



# Bankstown South Infants School Preschool

Stacey St, Bankstown NSW 2200

Preschool Phone: 9790 0853

School Phone: 9790 6176

[www.bankstowski-p.schools.nsw.edu.au](http://www.bankstowski-p.schools.nsw.edu.au)

Principal: Miss Kimberlee Collas



## PRESCHOOL HANDBOOK



Child Number: SE-00006549  
Child Ratings ID: ASR-00019402



Education

## Bankstown South Infants School Preschool

has achieved the following ratings:

<b>Quality Area 1</b>	Educational program and practice RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 2</b>	Children's health and safety RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 3</b>	Physical environment RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 4</b>	Staffing arrangements RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 5</b>	Relationships with children RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 6</b>	Collaborative partnerships with families and communities RATING: <b>Exceeding National Quality Standard (E)</b>
<b>Quality Area 7</b>	Leadership and service management RATING: <b>Exceeding National Quality Standard (E)</b>

The overall rating for a service is determined by the combination of the Quality Area ratings achieved.

If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service is rated overall at

**Exceeding National Quality Standard (E)**

NSW Department of Education

Date of issue: 10 August 2017

This service has been assessed against the *National Quality Standard for Early Childhood Education and Care and School Age Care* and these ratings have been awarded in accordance with the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*





# Welcome to Bankstown South INFANTS SCHOOL PRESCHOOL

Bankstown South Infants School Preschool is part of Bankstown South Infants School and is operated by the NSW Department of Education. Within this handbook, you will find important information about our service and how we operate.

We look forward to working with you to ensure your child has a happy, safe and enjoyable experience that creates an individual and stimulating educational pathway towards your child's first years of schooling.

Our preschool program is guided by The Early Years Learning Framework (EYLF). The Framework has a strong emphasis on play-based learning and recognises the importance of communication, language, social and emotional development which is the foundation of our program. Our program provides your child with many opportunities to develop essential social skills and learn, through a play based curriculum that is responsive to children's needs and interests.

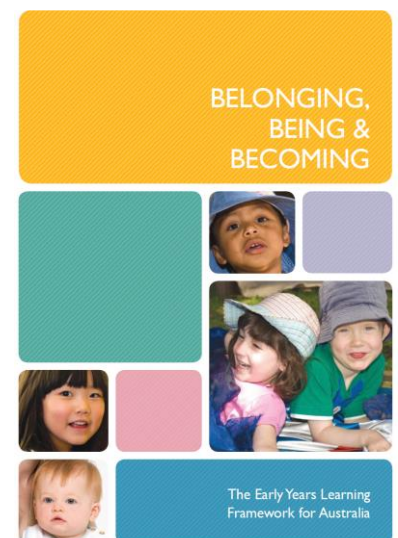
Our program acknowledges the uniqueness of each child, whilst encouraging them to learn within a supportive and caring environment. We plan for both intentional and spontaneous learning in our indoor and outdoor environments.

In a typical day, we provide a range of activities and equipment for the children to choose to play with. These activities are planned considering the interests, needs and development of individual children. Children also participate in more structured activities, such as listening to stories and singing songs.

Our educators support the children to make decisions about the activities they want to engage in, interacting and playing with them and helping them to solve problems they encounter.

The current preschool program is always on display in the preschool foyer.

For more information on The Early Years Learning Framework you can ask preschool staff or go to [www.deewr.gov.au/earlychildhood](http://www.deewr.gov.au/earlychildhood).





# Bankstown South INFANTS SCHOOL PRESCHOOL

## Our Philosophy

At Bankstown South Infants School we acknowledge the traditional custodians of the Dharug land the Bediagal People and pay respect to all Aboriginal and Torres Strait Islander people in our community.

We believe that all children are unique and come with their own interests, strengths, experiences, abilities and cultural backgrounds. We value the histories, languages, cultures and traditions of our families and seek to build respectful, nurturing relationships with our children, families and the wider community. We aim to provide a relaxed, warm and welcoming environment in which educators are approachable and families can create strong connections within our school community.

Play is the basis of our learning program. It is through interest based play that children show that they are competent, creative and capable learners who are active participants and decision makers in their own learning. *“Play is the highest form of research.” ~ Albert Einstein*

Educators use The Early Years Learning Framework to observe, analyse, plan, implement, reflect and evaluate a cycle of programming to meet the needs of all children in our care. Our program is open-ended and flexible, we believe in a ‘go with the flow’ approach. *“Children learn as they play. Most importantly, in play children learn how to learn.” - O. Fred Donaldson*

Our learning environment supports the development of children with different learning needs to make choices, think independently, take on challenges and explore ideas with the support of educators who share in their interests and investigations.

We aim to maximise learning opportunities and extend children’s connections with natural environments in meaningful ways, so that they can become resourceful and responsible community members, aware of their impact on and within, the world they live in and the future they will experience.

At Bankstown South Infants School Preschool we believe that our children deserve the best in education. We work closely with the school to ensure a continuity of care as our children transition from preschool into kindergarten. Our goal is to prepare our children for engagement with society as citizens who care and are involved in the development of their environment and community. Our aim is to work in partnership with our families and community to deliver on our goal.

Due for revision in Term 3, 2022 with children, families and educators.



# NATIONAL QUALITY STANDARD: NQS

The National Quality Standard (NQS) sets a high benchmark for early childhood education across Australia. The NQS includes 7 quality areas that have important outcomes for all children. Services are assessed against these outcomes and given an overall rating based on their practices.



## Self Assessment- Working Document

Each year our staff and community have worked together to develop an action plan for continued improvement, known as a Quality Improvement Plan (QIP).

This records our self-assessment and identifies areas we are working on improving in the current year, within our preschool, as measured against the National Quality Standards above. This year we are converting over to the new self-assessment working document.

Our improvement goals and a copy of the full document are on display in the preschool entrance.





# Important Information

## Hours of Operation

Our preschool operates between the hours of 9am and 2:45pm on every school day during NSW Public School terms. In addition to NSW Public Holidays and NSW School Holidays, our preschool is closed on the first day of Terms 1-3. These closures are to enable staff to participate in professional learning.

Families will be reminded of these closures at the end of each school term.

## Groups

Our preschool offers 2 classes with a maximum of 20 children per day. Children attend preschool either 2 or 3 days per week as outlined below. You will be given a calendar showing days of attendance for your child.



Echidnas- Children in the Echidna group attend Monday, Tuesday and every odd week Wednesday.



Koalas- Children in the Koala group attend on Thursday, Friday and every even week Wednesday.

## Ratios

At all times that the children are in attendance at preschool the ratio is 1 adult to 10 children.

## Management

At Bankstown South Infants School our school principal assumes the role of:

- Nominated Supervisor
- Educational Leader
- Responsible Person in charge



All complaints should be referred to the Principal and will be dealt with confidentially as per the **NSW Education and Communities Complaints Handling Policy 2017**. Where possible less serious complaints will be resolved informally.

# Immunisation

Under the *NSW Public Health Act 2010*, a school cannot enrol a child in preschool unless the parent/guardian has provided an approved Australian Immunisation Register (AIR) record that shows the child:

- is fully immunised for their age, or
- has a medical reason not to be vaccinated, or
- is on a recognised catch-up schedule

Immunisation History Statements are automatically sent to you by Medicare once your child has completed their 4 year old vaccinations. You can also obtain one at any time by:



## National Immunisation Program Schedule

From November 2016

Age	Vaccine
Birth	• Hepatitis B (hepB) <sup>2</sup>
2 months	• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus
4 months	• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus
6 months	• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), <i>Haemophilus influenzae</i> type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV) • Pneumococcal conjugate (13vPCV) • Rotavirus <sup>3</sup>
12 months	• <i>Haemophilus influenzae</i> type b and meningococcal C (Hib-MenC) • Measles, mumps and rubella (MMR)
18 months	• Diphtheria, tetanus, pertussis (whooping cough) (DTPa) • Measles, mumps, rubella and varicella (chickenpox) (MMRV)
4 years	• Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)

using your Medicare online account [www.my.gov.au](http://www.my.gov.au)

Schedule	Vaccination	Date Given	Brand Name/Generic	Provider Type
2 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	18 Dec 2009	Infanrix-IPV Prevnar	Public Hospital
4 months	Diphtheria Tetanus Pertussis Polio Hib Hepatitis B Pneumococcal	09 Feb 2010	Infanrix-IPV Prevnar	Health Centre
6 months	Diphtheria Tetanus Pertussis Polio Pneumococcal	26 Apr 2010	Infanrix-IPV Prevnar	G.P.
12 months	Measles Mumps Rubella Hib Hepatitis B (Hemengard) <sup>2</sup>	13 Oct 2010	Protein Conjugate Meningococcal	G.P.
18 months	Diphtheria Tetanus Pertussis Polio Hib	28 Oct 2011	Infanrix-IPV	Health Centre

- using the Medicare Express Plus App on a smart device
- calling the AIR General Enquiries Line on **1800 653 809**

If your child turns four after enrolling, you are asked to supply this updated record to our school office. If you fail to do this, you will be sent a reminder letter.

# Citizenship / Visa status

During the enrolment process, you will be asked to provide documentation supporting your child's citizenship or visa status, such as an Australian passport or Visa Documents.

# Fees

Fees are payable for attendance at preschool. The fee allocation for Bankstown South Infants School Preschool is \$30 per day. Full fees will be charged unless an original Australian Health Care Card is sighted, photocopied and held in the office. It is your responsibility to ensure that they are kept up to date or full fees will be charged. Fees can be paid weekly or fortnightly. Fees must not fall behind and must be up to date by the end of each term.



A resource contribution is payable each term to cover costs of consumable resources such as playdough and craft items or for other preschool experiences.

# DAILY REQUIREMENTS

Each day your child will need to bring:

- A school bag (big enough to fit all of your child's belongings)
- A spare change of clothes (appropriate for the weather)
- Fruit or vegetables for 'Crunch and Sip' (morning tea) in a separate container
- Lunch in a lunchbox
- A healthy snack for recess
- A water bottle with a covered mouthpiece

**Please make sure your child's name is clearly marked  
On all his/her clothing and belongings.**

## Clothes

Preschool is MESSY!! We use paint, make mud, play with water, build with wet sand and dig in the garden. Please dress your child in comfortable clothing that can get dirty. A preschool shirt is available for purchase for \$15 from the school uniform shop.

In addition, your child needs to wear clothing which protects their shoulders as stated in our Sun Safe policy. This means no singlet tops or dresses without sleeves. We discourage long skirts and dresses as this can inhibit play.

Please pack a spare set of clothes for your child as accidents can happen. Please ensure that these clothes are appropriate for the season or weather that day.



## Shoes

For safety, children are required to wear shoes that are well fitting and supportive for running and climbing. **No thongs or slip-on shoes please.**



Shoes should be a comfortable jogger type shoe or sandals with a back strap. Velcro shoes are preferred over laces as they are easier for your child to put on and take off independently.

## Hats



Our Sun Safe policy requires all children (and staff) to wear a hat when playing outside. Preschool hats are distributed on your child's first day. Hats cost \$15 and will be charged to your preschool account. We schedule our outdoor play times to avoid the higher UV rates, but all the children still need to wear a hat whilst outside.

## Sunscreen

If we are outdoors first thing in the morning, please apply sunscreen to your child before arriving at preschool. Please indicate on the sign on sheet that you have applied sunscreen before joining us to play.





# Healthy Food

As part of our learning program the children are encouraged to eat healthy foods for their lunch. We regularly discuss healthy lifestyles with the children through stories, games and play and encourage the children to make healthy eating choices while at preschool. Lunch box foods should consist of familiar foods that your child is able to eat independently.

Your child needs to bring a piece of fruit or vegetables for morning tea, lunch, a healthy snack for afternoon tea, and a bottle of water.

For nutritious food ideas or more information please go to the Government Website: Get Up and Grow: Healthy Eating and Physical Activity for early childhood- [www.health.gov.au](http://www.health.gov.au)

**At Bankstown South Infants School we see the importance of instilling in children healthy food practices. Unhealthy foods such as sweet biscuits, lollies, chocolate, cakes, donuts, chips, cordial, juice, jelly or fizzy drinks should be left for eating at home.**



**At preschool we can have children who suffer from severe allergic reactions to nuts often resulting in urgent medical attention. Due to this we discourage all nuts and nut-based products.**

**We request that you do not include any kind of nut products in your child's lunch. This includes all nuts, nut bars, peanut butter and nutella.**

## Water Bottle

Water bottles will be used during meal times and play and will be accessible to the children so they can have a drink when needed. Please ensure the drink bottle you provide has a covered mouth piece. This helps to stop cross contamination when drink bottles are stored on our drinks trolley outside.



## Keeping food at a safe temperature



We recommend you place an ice pack in your child's lunch box to keep food at a safe eating temperature.

When you arrive at preschool please borrow one of our icepacks provided on the lunch trolley if you do not have one and place in your child's lunch box.

Please do not provide hot food for your child. We are unable to heat food up and if it is heated at home in the morning by the time they eat it at lunch time it will not be at a safe eating temperature.

## Birthdays

Birthdays are an important part of every child's life. If you would like us to celebrate your child's birthday, we can whilst adhering to Covid safe guidelines. Cupcakes or donuts for the group must be store bought and sealed in a packet. No home-made cupcakes will be given out to the children. Please check with the teacher before bringing in cupcakes.



## Crunch and Sip (during morning play)

Please provide a piece of fruit or vegetable sticks in a separate container clearly labelled with your child's name.

During morning play the children are able to choose to go to the eating tables on the veranda throughout the morning to enjoy a piece of fruit whilst they play. Children are also encouraged to have their yogurt at this time.



## Lunch

Lunch should be a healthy meal and stored in a lunchbox your child can open independently.

Ideas for lunches include - sandwiches, salads, rolls, noodles, and pasta or rice dishes. We are not able to heat any of this food.

Fillings for sandwiches or wraps could include spreads, meat, cheese and/or salad. **Peanut Butter and Nutella are not recommended due to allergies.**



## Afternoon Tea (during afternoon play)

Please provide a healthy snack such as a piece of fruit, cheese, vegetable sticks, sultanas, yoghurt or rice crackers.

Please provide any cutlery your child may need to eat their lunch.



**Please consider the environment when packing your child's lunch. Please limit the use of plastic bags and consider using reusable containers.**

# Pack your child a **HEALTHY LUNCH BOX**



Choose a variety of foods from each food group

**Fruit**



**Vegetables**



**Dairy**



**Wholegrains**



**Lean meat & alternatives**



**A Healthy Lunch Box**



**MAKE WATER YOUR DRINK**



**PACK ICE BRICKS TO KEEP FOOD COOL**



**USE A THERMOS TO KEEP FOOD WARM**



**Health**

This resource was developed and designed by the Health Promotion Service, Western Sydney Local Health District, with contribution by South Eastern Sydney Local Health District and Illawarra Shoalhaven Local Health District.



# HEALTHY lunchbox snacks



Swap snacks that are high in fat, sugar, salt and low in fibre for quick and easy healthy snacks!

## HEALTHY SNACK IDEAS: ✓

- ✓ Pikelets
- ✓ Fruit bread
- ✓ Plain rice cakes
- ✓ Air-popped popcorn
- ✓ Wholegrain crackers
- ✓ Reduced fat yoghurt
- ✓ Reduced fat cheese
- ✓ Vegetable sticks eg celery, carrot, capsicum
- ✓ Cherry tomatoes
- ✓ Corn cob
- ✓ Cucumber
- ✓ Fruit (whole or sliced) eg grapes, orange segments, kiwi fruit, mango slices, pear, apple, banana



## X SNACKS BEST LEFT OUT OF THE LUNCHBOX:

- X Muffins and cakes
- X Sweet biscuits
- X Muesli bars
- X Sweet rice bars
- X Fruit straps
- X Chocolate
- X Lollies
- X Potato chips
- X Corn chips
- X Processed cheese & biscuits
- X Soft drink
- X Flavoured milk
- X Fruit drinks



SWAP!



This resource was developed and designed by the Health Promotion Service, Western Sydney Local Health District, with contribution by South Eastern Sydney Local Health District and Illawarra Shoalhaven Local Health District.



## Rest and Sleeping

Our indoor and outdoor spaces have quiet areas that children can choose to go to for some quiet time. We will always be guided by you, so please speak to one of our educators if you would like your child to have a rest/ sleep while at preschool.



## Toileting



Preschool can be an exciting, busy place which means at some stage, most pre-schoolers will have a toileting accident at preschool. If this occurs, one of our educators will assist your child to change into their spare clothes. Please remember to pack spare clothes every day that your child attends preschool even if your child is toilet trained.

Upon enrolment, we will discuss any particular toileting needs your child may have so we can support both you and your child.

## Handwashing

Handwashing, including drying hands, is one of the most effective ways of preventing the spread of infection. At our preschool, we encourage children to wash their hands:

- on arrival at preschool
- after going to the toilet
- after wiping their nose
- before and after eating
- after patting or touching animals
- after applying sunscreen
- after outside play

## Blow, Breathe, Cough

Blow, Breathe Cough helps preschool educators teach young children about nose blowing, coughing into elbows and hand and face washing and drying, essential for controlling the spread of germs that may cause coughs, colds and ear trouble. We encourage you to use the same techniques at home to provide consistency between settings. Please see preschool signage for more information.

**PROTECT YOURSELF, YOUR FAMILY AND THE COMMUNITY**

**COVER YOUR COUGH**

**1** Cover your mouth and nose with a tissue when you cough or sneeze. **OR** Cough or sneeze into your sleeve or elbow, not your hands.

**2** Place your used tissues in the rubbish bin.

**3** Wash your hands with soap and water, or sanitise with alcohol based hand gel.

[sahealth.sa.gov.au/washwipecover](http://sahealth.sa.gov.au/washwipecover)

# Illness

It is in the best interest of your child and of others at the preschool to keep your child at home if he/she is ill. A child needs to be well to be able to participate in the program.

If your child becomes ill while at preschool you will be called to collect your child. If you are unavailable, your listed emergency contact will be called.

If your child has had diarrhoea or vomiting in the previous 48 hours please keep your child at home.

**Fees will still be payable if your child is away ill.**

# Medication

We prefer that parents give their child any prescribed medicine before or after preschool hours. If, however, you require our educators to administer medication to your child during the preschool day, please speak to one of our educators. You will be asked to record the details of the medication, dosage and method of administration and give your written consent on a **Short Term Medication Record**. Medication must have the prescription label on it with child's name and dosage.

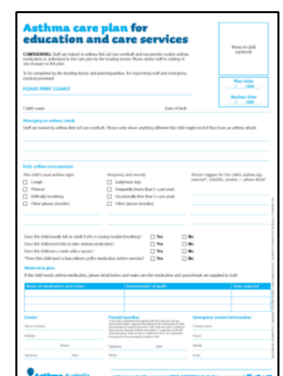
We are not permitted to give children any non-prescribed medications such as Panadol, Nurofen or cough medicine under any circumstances.

# Supporting Health Care Needs

If your child has a medical condition, please record this in the relevant sections on the preschool enrolment form. Before your child's first day at preschool, our teacher will discuss your child's individual plan with you. Children with asthma, anaphylaxis, diabetes, epilepsy or other medical conditions which require support must have an **Individual Health Care Plan**, based on information provided by Doctors and parents, before they can start. This is to ensure that we can take the necessary actions to support your child at preschool. **Before your child can start the plan must be completed and the child's medication received.**

# Asthma

- Parents need to provide prescribed medication (puffer) and spacer for use when needed. The puffer must have the prescription label attached with the child's name.
- Asthma medication will be administered by school staff in accordance with your child's Individual Asthma Plan.



# Anaphylaxis

- Parents need to provide an EpiPen to be left at school for use when needed. It must have the prescription label attached with the child's name.
- Treatment will be administered by school staff in accordance with your child's Individual Anaphylaxis Plan.
- All staff are trained in the identification and management of anaphylaxis and the correct way to administer an EpiPen.







## Arrival and Departure Procedures



Bankstown South Infants School Preschool is only licensed to have children on the premises between **9:00am** and **2:45pm**. It is important that you arrive at 9:00am and collect your child by 2:45pm each day they are enrolled.

Parents / Carers are to sign the **Arrival and Departure Register** in the preschool when delivering and collecting their child. Late arrival and late departure is not encouraged. Arriving late disrupts all the children who are already settled. If you are running late to collect your child in the afternoon please call the preschool.

For safety reasons each child must be accompanied to and from preschool by a parent or another authorised person over 18 years of age. You will be asked to complete a form providing the names and phone numbers of the people permitted to collect your child from preschool. If someone arrives to collect your child and their name is not in our file we **CANNOT** allow your child to leave with them.

Preschool gates will not be opened until 9:00am. Please use the main preschool entrance on Stacey Street and do not enter through the school grounds.

### Arrival

On arrival please apply sunscreen to your child if you have not done so already. Children will be greeted at the door and assisted to put their bag into their locker. Please say goodbye to your child and send them in to us. Children will unpack their bags later which aids independence and self-confidence. We usually start the day outside so please make sure your child has their hat on.

You then need to sign and record the time of arrival next to your child's name and tick that you have applied sunscreen, in the **Arrival and Departure Register**.

If you have a different contact number for the day, or someone different is collecting your child, please notify our educators on arrival.

### Departure

When collecting your child, you must again sign and record the time in the Arrival and Departure Register. All children must be collected **by 2:45pm** as stated in our license.

If you unexpectedly require someone not on your list of authorised adults to collect your child, please call the preschool before 2:45pm to inform us – 9790 0853. The person's name will be recorded in the **Arrival and Departure Register** and the person will be required to show photo ID (e.g. driver's licence) when collecting your child. Please note we will not allow your child to leave the premises without confirming the person's identity.

**Covid-19 has affected our Arrival and Departure Procedures. We may need to change our arrival and departure procedures given current situational analysis. You will always be informed of these when we know the current situation.**

# Custody

The preschool is to be advised in writing of any custody arrangements and copies of legal documents are to be provided. If there are alterations to these arrangements at any time the preschool must be informed immediately.

# Absences

If your child is away for any reason please inform the preschool on the day.

If you are planning an extended in-term holiday, fees must be paid in advance and office notified to ensure your child's position is kept available.

If a child is absent from the preschool for more than 2 weeks without notice or contact, it will be assumed that their place is no longer required and enrolment will be offered to the next child on our waiting list. The responsibility lies with the parent to ensure the preschool knows why your child is absent.

# Withdrawals

The preschool must be notified **TWO WEEKS IN ADVANCE** before a child is to be withdrawn from the preschool. Parents are required to pay for those two weeks. If notice is not provided a 2 week fee will still apply.

# Information Details

Parents are required to inform the preschool of changes to the following:



- your personal phone number/s and addresses
- emergency contact people – including their address and/or phone numbers
- authorised people who can collect your child from preschool
- medical conditions
- court orders which affect your child

# Parent Responsibility

To help ensure the preschool is a safe place, we ask you to follow these safety procedures:

- Always sign your child in and out every day.
- Always inform staff if a person other than yourself will be collecting your child.
- **DO NOT** leave medication or any other dangerous substances in children's bags (e.g. hand sanitiser, asthma puffers, perfume)
- Always supervise other siblings or children in your care when visiting the preschool.
- We recommend that you hold your child's hand when walking to and from school.

# Communication

Preschool uses Seesaw to inform parents about their child's activities at preschool. Seesaw is a closed access site; only families from each preschool group can access photographs and comments. Unique access codes are distributed during term one.



Photographs and information is also posted on the school's Website, Skoolbag app and Facebook Page.

Information about preschool activities is also communicated through written notes. These are handed directly to the person picking up the child. It is important to read them and respond if required. If you have difficulty understanding what is required please talk to the preschool staff as the information in these notes is important to your child's full participation in the program. Please feel free to talk with the preschool staff about our program at any time.

If you have any specific concerns, please make arrangements with the teacher for a private interview.

# Child Protection

All staff employed in schools are mandatory reporters. This means we are legally obliged to report any suspected child abuse. Reports are directed to the Principal who will notify the Department's Child Wellbeing Unit.

If you have any concerns about a child's welfare you can also call the **Child Protection Hotline on 132 111**.

More information is available online at [www.community.nsw.gov.au/home](http://www.community.nsw.gov.au/home)

# Safety Checks



Preschool staff do daily indoor and outdoor safety checks for hazards before children arrive each day.

If you notice anything which you are concerned about, please let one of the staff know immediately.

Health and safety issues are reported directly to the school Work, Health and Safety (WHS) Committee.

# Emergency Procedures

Each term, children and staff undergo emergency evacuation and lockdown training drills. All classrooms within the school and preschool have detailed emergency evacuation procedures and are located at each exit point.

In the event of an actual emergency, these procedures will be implemented and preschool staff will accompany the preschool children to the designated evacuation meeting point, outlined in the Bankstown South Infants School Emergency Procedures.

If necessary, staff and children will evacuate to Arthur Park located on James St or Ruse Park at the other end of Stacey St. Parents will be called if it is necessary for children to be collected.





## Staffing Requirements

Bankstown South Infants School Preschool is staffed by two educators when children are in attendance who hold the following qualifications:

- 1 x Qualified Teacher – Bachelor of Education in Early Childhood
- 1 x Preschool School Learning and Support Officer (SLSO) – Certificate 3 Children's Services

## Staffing breaks in the Preschool

When the teacher takes their lunch break, completes administration duties or professional learning, they are replaced by another Bankstown South Infants School teacher or registered relief teacher. When the Preschool SLSO takes their scheduled breaks, they are replaced by another Bankstown South Infants School SLSO.

The preschool termly staff roster is displayed in the foyer, as well as the names of the two educators on duty for the current day.

## Supervision in the Preschool

Our Preschool Teacher is directly supervised by the Principal.



Bankstown South Infants School operates like a community centre to support families raising children in partnership with local service agencies and the local community based playgroup.

Over the years, we have aimed to provide a safe and friendly environment for children and families to play, interact and share positive experiences. Examples of programs held include supported playgroups, support to transition into school, family excursions and parenting workshops. All preschool children and families are invited to access the services offered through the playgroup partnerships.

## Playgroup



**Save the Children**

Bankstown South Infants School holds a free playgroup for children 0 - 5 years old run by the Save the Children. No need to book in or register. Everyone is welcome!

Preschool students can attend playgroup every second Wednesday (due to preschool weeks) and younger siblings are welcome.

Each week local service agencies visit the playgroup. These include a speech therapist, occupational therapist, nutritionist or play therapist. This is on a four weekly basis so every week families are supported by a specialist.

Morning tea is provided.

When: 9:15-11:15 every Wednesday morning.

Where: The multipurpose room

Save the Children also offers a 10-week school readiness program in Term 4 that families from playgroup can attend for free.

## Before and After School Care



Bankstown South Infants School has SMOOSH before and after school care for K-6 students on the school grounds.

Preschool students can attend in the Christmas holidays before they start Kindergarten at Bankstown South Infants School (not preschool).

## P & C

Parents are invited to be members of the P&C. We meet on the first Friday of the month in the Library 9:15-10:15. Parents can also join the school P & C and help with organising special days and school activities such as Mother's Day, Father's Day and fundraising activity.

# School Events

Preschool come to all school events. These may include Lunar New Year, Iftar, Easter Hat Parade, Book Week, Education Week, Graduation, Fun day, Gymnastics and Sports Pro.

## Family Involvement

Parents are a very important part of our preschool.

You can help your child gain the most benefit from preschool by becoming involved in what they are doing and learning at preschool.

There are many ways you can do this:

- Stay and play every morning when you drop your child to preschool and be a part of the experiences set up for the children.
- We invite parents and our local community to share their skills and ideas with staff for inclusion in the preschool program.
- Attend special days such as sausage sizzles, Multicultural day, education week etc. where all parents are invited to join us.
- Show an interest in your child's work and give it a place of honour at home for a few days. Try not to expect the finished product to look like something. It has often taken a great deal of time and effort which is more important to your child than the end result. Try not to say 'what is it? The best way to show your interest is to ask how it was done or made, comment on colours or patterns or simply say 'tell me about it'.

## Before The First Day

Be positive - your attitude will greatly influence your child. Talk to your child about how preschool is an exciting place where they will be able to make new friends, play with exciting activities and have fun!

Your child will quickly settle into preschool, if they have been encouraged to learn how to:

- use and flush the toilet
- wipe themselves when toileting
- wash their hands
- use a tissue to blow their nose
- dress themselves, especially shoes and socks
- put away possessions and play things after use
- identify their own belongings

Try to leave your child with a relative or friend for short periods of time so that he or she is used to being away from you and talk to your child about preschool.

Feel confident about leaving your child. Always remember to say goodbye and then leave quickly assuring your child that you will be back to collect him or her. Avoid returning to your child even if your child appears upset. (Prolonging separation makes it more difficult for your child).

Always return on time to the preschool so your child is not the last to leave.

If you are concerned about your child settling in, please phone the preschool and talk to the teacher. If your child is upset when you leave, please continue to bring him or her as most children do soon settle.



# Language At Home

Many families speak a language other than English at home. We value and support the use of your first language. The language we speak at preschool is English. If your child speaks little or no English prior to preschool, it is a great idea to start teaching your child some English words at home so your child knows basic words such as toilet, help me, hello, goodbye, yes, no, please and thank you.

Alternatively please share with us the key words that your child uses in their home language on the preschool additional information form.

## Being Sustainable

Promoting sustainability is an important element of our preschool program. Parents can assist by providing recyclable items from home.

These may include:

Paper or cardboard (any kind), wrapping paper, cellophane, tissue paper, greeting cards, scraps of material, ribbon, lace, wool, milk bottle tops, cardboard rolls, foam packing, empty cardboard boxes (not cigarette boxes), loose beads, buttons, foil, egg cartons, magazines, pieces of soft wood suitable for carpentry, dress up clothes and accessories – anything else you think may be of use -just ask.

We also ask that families think about how they can help to look after the environment by limiting their lunch box rubbish. Reusable containers instead of soft plastics are always encouraged at preschool.



*We look forward to developing a partnership with  
your family during your time at*

*Bankstown South Infants School Preschool*