



2022



Harrington Street PS Preschool Information Book



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.

📍 Harrington Street Public School, Harrington Street, Cabramatta West, NSW 2166

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“We believe in Belonging, Being, & Becoming for all”

Our Children

We believe each child is a unique and valued individual, bringing with them their diverse life experiences, passions, knowledge, languages and abilities. Every child has the right to feel safe, secure and valued. We recognise our children as confident capable learners who are viewed as decision makers and active participants in their learning. , Children’s wellbeing is highly valued and is supported through a positive attitude to learning, engagement and a sense of connection.

Our Families

We value the rich cultural diversity of our families. We will always welcome, listen to, learn from, respect families as their child’s first and most consistent teachers in life. We strive to develop close relationships and strong communication between educators, children and their family to collaborate with families as partners to plan thus providing the best learning opportunities for every child.

Our Community

We acknowledge the Cabrogal people of the Durag Nation as the custodians of the land on which our preschool stands. We have an ongoing commitment to engage with the local Aboriginal Education Consultative Group (AECG). We value the diversity and multicultural nature of our community which contributes to the preschool program. Connection with external agencies support individual students’ learning and development through a collaborative approach between educators, family and support agency. Community are always welcome as we believe in sharing and opening our doors to others. We advocate for the early childhood profession through mentoring university students who learn from and contribute to our community.

Our Educators

Work closely as a team to demonstrate respect for each other and promote wellbeing. Educators feel valued and each individual is respected for the contributions they make to the team and the interests and skills they bring to the service. We strongly believe in being co-learners and regularly engage in reflective practice as part of a culture of ongoing improvement. We connect with local networks to pursue ongoing professional development and support to remain current in our practice.

Our Program

Our play based program is informed by current early childhood education research and best practice. Our flexible daily routines provide children with opportunities to develop a sense of agency where children’s rights and decisions are recognised. The program builds a foundation for lifelong learning in which programming decisions are shared, and take into account each child’s uniqueness, interests, culture and abilities. Through observation and in consultation with families, educators provide a learning program, which reflects both individual and whole group learning. The program provides the foundation for our children to make a smooth and successful transition to school.

Our Learning Environment

Our setting inspires a love of learning by providing interesting, enjoyable experiences in a safe learning environment that supports the development of natural curiosity and creativity as well as age appropriate challenges. There is a strong child-centred atmosphere throughout the indoor and outdoor learning environments where mutual respect and inclusivity for all is embraced. We provide opportunities for the children to build an understanding of the relationships between the environment and people and how personal decisions can contribute to a sustainable lifestyle.



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 licenced for 40 children each day 9am – 3pm. We run two programs, Group 1 the Blue and Green classes attend Mondays, Tuesdays & alternate Wednesdays and Group 2 are Red and Pink classes attend Thursdays, Fridays and alternate Wednesdays. 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 an Early Childhood teacher and Certificate III qualified SLSO in each class at all times. 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 and on Educa.

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 are important 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 was last assessed in 2017 and awarded a rating of Exceeding the National Standard. 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 October 2020





Our preschool offers a play-based program with a balance of teacher led, child led and spontaneous play. Educators interact with children and observe them in play. Learning is documented and shared with families via the Educa App. Families are encouraged to contribute to their child's documentation and planning.

Term 1:	Parent/Teacher Interviews
	Shared goal setting for semester 1
Term 2:	Mid-year Reports
Term 3:	Shared goal setting for semester 2
Term 4:	Transition to School Statements



Educators develop learning intentions for each of the learning spaces in the preschool. These will be shared via Educa at the beginning of the term. Educators will provide updates as the children's interests and learning evolves across the term. Individual planning is displayed in each classroom.

Each of the classrooms are set up differently. During the day children are able to free flow between the rooms allowing them to choose where they wish to play. This also allows children time to play with friends from the other room.

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 via Educa
- Daily programming on display in the classrooms
- Meetings with parents/caregivers
- Messages displayed in the foyer and sent via Educa
- School and community newsletters
- 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

Preschool fees are \$20 per day your child is registered to attend preschool, this is the equivalent of \$100 per fortnight. These fees are compulsory and go directly to the State Government. Payments can be made at the school front office using cash, eftpos and online POP (Parent Online Payments) payments via the school website.

A fee reduction of 50% is available for health card holders. If you have a Health Care card you must bring in the original card to the school office where a photocopy of the card will be made for our records.

Department of Education preschools are included in the fee waiver with no fees being charged for 2022.

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)
- A whole set of spare clothes in a separate bag (including underwear and socks)
- 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 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 for your child to fit all the above equipment in and any artwork they make at preschool



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 lunchbox safe

If your child's lunch contains any of these



Meat – raw or cooked



Dairy products



Salads



Eggs

The lunchbox must be kept below 5°C



Ice brick



Frozen water bottle



Good quality insulated bag

Sun Safety

Harrington St PS 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.



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. Harrington Street has a Kiss and Drop zone in front of the school. It is illegal to park your car in a Kiss and Drop zone between the operating hours (8.00am – 9.30am and 2.30pm – 4.00pm). 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.



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 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 – pending health restrictions*)



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 regards 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 immunisations are 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.

For more information please refer to the Preschool Local Procedures which are available in the preschool or on the website.

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 or on the website.



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. Additional requirements may be in place in line with current health orders due to Covid-19.

For information about exclusion periods scan here.



Supporting Students

The Learning and Support Team (LaST) is responsible for identifying students with learning difficulties as well as welfare needs and co-ordinating intervention programs. Preschool educators refer students to the Learning and Support Team after consultation with families. The Preschool has access to a Speech Therapist who can administer a speech screening assessment. 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, Fancy 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 Year 4 students. This 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

Children may like to share special occasions such as a birthday with their friends. Please speak to your child's educator before the day, if you would like to bring something to share.



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 eced@det.nsw.edu.au

