

All children are encouraged to wash their hands (or use hand gel):

- On arrival
- Before and after eating or touching food
- After toileting
- After blowing their nose and wiping tears and dribbles

All scratches and cuts must be covered.



Library Bag

Please provide a separate named cloth bag to carry and store borrowed preschool books safely. We request that all books be cared for and replaced if lost or damaged. This bag is not for carrying craft items. Library days for Chapman Preschool are Monday/Tuesday and Thursday/Friday.



Both preschool classes have established libraries to:

- encourage families to spend time together reading
- underpin literacy learning
- foster enjoyment of reading
- develop language expression and understanding
- encourage a responsible attitude towards the care of books at preschool and at home.

Medical Condition Management

- **Immunisation** The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenzae type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded

from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

- **Medical and Accident** It is important that sick children are kept at home for their own comfort as well as the comfort of other children and staff. If a child becomes ill or is injured at school appropriate First Aid will be given and if necessary parents will be notified and asked to take their child home. If emergency treatment is required parents will be notified immediately and the child will be transported free of charge to the emergency section of an ACT public hospital. Parents/carers are reminded to check their health cover for ambulance transportation outside the ACT, as charges may apply. All students who have an ongoing condition (eg asthma, diabetes, epilepsy) must complete the ACT Education medical form - 'Known Medical Condition Response Plan'. This form is available from the school website (www.school.information@chapmanps.act.edu.au), front office or from a staff member in the preschool.
- **Exclusion periods** for infectious diseases such as mumps, German measles, measles and chicken pox are provided at the end of this handbook. If a child is to take a **prescription medicine** while at school, parents are required to complete the 'Medication Authorisation and Administration Record'. This form is available from the school website (www.school.information@chapmanps.act.edu.au), front office or from a staff member in the preschool. Information on a child's health status eg epilepsy, diabetes, should be given on enrolment or on diagnosis. If the health problem is serious please provide a recent photograph of the child so it can be placed on our Medical Alert board.
- **Head lice** are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from preschool until written evidence of treatment is produced. Please report any cases of head lice to the Preschool teacher.
- **Nuts**
Chapman Preschool is a 'Nut Aware' school. To protect children who may have serious allergies we would ask you to NOT provide any nuts or food containing nuts.

Parent Support

Parentlink; www.parentlink.act.gov.au is a website which parents can use to access:

- Parents guides, including electronic order forms
- A directory of local parenting services
- Upcoming community events and parenting courses
- Further readings in relation to the parent guides
- Links to other useful websites.

Parking

Parents are urged to exercise extreme caution in the car parks, especially after school when the car parks are very busy. Parents are asked to use the school driveway when entering the carpark but please remember not to park in the bus zone which is located on the left of the school driveway. Parking is also available on Streeton Drive.

Please do not park in the church car park.

Participation, Equity and Access

At Chapman Preschool we aim to provide equal opportunities for all children to promote optimal development. The program values the child's prior learning and experiences and aims to assist all children to participate in a wide range of learning experiences and to develop their confidence and self esteem.

Physical Activities

Physical activity is very important for children so educators provide opportunities for structured and unstructured physical activity. During the preschool sessions, your child will be involved with some hands on experiences both inside the classroom and in the outdoor learning area. These activities can, at times, be very messy. Please ensure your child is dressed appropriately so that they feel confident to participate in all the challenges provided throughout the session. In keeping with the sun safe policy, children will need to wear either a legionnaires or wide brimmed style hat (with a detachable cord) in compliance with Directorate regulations. If children do not have a hat, they will only be allowed to play in the shade. A warm coat and beanie is required in winter. The children will be challenging themselves on the climbing equipment so sensible footwear is essential and long dresses and skirts can be dangerous.



Photography

Digital photographs are taken regularly at preschool of everyday happenings. They are used as an integral part of the preschool program.



You are asked to sign a permission form at the beginning of the preschool year.

Policies

Preschools are part of the ACT Education Directorate. Some of the major policies and frameworks under which preschools operate are:

Safe Schools Policy Framework

Sun Protection Policy (2006)

Smoke-Free Workplace Policy (1997)

Preschool Excursions - Policy and Mandatory Procedures (1994)

First Aid Policy (2003)

Parents/Carers As Partners in Schooling (2001)

Working with Children and Young People - Volunteering Policy (2003)

Complaints Resolution Policy (2006)

ACT Department of Education and Training Strategic Plan

Every Chance to Learn Curriculum Framework for ACT Schools

ACT Government School Plan: The Inclusivity Challenge. Within Reach of Us All (2002)

Gender Equity Strategy

Family Support Plan

Mandatory Reporting Policy

All Department of Education and Training policies may be viewed in entirety on the Department website - www.education.act.gov.au

Early Childhood Australia Code of Ethics

<http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>

Rest and Relaxation

During our preschool day it's important for the children to have some quiet time to reflect and 'recharge their batteries.' This may include listening to quiet music or a story on CD, or reading a story for them to listen and think about.

Roster

Parental involvement contributes significantly to the life of the preschool. Your help is greatly appreciated by the staff and children. Roster involves spending time at preschool being part of the program in various ways. It is an excellent opportunity to learn about your child's day and understand the play based program. You are actively involved in small group activities, such as reading a story or helping with craft. Some light cleaning is also involved. Roster 'sign-on' sheets are available at the preschool and you are encouraged to add your name for a day/time that suits you.

Student Welfare and Management

At Chapman Preschool we value that everyone is an individual and that we all have the special qualities that make us who we are. It is important that students are treated with respect and by valuing their uniqueness and what they bring to the preschool. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The school has a *Student Management and Wellbeing* policy that outlines the steps for addressing student welfare and management issues.

Sun Protection

To ensure that all children are protected for the sun; we ask that each family provides a wide brimmed hat for the child to wear during outside time. We will have available red wide brimmed hats, with the school name and logo, for sale for \$11. These hats stay at Preschool all the time and are your property at the end of the year. We strongly recommend the purchase of these hats as they provide safer supervision during outings or excursions. We ask that you apply sunblock to your child at home each morning, (but we will also have some available to use at preschool if you forget) and we will have it available for children to reapply after lunch. Please try to send your children in clothes that provide good protection from the sun i.e. avoid very bare outfits that expose the shoulders etc. We attempt to schedule play inside or in the shade during times of peak UV.

Sustainability

Chapman Primary School is a sustainable school which nurtures a love of learning and brings personal, social and environmental responsibility to our community. As students act for an environmentally sustainable future with opportunities for positive action, our school improves and protects the health and wellbeing of our children.

Chapman Preschool has:

- separate bins for paper, organic matter, cans and bottles
- a compost bin and
- a worm farm

Toys

Please do not bring toys to preschool as it causes distress for your child if it goes missing or gets damaged.

Transitions

Your child is a member of the Chapman Primary School community. By enrolling your child into Chapman Preschool your child will have automatic enrolment in kindergarten in our school. As with all transitions the staff will ensure that the move from preschool to kindergarten is well supported and successful. The children regularly visit the primary school and utilise the school facilities during the year. We implement a structured transition program and Kindergarten orientation sessions during term 4 at Chapman Primary.

For more information about this topic please follow the link to this website for some handy hints: Starting school - a guide for parents

Volunteers and Participation in preschool activities

The participation of parents/carers in schooling is important to student achievement and school success. Effective partnerships between preschools and families foster student learning and contribute to development of schools' quality and culture.

To view Education Directorate policy, Parents/Carers As Partners in Schooling (2001) visit <https://www.education.act.gov.au>

Your time and support is greatly valued and appreciated.

Families can help in the following ways:

- Joining the Preschool Parent Sub-Committee
- Sharing knowledge and expertise of craft, cooking, music, storytelling, job skills etc.
- Participating on roster
- Assisting with the laundry - taking home smocks, towels etc to wash and fold
- Cleaning, maintaining and repairing equipment.
- Working bees at preschool etc.



Work Pockets

Each child has a labelled work pocket that hangs outside. Please check it every day as this is where notes such as newsletters, activity information, excursions and Parent Association news are placed. Frequently there will also be paintings and creations that the children want to take home to share with you.

We look forward to working with you this coming year to make preschool a safe, secure and stimulating environment for your child to learn.

Diseases - Outbreak Procedures and Exclusion Periods

Personal hygiene measures such as hand washing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

The *ACT Public Health Regulations 2000* require children with the following conditions, and children who have been in contact with the following conditions, to be excluded from school, preschool, child care or family day care for the periods specified.

Condition	Exclusion period of person with condition	Exclusion of persons in contact with condition
Amoebiasis (entamoeba histolytica)	Exclude until diarrhoea ceases	Not excluded
*Campylobacteriosis	Exclude until diarrhoea ceases	Not excluded
Chicken pox (varicella and herpes zoster)	Exclude until the last blister has scabbed over. The child should not continue to be excluded by reason only of some remaining scabs.	Not excluded Any child with an immune deficiency (eg with leukaemia, or as a result of receiving chemotherapy) should be excluded for their own protection and seek urgent medical advice and varicella-zoster immunoglobulin (ZIG), if necessary.
Conjunctivitis (acute infectious)	Exclude until discharge from eyes ceases.	Not excluded
*Cryptosporidiosis	Exclude until diarrhoea ceases	Not excluded
Diarrhoea	Exclude until diarrhoea ceases	Not excluded
*#Diphtheria	Exclude until— at least 2 negative throat swabs have been taken (the first not less than 24 hours after cessation of antibiotic treatment and the second not less than 48 hours later), and a certificate is provided by a medical practitioner recommending that the exclusion should cease	Exclude family and household contacts until approval to return has been given by the Chief Health Officer.
Giardiasis	Exclude until diarrhoea ceases	Not excluded
*# <i>Haemophilus influenzae</i> type b (Hib)	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Hand, Foot and Mouth disease	Exclude if— child is unwell, or child is drooling, and not all blisters have dried or an exposed weeping blister is not covered with a dressing.	Not excluded

*Hepatitis A	Exclude for at least 7 days after the onset of jaundice and a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Herpes (cold sores)	Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
*Leprosy	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
Condition	Exclusion period of person with condition	Exclusion of persons in contact with condition
*#Measles	Exclude for at least 4 days after the rash appears.	Immunised contacts not excluded. Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case. (b) Non-immunised contacts immunised with measles vaccine within 72 hours after their first contact with the index case are not excluded after being immunised. (d) Non-immunised contacts who are given normal human immunoglobulin (NHIG) within 7 days after their first contact with the index case are not excluded after being given NHIG.
Meningitis (bacterial)	Exclude until well	Not excluded
*Meningococcal infection	Exclude until adequate carrier eradication therapy has commenced.	Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer. Otherwise, excluded until 10 days after last contact with the index case.
*#Mumps	Exclude for 9 days after onset of symptoms, or until parotid swelling goes down (whichever is sooner).	Not excluded
*#Poliomyelitis	Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until effective treatment has commenced.	Not excluded

Rotavirus	Exclude until diarrhoea ceases	Not excluded
*#Rubella (German measles)	Exclude for 4 days after the appearance of the rash.	Not excluded Female staff of child-bearing age should ensure that their immune status against rubella is adequate.
*Salmonellosis	Exclude until diarrhoea ceases	Not excluded
*Shigellosis	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.	Not excluded
*Tuberculosis	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
Condition	Exclusion period of person with condition	Exclusion of persons in contact with condition
*Typhoid and paratyphoid fever	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	(a) Not excluded unless the Chief Health Officer notifies the person in charge of the school. (a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.
*#Whooping cough (pertussis)	Exclude for 21 days from start of cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer.	Exclude non-immunised household, home based child care and close child care contacts under 7 years old for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer (whichever is sooner)
Worms (intestinal)	Exclude until diarrhoea ceases	Not excluded
<p>A parent/carer of a child with a listed exclusion condition or a child who has been in contact with a listed exclusion condition must notify the school principal or principal carer as soon as possible.</p> <p>*These conditions must be notified by medical practitioners to the Chief Health Officer #These conditions must be notified by the school principal or principal carer to the Chief Health Officer.</p>		

School Year Dates - 2017

Term One	Monday 30 January - Friday 7 April.
Term Two	Wednesday 26 April to Friday 30 June
Term Three	Monday 17 July - Friday 22 September
Term Four	Monday 9 October - Friday 15 December

The following public holidays will be observed in 2017

Sunday 1 January	New Years Day
Monday 2 January	Additional holiday for Sunday 1 January
Thursday 26 January	Australia Day
Monday 13 March	Canberra Day
Friday 14 April	Good Friday
Saturday 15 April	Easter Saturday
Sunday 16 April	Easter Sunday
Monday 17 April	Easter Monday
Tuesday 25 April	ANZAC Day
Monday 12 June	Queen's Birthday
Monday 25 September	Family & Community Day
Monday 2 October	Labour Day
Monday 25 December	Christmas Day
Tuesday 26 December	Boxing

(Information correct as of 12 August 2016)