



HARRINGTON STREET PUBLIC SCHOOL PRESCHOOL



2025 Preschool Information Booklet



*We acknowledge the Cabrogal people of the Darug Nation as the custodians of the land on which our Preschool is located. We pay our respects to Elders past, present and emerging.
We honour the past and ongoing connection to Country.*

Dear Parents and Caregivers

Welcome to Harrington Street Public School community. As a school we pride ourselves on enriching lives through learning, from their first steps at Preschool through to Year 6. Through ongoing links and transition programs with our K-6 school, your child will be a part of our positive school community. We look forward to an exciting, challenging and rewarding learning journey with your child.

About the Preschool

Our Preschool is a 2-unit preschool licensed for 40 children each day 9am – 3pm. Attendance is for:

	Terms 1 & 2	Terms 3 & 4
Group 1	Mondays, Tuesdays & Wednesdays	Mondays & Tuesdays
Group 2	Thursdays & Fridays	Wednesdays, Thursdays & Fridays

Preschool hours of operation are aligned with regular school hours. Preschool doors open at 9.00am daily and close at 3.00pm. We are unable to have children attend outside of these hours. If parents or nominated carers are late to collect students from preschool, they will need to go to the front office for collection. As the preschool aligns with regular school hours, the preschool is closed during school holidays.

The Preschool is operated by NSW Department of Education and is managed by the Principal. Day to day supervision is the responsibility of the Deputy Principal.

The Preschool is staffed by fully qualified educators who maintain a ratio of 1 adult to 10 children at all times. There is always an early childhood teacher and Certificate III qualified School Learning and Support Officer (SLSO) in each group. Throughout the week regular staff from the school provide release for lunch breaks and programming as well as additional support such as community language and learning support. Photos of all educators are displayed in the preschool foyer.

National Quality Standards

The National Quality Standards (NQS) sets a high national benchmark for early childhood education and care. The NQS includes 7 quality areas that improve outcomes for children. Services are assessed and rated by the regulatory authority against the NQS and given a rating for each of the 7 quality areas and an overall rating based on these results.

Our preschool is currently rated at exceeding in all 7 quality areas, and we are committed to ongoing quality improvement and value family contribution to this process.



You can access the National Law, Regulations and National Quality Standards using the QR codes below:

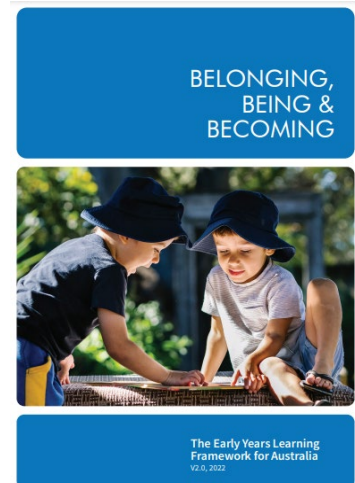
		
Children (Education and Care Services National Law Application) Act 2010	Education and Care Services National Regulations	Guide to the National Quality Framework (AQF)

The Program





Our preschool implements Belonging, Being and Becoming: Early Years Learning Framework for Australia. The framework inspires our preschool to provide learning experiences that are engaging and build success for life.

Our programs assess and report on the five learning outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators



The Early Years Learning Framework provides foundations for our service philosophy, practice and educational program. You can use the QR codes to access the framework.

			
English	Vietnamese	Arabic	Chinese

Community Language Program

We value the cultures and home languages of our community. Community Language teachers are a valued part of the preschool team providing cultural and language experiences for our children. Community Language teachers also support by communicating with families in their home language.

Routines

The preschool routine is designed to be flexible and responsive to the children. We offer large unhurried blocks of time with a balance of indoor and outdoor time. The routine may be adjusted to accommodate for weather and air quality. There are opportunities in the day for rest and relaxation based on the individual children's requirements.

Communication

When your child begins in the preschool you will be shown your child's locker. Please remember to check your child's locker on a daily basis for school/preschool notices and receipts. In the preschool we use several ways of communicating with parents and caregivers, these include the following:

- Verbal conversations with educators
- Regular updates on your child's participation
- Daily programming on display in the classrooms
- Meetings with parents/caregivers
- Messages displayed in the foyer
- School Bytes
- If you would like to speak to your child's educator, please call the school on 9604 4002. If the educator is teaching, they may ask you to leave a message.

Fees

Fees for 2025 have been waived by the Department of Education. No fees will be charged.

What to bring

Please ensure all items listed below are labelled with your child's full name:

- Drink bottle containing **water only** (no sweet drinks or fruit juices permitted).
- Lunch and snack in an easy opening lunch box or bag with an ice pack.
- Please remember food should be cut up and ready for your child to eat. You will also need to supply any utensils your child needs to eat their food with. Food provided needs to be healthy and avoid products that contain traces of nuts (please refer in the sections below for healthy food options).
- A whole set of spare clothes in a separate bag (including underwear and socks).
- A jacket or jumper in case it gets cold.
- A raincoat and gumboots for when it is raining.
- A sheet or blanket for rest, if required.
- A backpack large enough to fit all the above equipment in and any artwork they make.



What to wear

At preschool children will be engaged in a variety of learning experiences such as climbing, sandpit, mud kitchen, painting and messy play. Please dress your child in comfortable clothing that allows them to move freely and not have to worry if their clothes get dirty. Please save pretty dresses and special clothes for home.

Appropriate shoes are required for safety when climbing and bike riding. Thongs are not safe and are best kept for home.



Lunchbox ideas






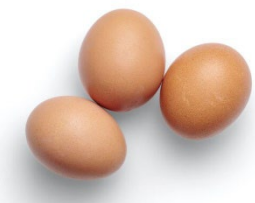
Please ensure your child's lunch is safe each day by placing an ice brick or frozen drink in an insulated lunch box. We are unable to heat food. Hot food can be prepared and placed into a thermos.

Preschool children can order everyday foods (E) from the canteen. Please write your child's name on the board if they have a lunch order.





Keeping your child's lunch box safe

If your child's lunch contains any of these:

<p>Meat – raw or cooked</p> 	<p>Dairy products</p> 	<p>Salads</p> 	<p>Eggs</p> 
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The lunch box must be kept below 5°C using a combination of these:

<p>Ice brick</p> 	<p>Frozen water bottle</p> 	<p>Good quality insulated bag</p> 
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Sun Safety

Harrington Street Public School Preschool is a Sun Smart accredited preschool. All children will be provided with a personalised bucket hat that will be kept at the preschool and laundered regularly. During the warmer months we encourage children to wear short sleeve tops and shorts. Each morning, we use the SunSmart App to check the UV rating for the day. This information is displayed on the noticeboard at the front door and is used to guide our sun protection for the day.



Parking

Street parking is available in Harrington Street and Homebush Street. The back gate entry from Homebush Street is closed between 9.15am – 2.45pm daily. Please observe the street signage and follow the parking guidelines. Permission may be given by the Principal for students with injuries or disabilities to access the staff car park. When entering the school, please use the designated walkways and crossing to access the preschool safely. Parents should hold their child's hands whilst crossing the road and using the carpark crossing.

Arrival

On arrival families are encouraged to wait in the area in front of the preschool. There is a shaded grass area and bench seat with a library of children's books to read. This is a nice time to meet and interact with other families. Parents can access the sunscreen station and apply sunscreen to their child. Check the noticeboard for daily information and ensure your child's name is on the lunch order board if they have a lunch order.

- All children are required to be signed in on arrival. Please use hand sanitiser before signing in and indicate if your child has had sunscreen applied.
- Greet educators and let them know how your child is feeling for the day or provide any updates. Encourage your child to say hello.
- If somebody new will be picking up your child, please let preschool staff know as they need to be registered as an authorised collection person.
- Remind your child to place their drink bottle in the drink trolley.
- On entry remind your child to wash their hands with soap.

You are required to supervise your child until the bell rings at 9am (you are always more than welcome to stay longer, play with your child or talk with educators at any time).



Departure

- Sign your child out before entering the preschool in the afternoon. Please sanitise before signing.
- Afternoons are a nice time to chat with educators about your child's day and answer any questions you might have. Encourage your child to say goodbye.
- We are unable to release children into the care of any person who is not authorised.
- If you have arranged for another person to collect your child remind them that they will require photo identification (such as a driver's licence) when collecting your child to ensure we are releasing your child into the care of the correct person.
- **Children cannot be collected by persons under the age of 18 years without prior written approval of the Principal.**
- Check your child's bag to ensure you have taken all their belongings (please ensure to take their water bottle home each day to be cleaned and refilled for the next day).

Important Information

We urge all families to maintain current information at the preschool in regard to contact information for primary and emergency carers, medical conditions, illness, custody arrangements and nominated carers for collection.

1. Contact in emergencies

When parents enrol a student, they are requested to complete all contact information for the primary carers and the emergency contacts. If contact details change, please notify the office as a matter of urgency.

2. Medical conditions

For all students with medical conditions the school is required to implement a DoE Health Care Plan in addition to the doctor's management plan. Please keep the school informed about all medical conditions.

3. Medication

Student medication is best administered at home. Emergency medication is stored with student action plans in the preschool. All medication (including over the counter medication) must have a prescription label provided by the chemist. Medication is to be handed to a preschool educator and *Request to Administer Medication* form completed.

4. Immunisation

All students are required to provide an up-to-date *Immunisation History Statement* which is provided by Medicare at enrolment. Without this documentation the student will not be permitted to commence the preschool program. If the 4-year-old immunisation is to occur during the preschool year an update of the *Immunisation History Statement* needs to be provided to the school.

5. Court Orders

The Principal must be informed of court orders (residence, contact or specific Issue) related to students. The original order needs to be provided to the school so a copy can be retained at school and provided to the preschool educators.

Accidents / Incidents

All educators are aware of the importance of active supervision. Bumps and scratches are part of being a young child. All first aid incidents are recorded by educators and parents are informed on collection and asked to sign the form. If the injury is more serious or the educator feels the parent would appreciate being informed, the educator will phone the parent and let them know. If there is a serious accident, it is preschool policy to report the accident to the regulatory authority, NSW Department of Education Early Learning.

No personal injury insurance cover is provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity. For more information, please refer to Preschool local procedures located in the preschool.

Illness

Please keep your child at home if they are unwell, even if they want to come. This includes: if they have a high temperature, are contagious, are sick or are coughing and sneezing.

If your child has a contagious illness, please remember to phone the school and inform the office of their condition as information may need to be relayed to all parents and staff. On returning to preschool, they will require a doctor's certificate to ensure they are safe to return to school. The doctor's certificate should state that they are no longer contagious and are fit and healthy to return to the preschool program. Please scan the QR code above for more information.



Supporting Students

The Learning and Support Team (LaST) is responsible for identifying students with learning difficulties as well as welfare needs and coordinating intervention programs. Preschool educators refer students to the Learning and Support Team after consultation with families. Preschool has access to the school counsellor who offer a range of supports for families and students.

Interactions with Children

Educators develop relationships with children that are responsive and respectful which promote children's sense of security and wellbeing. Relationships of this kind support children to explore the environment and engage in play and learning. Our educators maintain the dignity and rights of each child when interacting with them and support each child to develop warm, trusting, respectful relationships with other children and adults.

We encourage each child to express themselves and their opinions, engaging them in sustained conversations about things that interest them, respond to each child's strengths, abilities, interests and play to support curriculum decision making. The preschool program and routines provide guidance for every child to manage their own behaviour and to respect individual differences and have regard for each family's cultural values. We support the whole school values of *Be safe, Be respectful, Be a learner*.



Educators are available to discuss any concerns you might have about your child. Development of behaviour plans will be developed in consultation with families.

Transition to School

Transition to school occurs all year. The children meet many of the teachers from the school when they come for duty in the preschool. Preschool is involved in many whole school events such as Anzac Day, Easter Hat Parade, NAIDOC Week and Family Fun Day.

Students in preschool commence library visits in Term 2. This program provides students with the opportunity to visit the school library and engage in activities planned by the school librarian. Library will occur fortnightly for each group. The library also offers a Parent Borrowing Program where parents and carers are given a Library Card on applying. This enables them to borrow up to 10 books.

The Buddy Program provides connections with our primary school students. The program allows the children to develop relationships with older students ensuring they have familiar faces in the school playground and to support them as they transition to kindergarten.

Special Occasions

Birthdays are an exciting time for young children. If you would like your child to celebrate his/her birthday at preschool, we request cupcakes or doughnuts be sent in. Please note that no whole uncut cakes, lolly/giftbags or drinks will be accepted.



If you wish to supply cupcakes or doughnuts for your child's birthday, please speak to your child's teacher at least 1 week prior to the day as there may be children in the group with food allergies or special dietary requirements that restrict / prohibit their treats. The cupcakes or doughnuts then will be given to students before home time. We thank you for your understanding with this request.

Grievances

Any complaints can be discussed with preschool staff, Deputy Principal or Principal.

You can contact the Deputy Principal and Principal via the school front office or by phone on 9604 4002. Complaints will be dealt with confidentially and in accordance with DoE Complaints Handling Policy. If your concerns cannot be resolved by the Principal you may contact The NSW Regulatory Authority is Quality Assurance and Regulatory Services (QARS), NSW Department of Education.

Phone number - 1800 619 113

Email - eced@det.nsw.edu.au

