



Eastern Creek

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 booklet as it contains very helpful and valuable information concerning your child and their time spent with us.

We look forward to meeting you and your child.

ABOUT

The Department of Education (DoE), who provides the building, its facilities and the supply of teaching personnel, controls our preschool.

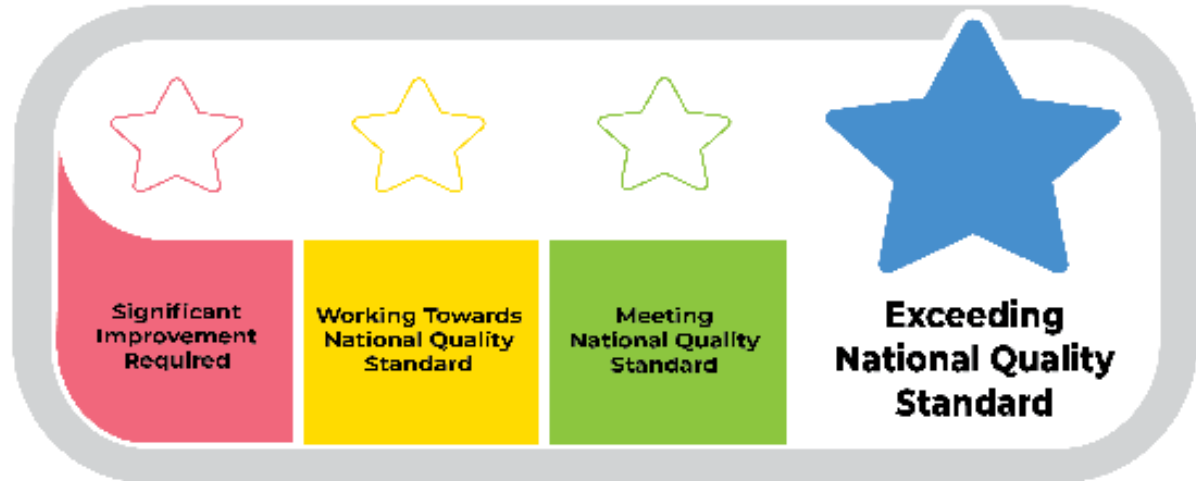
STAFF

School Principal: Mrs Lee Sibir
Assistant Principal: Miss Emilia Farkas
Administration: Mrs Anne Tordo
2021 Teacher: Mrs Natalie Greenwood
2021 Teacher: Miss Emilia Farkas
Teacher's Aide: Mrs Bernadette Chojnacki

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

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

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 each week. All children attend two and a half days per week. Session days are:

ADVENTURERS CLASS

Monday 9am - 3pm

Tuesday 9am - 3pm

Wednesday 9am - 11.30am

EXPLORERS CLASS

Wednesday 12.30pm - 3pm

Thursday 9am - 3pm

Friday 9am - 3pm

Delivery and Collection of Children

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.

Please sign in and out when you drop off and collect your child, noting the exact time, as this is a legal document.

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. On Wednesdays during our half days, the only gates open are at the front of the school as a safety precaution to the children in the school. 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 daunting and 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 and hang their bag. Allow them to choose an activity. They may like to start the same activity every day or try something new each time. Help them to sit down and begin the activity, tell them when you are going, remembering 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.

Monday/Tuesday Routine and Thursday/Friday Routine	
9.00-9:30	ARRIVAL OF CHILDREN FREE OUTSIDE PLAY Parents drop their child and take the opportunity for a quick chat with educators.
9.30	MORNING ‘MEETING’ TIME Children come together with their teachers to say good morning and to talk about what will happen today. This also gives the teachers an opportunity to explain any special activities that might be taking place. It will also give the children an opportunity to request a game, toy or activity.
9.40	PLAY FOR LEARNING INSIDE & OUTSIDE PLAY This is where the children are free to play and learn through activities of their choice. Play will take place both inside and outside. PROGRESSIVE MORNING TEA (9:15AM – 10:30AM) During this time the children will have the opportunity to stop and eat their morning tea. They are able to finish what they are doing and come when they are ready so as not to disrupt their learning. The children will be monitored at this time to ensure that everyone has taken the time to stop and eat and drink.
12.00	STORY & LANGUAGE TIME Stories will be read and talked about. There will be discussions and time to share.
12.30	LUNCH A time to stop and recharge our batteries. The children and teachers will sit together in groups to eat their lunch.
1.00	REST RELAX QUIET INSIDE ACTIVITIES Children will have a chance to rest and relax to quiet music and stories if required or to engage in quiet activities.
2.00	WHOLE GROUP EXPERIENCE A time of singing, dancing, movement & drama and/or literacy activity
2.30	PACK BAGS OUTSIDE PLAY HOME TIME Our day finishes at 3pm, however, our doors will be open at 2.30pm allowing parents an opportunity to come, play and engage with their child throughout the last half hour of their day. This also gives parents and teachers a chance to talk about the day.

Wednesday Routine		
9.00	ARRIVAL OF CHILDREN FREE OUTSIDE PLAY	12.30
9.20	MORNING 'MEETING' TIME	12.50
9.30	PLAY FOR LEARNING INSIDE & OUTSIDE PLAY MORNING TEA (10AM – 10:30AM OR 1:30PM – 2PM)	1.00
11.00	MUSIC & MOVEMENT OR STORY & LANGUAGE TIME	2.30
11.15	PACK BAGS HOME TIME Our half day session finishes at 11.30am/3.00pm, however, we will open the doors 15 minutes earlier to allow parents to come and engage with their children about the day and to have a look around to see what their children have done.	2.45

Eating Times

Once children settle into the routine, their eating times are progressive. Children can eat when they are hungry at any time during their day at preschool.

'Open-door' Home Times

Our closing time each day is 3pm (11.30am for the Wednesday morning session), however, you will note on the daily routines that we will be opening our doors a little earlier than these times.

We want parents to feel at home in our preschool. We would love for you to have a look around at what might have happened that day, talk to your child and allow them to show you things that they might have done. They may like to show you artwork or photos that might be hanging on the wall or to introduce you to their new best friend. Please take this opportunity to engage with your child.

You may also have something to talk to the teachers about. This is a time for quick chats and to swap information about your child.

This open-door end to the day also allows you to take your child a few minutes early if you need to, in order to pick up other children who finish school at 3pm.

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.

Family Contribution to our Program

Do you have a hobby, a skill or do you work in an environment that may be of interest to our children? Can you play a musical instrument? Can you speak another language? Would you read a book to a group of children? We love it when parents come in to show us things, talk, read to us or teach us new things. Maybe you could teach us a song in a different language!

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.

Seesaw App

We all know it takes a village to raise a child. The Seesaw App is rebuilding that village to bring people in a child's life closer together than ever before. Educators, parents and loved ones can securely connect from anywhere at any time sharing a child's milestones, recognising emerging passions and creating opportunities to excel. Seesaw is an online portfolio of your child's learning. Educators post pictures of your child's day and link observations to the EYLF. These are shared with you via a digital app.

School Readiness

Only one year is offered for a child at 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.

Lunch and Snack Times

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.

Please ensure an 'ice-brick' is packed in all lunch boxes 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.

What should I bring to Preschool?

Your child should bring a school bag with the following contents:

- A healthy lunchbox
- Drink bottle filled with water
- Frozen 'ice-brick'
- Their purple preschool hat
- A small pillow for rest time (pillow pets, lounge cushions or cot pillows are the perfect size)
- 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

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. In the event that 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 so they can collect your child in the case of an emergency.

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 school know of any changes as they occur.

Notices and Communications

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

Notes and newsletters – Each fortnight the school newsletter comes via the primary school on the school website and the app SZAPP. Eastern Creek Public School is a P-6 school and we are therefore part of the 'big' school environment. All newsletters, announcements and most fundraising will involve our preschool. You will also receive occasional notes, letters or announcements that are specifically for our preschool via the educators or in your child's bag.

Communication board – On the verandah outside the front door will be a notice board that teachers will share messages on. Please check the communication board daily for extra information.

Birthdays

You may wish to let your child celebrate their birthday with friends at preschool. Before purchasing any birthday items, please speak to the educators who can assist you of any children who may have allergies.

Individual cupcakes are an ideal size.

Preschool Fees

As of 2012, the scheduled preschool fee was set at \$20 per day. For Aboriginal children and families with a Commonwealth Health Care Card, the fee is \$10 per day.

As Wednesday is a half day at preschool, the fee will be half of the scheduled amount, \$10 per day (full rate) and \$5 per day for Aboriginal children and families with a Health Care Card.

The total amount for a preschool week is \$50 at the full rate.

A \$40 incursion fee is required upon enrolment. This fee will cover the cost of all incursions taking place throughout the preschool year.

All fees are to be paid at the school office. If you are experiencing financial difficulties or require assistance, please do not hesitate to arrange a meeting with the school Principal.

Parents can be assured that all discussions relating to fees are kept confidential.

What should I wear to Preschool?

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 her knees 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.

A purple Eastern Creek Hat and Polo shirt are our compulsory clothing items which need to be worn on a daily basis. 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.

Please apply sunscreen on your child before they start preschool each day. Sunscreen 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.

