



KINROSS WOLAROI
— SCHOOL —

2019 PRE-PREP HANDBOOK



WELCOME

We hope you and your child have a happy and enjoyable association with us and that this handbook will answer any questions you may have about our Centre.

The staff are always available should you have any queries regarding your child or any aspect of the Centre generally.

INTRODUCTION

Kinross Wolaroi Pre-Prep began in 1994 and is able to care and educate a total of twenty eight 4-5 year old children at any one time.

The Centre provides full day sessions Monday to Friday.

Enrolments are permanent placements for the duration of the enrolled year, under the supervision of qualified staff.

The Director is in charge of the day to day operation of the Centre and is responsible to School Management.

The Pre-Prep day begins at 8.45am and finishes at 3.00pm. After School Care then commences until 5.15pm.

STAFFING

The Centre is staffed by a teacher fully qualified in Early Childhood Education, Assistants who hold an Associate Diploma and a Teacher's Aide

Teacher:	Miss Ann-Margaret Gunther (Bachelor of Education Early Childhood)
Assistants:	Ms Belinda Ferguson (Monday - Friday) (Bachelor of Education 0 - 5 yrs)
Teachers' Aides:	Mrs Gemma Leahy (Monday, Tuesday and Wednesday) Mrs Lindsay Punch (Tuesday, Thursday and Friday)
After School Care/ Aide:	Mrs Charlotte Penny (12pm- 5.15pm)





ARRIVALS & DEPARTURES

The Centre opens at 8.45am and children are to be picked up at 3.00pm. Parents/guardians must sign the attendance sheet on arrival and departure. If anyone apart from yourself is collecting your child, the Centre MUST be notified beforehand (please be aware that no before care is provided - staff take this opportunity to set up and prepare for the day).

After School Care will operate each afternoon from 3.00pm until 5.15pm for those children who require it. Should you need to use this service please arrange this with the teacher, and note that on these days your child may need to bring afternoon tea.

After School Care is an extra charge per afternoon. This will be billed to your school account. Charging for After School Care will commence from 3.30pm. If you know you are going to be late please phone Pre-Prep so that the After School Care Assistant is informed. Thank you.

Mornings:

- Fill in attendance sheet.
- Fill in After School Care sheet (if attending).
- Let Staff know if collection arrangement is different than usual.
- Encourage / help child to unpack their belongings.
- Help your child to get settled and please make sure to say "Goodbye".

Afternoons:

- Make sure a staff member knows you are taking your child.
- Encourage / help child to collect own belongings.
- Check information folders.
- Fill in departure time on attendance sheet.

OUR CURRICULUM

Our aim is to deliver high quality care and education for all children in Pre-Prep.

Our curriculum at Pre-Prep is based on our own philosophy supported by the Board of Studies. Pre-Prep is aimed at supporting your child's wellbeing and learning and providing experiences so that we may support your child's whole development.

Each term we set a list of learning outcomes for each developmental area. That is cognitive, social, language, gross and fine motor. Our daily program reflects these learning outcomes to give the children experiences to develop in each area and have the opportunity to achieve the outcomes for the term.

At Pre-Prep we aim to provide opportunities for your child to develop their interests and their strengths. We also provide school readiness activities that enhance their interest and skills in this area and form a sound basis for 'Big School'.

We believe it is important to:

- Provide a stimulating, enriching and engaging environment, in which the children are able to make choices, problem solve, create and investigate.
- Engage positively in interactions with children to extend their thinking.
- Provide situations for children to develop social relationships with their peers and adults.

THE VALUE OF PLAY

Central to our curriculum is our belief of the value of play. We recognize play as being the most valuable context in which children learn cognitively, socially and emotionally. Rich play experiences during the preschool years can lay a strong foundation for the years ahead. It allows children to practice in developing important relationships, communication skills, to think for themselves, to gain confidence, to develop curiosity and self-control.

Play is an essential part of a child's education because while they are playing they are learning.
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Play enables children to find out about themselves and the world.

It allows them to:

- Discover
- Experiment
- Create
- Concentrate
- Express ideas
- Develop language
- Invent
- Share
- Negotiate
- Co-operate
- Role play
- Imagine
- Explore
- Develop physically

Play is a part of a developmentally appropriate Pre-School program. Through meaningful play all developmental areas, cognitive, social, physical and language, benefit.

Play is fun and creates happy children who feel a sense of satisfaction and achievement.

Never underestimate the value of play.

CHILD PORTFOLIOS

A folder will be used for your child's Portfolio the year they are at Pre-Prep. This book will be kept at Pre-Prep and used to keep parents informed of their child's progress.

Our portfolios aim to reflect each child's individuality by focusing on their interests and strengths. Our observations and documentation focus on areas of development; social, gross motor, fine motor, cognitive and language. This format will enable parents to gain a positive insight into their child's development during their time at Pre-Prep.

Information will be compiled throughout each term and sent home to share during the holidays. Please feel free to write comments in the space provided and add your own photos, drawings etc. and return to Pre-Prep again at the beginning of each term.





MEALS

At Pre-Prep children must bring morning tea and lunch.

Good Nutrition in early childhood settings is important because:

- A child's early years are important for physical and mental development.
- The food eaten by children in these settings often equals a large proportion of the food they eat over the whole day.
- Lifetime eating habits are formed in the early years of life.
- We actively promote healthy and nutritious eating habits. Therefore we encourage you to provide morning tea and lunches that are low in fat, and low in sugar.
- Fresh is best when packing lunchboxes ie an apple rather than a pre-packaged fruit bar.
- Drink bottles must be filled with water only.
- Fruit juice and flavored milk are not encouraged.
- Children will be encouraged to eat either fruit or vegies first at morning tea.



LUNCHBOX IDEAS

Below are some great websites where you can access information about healthy eating and some ideas for appropriate snacks and lunches for your child:

www.healthylunchbox.com.au

www.healthykids.nsw.gov.au

www.healthy-kids.com.au



LUNCH ORDERS

As a treat the school's canteen facilities will be available to Pre-Prep children.

The School's lunch ordering system 'Flexischools Online Ordering' allows parents to place orders and pay for them online, from home or work, before 10:00am each morning. Orders can be placed each day, for the week or even for the entire term in advance, and payments made via a secure system using credit or debit cards.

Once your order has been placed online, a 25 cent fee is added to each order to cover the cost of the bag, printed labels and the administration of the online system.

Steps involved in setting up with Flexischools:

1. Log onto www.flexischools.com.au.
2. Click 'Register Now' and enter your email.
3. You are emailed a link to the online form.
4. Choose your own username and password and enter your contact details.
5. For each child, click "Add a student" and follow the prompts to place an order.
6. You will be required to top-up your pre-paid account - Visa or MasterCard are preferred.

Once registered, you can place your order straight away.

BIRTHDAYS

Children may celebrate birthdays at Pre-Prep by bringing a cake or enough little cakes for the class. Please let teachers know beforehand as there may be a child who has food allergies.

EXCURSIONS

Throughout the year we will organise various excursions. Some will be at school but some will mean we need to travel. The school provides seat belted buses and staffing is always adequate, sometimes using parent helpers.

Excursions are a part of our educational curriculum and as such all children are encouraged to attend. If, for some reason, you do not wish your child to attend an excursion, you will need to make other arrangements for your child that day, as all our staff are required for supervision on the excursion.

LIBRARY BAG

All children attending our Centre require a library bag. The Pre-Prep children have access to the wonderful school library and need a bag to protect the book (cloth with a drawstring top if possible).

CHANGE OF ADDRESS

The Centre must be notified immediately if your home or work address and phone numbers changes, especially the emergency contact number.



CLOTHING

A complete change of clothing must be kept in the child's bag at all times. As children are encouraged to play outside and be involved in messy activities please dress your child in washable play clothes.

Please label everything possible!

What you should pack:

- Sunhats - always be aware of Orange's bizarre weather and sometimes it may be necessary to pack a beanie and a sunhat as it is difficult to know what you will need.
- Please provide a 'wide brimmed' (not a cap) sun hat for Summer/Spring (Terms 1 & 4). We will be encouraging children to wear tops with sleeves to add extra sun protection for their shoulders.
- The centre provides the children with sun screen daily.
- Many primary schools have a "No Hat – No Play" policy so let's get into the habit now.
- Warm clothing - for the colder months please provide a warm hat and coat. Even if the weather is cold, 4-5 year olds need outside play.

THINGS TO BRING TO PRE-PREP

- Morning Tea
- Lunch
- Afternoon Tea (If in After School Care)
- Plenty of water especially during the warmer weather!
- Change of clothes
- Coat and warm hat for winter
- Sun hat always for Terms 1 & 4 (leave in bag at all times).
- Library bag
- Appropriate clothing. Please be aware of Orange's ever changing weather and pack appropriate clothing. This may mean packing a sun hat in August or a coat in November.

THINGS TO LEAVE AT HOME

Toys and treasures from home can get lost or broken at Pre-Prep so it saves a lot of upset if these things are left at home. Anything that is considered "special" should not come to Pre-Prep.

SCHOOL BAGS

School bags need to be big enough to fit all these things inside, it also helps to encourage children to pack their own belongings away. Please label children's belongings.

MEDICATION

Only medication clearly identified by a label with the child's name and dosage clearly shown will be administered to the children. Medicine must be handed to a staff member and written instructions recorded by the parent in the Medication Book. This includes over-the-counter medication, eg. Panadol and cough mixture as well as scripted medication.



ILLNESS AND HEALTH

The Centre's policy is that anyone suffering from an infectious disease or an illness detrimental to the children's wellbeing is to be removed from the Centre.

Parents are asked to not bring sick children to the Centre.

ILLNESS	EXCLUSION TIME	EXCLUSION OF CONTACTS
Conjunctivitis	Until all discharge is clear	Not excluded
Tonsillitis	Until all symptoms have cleared	Not excluded
Chicken Pox	7 days after spots appear, skin rash is clear	Yes
Mumps	10 days from onset of swelling	Yes
Hepatitis A	Exclusion is not necessary	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Rubella (German Measles)	At least 7 days from appearance of rash	To be inspected
Impetigo (School Sores)	Until sores have dried out	To be inspected
Ring Worms	Until cleared	To be inspected
Head Lice	Until hair is completely clear	Whole family to be treated
Measles	At least 5 school days	Yes
Scabies	Until cleared	To be inspected
Diphtheria	Until medical clearance given	Yes
Glandular Fever	Until medical clearance given	Yes
Whooping Cough	Until medical clearance given	Yes

CARE OF SICK CHILDREN

Children at Pre-Prep who become sick during attendance will be cared for until collected by their parents or other authorised adult.

A parent will be asked to collect their child from Pre-Prep as soon as possible for the following reasons:

- Eye discharge
- Diarrhoea
- Vomiting
- Obvious signs of distress
- High temperature
- Common infectious diseases

If your child displays a green runny nose they are infectious and must be kept at home. Please use common sense where illness is concerned and be thoughtful to others at Pre-Prep. Due to meeting staff to children ratios our staff need to supervise outside play, therefore if your child is not well enough for outside play they should not come to school.

Accidents:

For minor accidents (for example, grazed knees, cuts etc.) we will treat at Pre-Prep possibly with the help of the qualified nurse on the school grounds. If a more serious accident occurs the child's parent/guardian will be notified immediately, or if unavailable the emergency contact noted on your form.



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