

Koonawarra Public School Preschool



Parent Handbook
4262 8293

Introduction

Welcome

Hello and welcome to Koonawarra Public School Preschool. This book will provide you with all the information you need to know to help your child with a smooth transition into our Preschool. If you ever have any questions or concerns please reach out to your child's Teacher.



Preschool Hours

8.55am -2.40pm

Attendance

On enrolment your child will be allocated to a Preschool group. Each group will attend Preschool in a 5 day a fortnight roster.

Monday	Tuesday	Wednesday	Thursday	Friday
Group 1	Group 1	Group 1	Group 2	Group 2
Group 1	Group 1	Group 2	Group 2	Group 2

Regular attendance is important. This enables a routine to be established and children to settle more quickly.

Preschool Fees

No Preschool fee will be charged at Department Preschools in 2023.

Staff Directory

Preschool Team



Ms Amanda Kowalczyk
Principal



Mrs Carol Williams
Teacher



Mrs Louise Rodot
Teacher



Mrs Amanda Schalk
SLSO

General Information

Commencing Preschool

Children can enrol from the beginning of the school year if they turn 4 years of age on or before 31 July that year.

Birth Certificate and Immunisation records will need to be provided to the Preschool before enrolment can commence.

What your child will need to bring

Please ensure your child has the following packed in their bag each day:

- A change of clothes, particularly underwear.
- Warm clothing.
- An easy to open school bag.
- Suitable footwear, preferably joggers. Please **no thongs**
- Bring a healthy lunch option such as a sandwich or cracker bread with cheese and vegemite. Please keep nutella, 100's and 1000's, chips, chocolates and lollies at home. We are an allergy aware school and thank you for your support for keeping nut based foods at home.
- A piece of fruit to share at morning tea.
- Your child will be provided with a drink bottle, for use as required and refilled whenever necessary.

Your child will be provided with a broad brimmed sun hat. This hat is kept at Preschool and will be worn in all outdoor sessions.

Sun Safety

Children are “supported” to be sun safe. Bucket hats are provided to each student to wear during outdoor activities. Please ensure your child is dressed in sleeved tops each day at Preschool. It is an expectation that families apply sunscreen prior to their child attending preschool each day. Sunscreen will be reapplied before morning tea when we are accessing the outdoor play space in the middle session.

General Information

Picking up / dropping off children

Please be on time. Entry to the Preschool is via the pedestrian gate on Byamee Street. Please proceed directly to the Preschool. After starting time the doors and entrance gates will be locked for child safety and security reasons.

- All children are required to be signed in and out each day on the iPad at the sign in desk.
- Children will not be given to siblings take home.
- Only adults on the authority forms will be permitted to collect your child. Please call the Preschool if you have arranged for someone else to collect your child.

Communication

The Preschool will communicate information with families through:

- Kinderloop - An app which provides a closed private channel to share updates, photos and upcoming events.
- Communication diary at the sign in desk.

Complaints

If you have any concerns regarding your child your first point of contact is your child's Preschool teacher. If your child's Preschool teacher is unable to resolve your complaint then the issue will be passed onto the school Principal.

If for any reason issues or complaints can not be resolved by the school you can lodge your complaint online with the DoE

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/complaint-compliment-suggestion-form>

Illness

Exclusion periods apply for infectious diseases identified at Preschool. We share notices in the communication diary at the sign in table and Kinderloop.. Please take the time to read these or talk to educators if you have any questions.

Toys at Preschool

Please discourage your child from bringing toys to Preschool. They may become lost, broken or the cause of disputes

Birthdays

We are happy to help celebrate your child's birthday at Preschool. Cupcakes or a large plain slab cake is recommended.

Supporting your Child

Learning at Preschool

Our educational program is delivered through an intentional, play based pedagogy, aligned with the Early Years Learning Framework. Your child's program is individualised and responsive to their interests, strengths and learning goals. We look forward to working with you to support your child's learning and encourage you to check in with Teacher's about your child's program throughout the year.

Supporting Children's Behaviour

Preschoolers are learning about school routines and how to be learners. We work with children to build self regulation and to become responsible and collaborative participants in our school community. If you have behaviour concerns or would like to discuss your child's learning program at any time please talk to your child's teacher.

Governance and Management

Koonawarra Preschool implements the law and regulations for Early Childhood Education Services in NSW. We are governed by and follow Department of Education policies, procedures and guidelines. You can view our procedures, risk management and quality improvement plan at any time. More information about how we operate is displayed in the entry foyer (bag room).

Children with a Medical Condition

Before commencement (in accordance with regulation 90 and 91), families will be invited to meet with their Preschool teacher to complete an individual health care plan. Families must bring a current medical management or action plan from their doctor and their child's prescribed medication. All medication must be supplied in its original packaging. At the meeting we will develop a risk management plan and communication plan before your child can start Preschool.

Supporting your Child

NSW Department of Education

Key preschool documents



[Guide to the National Quality Framework](#)

This guide supports educators to understand and apply the National Quality Framework. It offers guidance on the National Quality Standard (chapter 3) and operational requirements (chapter 4).



[Belonging, being and becoming – The Early Years Learning Framework for Australia](#)

The Early Years Learning Framework (EYLF) is the approved learning framework for all early childhood education and care settings.



[Leading and operating department preschool guidelines](#)

The preschool guidelines support the leadership, management and operations of department preschools.



[Education and Care Services National Law](#)

The law sets a national standard that must be complied with in all children's education and care services, including department preschools.



[Education and Care Services National Regulations](#)

These regulations support the law by providing detail on a range of operational requirements. Department preschools must comply with these regulations.

For more information, contact Early Learning on 1300 083 698
or via email, earlylearning@det.nsw.edu.au.

