



# Eastern Creek Preschool

2 0 2 5 P A R E N T H A N D B O O K



We would like to welcome you to

## **Eastern Creek Preschool**

We thank you for taking the time to read this handbook. The information contained within is designed to enable a smooth transition for both you and your child.

We look forward to building a collaborative partnership with you to enhance your child's time with us.

# ABOUT

Eastern Creek Preschool is located on the grounds of Eastern Creek Public School and sits proudly on Darug land.

We are a Department of Education operated, sessional Preschool that caters for 20 preschool aged children per day. We have 2 groups,

- Adventurers Mittagiar  
(Terms 1 & 2 - Mon, Tue, Wed. Terms 3 & 4 - Mon, Tues)
- Explorers Mittagiar  
(Terms 1 & 2 - Thur, Fri. Terms 3 & 4 - Wed, Thur, Fri)

We are regulated by the Department of Education as well as by the Education and Care Services National Law Regulations.

# STAFF

Principal/Nominated Supervisor: Mrs Julie Heywood

Assistant Principal: Ms Belinda Bourne

Administration & SLSO: Mrs Bernadette Chojnacki

Teacher: Mrs Natalie Greenwood (5 days/week)

Teacher: Mrs Maryanne Botrous (Thursday)

SLSO: Mrs Carmen Frendo (5 days/week)

# The NSW Department of Education Education and Care Quality Ratings

## Eastern Creek Public School Preschool

goes beyond the requirements of the National Quality Standard in at least four of the seven quality areas.



The National Quality Standard is made up of seven quality areas

	Significant Improvement Required	Working Towards National Quality Standard	Meeting National Quality Standard	Exceeding National Quality Standard
1 Educational program and practice	Blue	Blue	Blue	Blue
2 Children's health and safety	Green	Green	Green	White
3 Physical environment	Blue	Blue	Blue	Blue
4 Staffing arrangements	Green	Green	Green	White
5 Relationships with children	Blue	Blue	Blue	Blue
6 Collaborative partnerships with families and communities	Green	Green	Green	White
7 Governance and Leadership	Blue	Blue	Blue	Blue

This service was last assessed in October 2020 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*.

Date of issue: 30 October 2020

ASR-00030822

SE-00007159





## Preschool Session Times

Our preschool operates two different sessions a week. Session days are:

### ADVENTURERS MITTIGAR

#### Terms 1 and 2

Mon, Tues, Wed  
9am - 3pm

#### Terms 3 and 4

Mon, Tues  
9am - 3pm

### EXPLORERS MITTIGAR

#### Terms 1 and 2

Thurs, Fri  
9am - 3pm

#### Terms 3 and 4

Wed, Thurs, Fri  
9am - 3pm

# Delivery and Collection of Children

Our regulated operating hours are from 9:00am until 3:00pm and are strictly enforced. It is a legal requirement that you sign your child in and out when you drop off and collect, noting the exact time. These sign in sheets are kept for regulation purposes.

Our preschool program will start promptly at these times, and we ask that you be punctual when dropping off and picking up your child.

For safety reasons, children must only be delivered and collected by a parent, carer or adult who has been nominated on the enrolment form. If you wish to vary these arrangements, please inform your child's teacher in writing. Staff are not authorised to allow children to leave with anyone other than a parent or nominated carer.

All nominated carers must be over the age of 18. Children must be brought to the preschool and signed in by a parent or carer.

## Car Parking

The designated parking area for all parents of Eastern Creek Public School and Preschool is situated in Cawarra Street. Parents are asked to use this car park. The staff car park is for staff, delivery of goods and trades people only. We also ask that you do not use Cable Place for parking out of consideration to our neighbours. You can access the front of the school from the car park by a laneway leading to Cable Place and then onto Rooty Hill Road South.

## Leaving a Crying Child

Some children are easily and happily left to play with their new friends when they arrive at preschool. On the other hand, there are some children who find it a little bit difficult to separate from their parents when they arrive. To help in this transition, it is best to start talking now to your child about preschool. Talk to them about all the fun things that will happen and all the different types of activities they will be able to participate in.

When the time comes to start preschool, we suggest you develop a routine. When you arrive, sign in, help your child to find their locker, put their bag away and an educator will be there to help them wash their hands. Wait at the door while your child washes their hands, say goodbye and guide them to the mat area for group time. Let them know when you are going and remember to reassure them that you will be coming back. In our professional experience, children tend to settle quickly once the initial separation has taken place. If, for whatever reason, your child has not settled and is still crying or distressed, we will call you.

# Daily Routines

The following is our “start of year” routine. As we get to know your child, both individually and as a group, changes may be made to this routine as the year progresses.

<b>Start of Year Routine</b>	
9.00-9.30	<p style="text-align: center;"><b>ARRIVAL OF CHILDREN   MORNING ‘MEETING’ TIME</b></p> <p>Families encourage their child/children to put their belongings in their locker, apply sun cream and wash hands.</p>
9:30	<p style="text-align: center;"><b>MORNING MEETING TIME</b></p> <p>We start the day by saying our Preschool’s Acknowledgement to Country. The teacher then talks about what will happen during the day, giving the teachers an opportunity to explain any changes to routine, special activities and give the children agency to request a game, toy or activity.</p>
9.40	<p style="text-align: center;"><b>PLAY FOR LEARNING   INSIDE &amp; OUTSIDE PLAY</b></p> <p>Educators provide learning experiences where children are encouraged to develop a sense of identity, connection with their world, confidence, curiosity and become life-long learners.</p> <p style="text-align: center;"><b>MORNING TEA</b></p> <p>A morning tea break is provided at this time. We are a Crunch ‘n Sip school and encourage your child to eat fruit and vegetables first. The children will be monitored at this time to ensure that everyone has taken the time to eat and drink.</p>
12.30	<p style="text-align: center;"><b>LUNCH</b></p> <p>The children and teachers will sit together to eat their lunch, discuss healthy eating habits and to reflect on their day so far.</p>
1.00	<p style="text-align: center;"><b>REST   RELAX   QUIET INSIDE ACTIVITIES</b></p> <p>Children will have a chance to rest and relax to quiet music and stories, or to engage in quiet activities.</p>
2.00	<p style="text-align: center;"><b>WHOLE GROUP EXPERIENCE</b></p> <p>A time for singing, dancing, movement &amp; drama and/or literacy activity.</p>
2.30	<p style="text-align: center;"><b>PACK BAGS   OUTSIDE PLAY   HOME TIME</b></p> <p>Our day finishes at 3pm, however, our doors will be open from 2.30pm to assist parents in collecting other school-aged children. This also gives parents and teachers a chance to talk about the day.</p>

# Lunch and Snacks

Children can eat when they are hungry at any time during their day at preschool. We encourage children to leave some food to eat all together at lunch.



## Nutrition, Food and Beverage

Each day there will be time for the children to have a fruit snack, morning/afternoon tea and lunch. Children are encouraged to drink water regularly throughout the day.

For morning/afternoon tea, children will need to bring a healthy snack packed into a small container or zip-lock bag. Please remember this is not lunch and therefore your child does not need a large amount of food, just enough to tide them over until their lunch break.

You will also need to pack their lunch. The children will have a longer time to eat so packing a healthy lunch such as a sandwich, noodles, rice, wrap or salad would be ideal.

**Due to Government Regulations, it is mandatory that an 'ice-brick' is packed in your preschool child's lunch box to help keep food fresh and at a safe temperature.**

We promote healthy eating in our preschool and would encourage you to assist us in this by providing healthy options for your child. Some ideas for healthy snacks are: yoghurt, fruits or vegetables cut up into sticks or bite size pieces, cheese, sultanas, etc.

Please remember to pack a bottle of water for your child each day, as they often get thirsty when playing, particularly outside.

We are a nut aware preschool and as such cannot allow nut products such as Nutella or Nutella like spreads, including chocolate spread sandwiches.

We would appreciate your support to minimise any risk of harm to children with known and unknown allergies.

# School Readiness

Only one year is offered for a child at Eastern Creek Preschool. Please think carefully about your enrolment if your child is young or if you do not intend enrolling for kindergarten the following year.

We aim to prepare your child throughout the year, so they are ready for kindergarten. We are available to talk at any time regarding your child's school readiness.

## Program

Our preschool program is based on 'Belonging, Being & Becoming', the Early Years Learning Framework for Australia.

Our daily program is play-based and focuses on meeting the individual needs and interests of all children. Staff continually observe and evaluate each child in order to ensure that our program benefits each child and their individual stage of development.

The children spend most of their time playing with materials and/or other children. Concepts and skills are taught primarily through play. Children learn simple rules and routines and participate in small group activities. Teachers work with individual children, small groups and the whole class at different times throughout the day. Children have the opportunity to play outside every day, weather permitting.

## How can you participate in our educational program?

Have you and your child been somewhere special recently such as the beach, for a bushwalk, to the city, a wedding, a special celebration? We would love it if you could bring a photo for your child to share with us and their preschool friends. Additionally, if you have a hobby, skill, play a musical instrument, speak another language or work somewhere that may be of interest to our children, please talk to one of our educators to organise a visit. This enables the children to learn about the world around them.

### What should I bring to preschool?

Your child should bring a schoolbag with the following contents:

- A healthy lunchbox
- Drink bottle filled with fresh water
- Frozen ice brick
- A spare change of clothes – accidents can happen!
- And a big smile ready for a wonderful day with lots of new friends.



## Sick and Injured Children and Emergency Contacts

Please keep your child home if they are unwell. Should your child become ill or be injured whilst at preschool, staff will act in the best interest for your child and they will contact you as soon as possible. If parents are unable to be contacted, we will ring your emergency contacts stated on the enrolment form. It would be best if these contacts were relatives, friends or neighbours that live reasonably close to preschool.

It is **extremely important** that the preschool has your current contact details (address, home, work and mobile phone numbers) as well as the current phone numbers and addresses of your emergency contacts. Please let the preschool know of any changes as they occur.

## Notices and Communications

Our preschool uses several methods of communication to keep you informed:

**Notes and newsletters** – Eastern Creek Public School is a P-6 school and we are therefore part of the ‘big’ school environment. All fortnightly newsletters, announcements and most fundraising will involve our preschool. These will be communicated via SeeSaw and SchoolBytes. Information on how to join these apps will be provided when your child is fully enrolled. Eastern Creek Public School also have a Facebook page that you are welcome to join.

You may receive occasional notes, letters or announcements that are specifically for the preschool via the educators or in your child’s bag.

Throughout the year, if anything changes with your contact details or your child’s medical care, please let Preschool staff know as soon as possible.

## Birthdays

You may wish to let your child celebrate their birthday with friends at preschool. Before purchasing any birthday items, please speak to the Preschool staff. We prefer a small lolly, lolly bag or individual cupcakes to avoid any allergies or cross contamination.



## Preschool Fees

Currently, there are no daily fees attached to attending Eastern Creek Preschool. A \$50 incursion fee is required upon enrolment. This fee will cover the cost of all incursions throughout the preschool year.

The Australian Government, and all states and territories have agreed to the “Preschool Reform Agreement”, a 4-year National Reform Agreement to strengthen the delivery of preschool, and better prepare children for the first year of school.

The agreement runs from 2022 -2025. Under the Agreement, the funding supports the delivery of 15 hours of preschool a week (600 hours a year) for all children in the year before they start school. This reform is designed to create funding equity for families and children across Australia.

*“Children who engage in quality early childhood education are better prepared for school and enjoy better educational outcomes.”*  
*The Australian Government Department of Education, Early Childhood Preschool Reform Funding Agreement.*

## What should I wear to Preschool?

A purple Eastern Creek Hat and Polo shirt are our clothing items which we encourage children to wear daily. These items have been selected to promote sun-safety and meet the national safety guidelines. All preschool hats and polo shirts can be purchased from our school uniform shop.

Your child should come dressed in comfortable clothes. Pull on shorts or pants are perfect. If your daughter wants to wear a dress or skirt, please make sure it is no longer than knee length, as they tend to get in the way when they are climbing and riding bikes, etc.

The shoes that your child wears to preschool need to be enclosed and easily managed by the child. Shoes with velcro or large buckles are ideal. Please do not allow your child to wear thongs, loose sandals or slip on shoes as they can be a danger when running, climbing and riding bikes.

Please apply sunscreen on your child before they start preschool each day, it will be reapplied as the day progresses.

We look forward to meeting you at your orientation visit and getting to know you and your child next year.

We hope that preschool will be a great adventure, filled with fun, learning and lots of new friends.

