



# Irrawang Public School Preschool Information Handbook 2019

## Welcome:

Welcome to Irrawang Public School Preschool is where education, care and play

Irrawang Preschool is located on land traditionally owned by the Worimi people and was built in 2004.

We are located in Raymond Terrace at Irrawang Public School near the Staff car park, in Geer Street and operate Monday to Friday from 8.55 to 2.55 with 2 groups participating in a 5 day fortnight. Irrawang Public School is P-6, with a strong emphasis on PBL.

We have 40 placements within the preschool and provide a diverse and fun filled program that supports each child's learning and development.

## Preschool hours of operation:

Monday to Friday 8:55am till 2:55pm (Children must be picked up by 2:55pm.)

Closed in school holidays



school. We believe that Irrawang go hand in hand.

### Session: Sun Group (Djuukan)

- Week 1 Mon/Tues/Wed

- Week 2 Mon/Tues



### Rainbow Group (Dhurumiri)

- Week 1 Thurs/Fri

- Week 2 Wed/Thurs/Fri



## Fees

Full fee: \$10.00/ per day

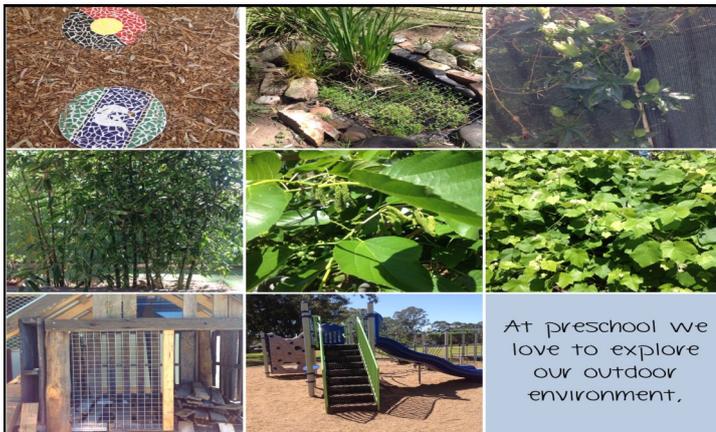
Aboriginal Students: \$5.00 per day

Commonwealth Health Care Card holders: \$1.00 per day

Where financial circumstances make payment of fees difficult, parents can apply to the Principal for fee reduction or exemption. Please ask at the school office

for financial assistance.

See guide on how to make a payment online via our school website.



## **Staff:**

*Nominated supervisor and responsible person in charge: Stacy Mathieson*

**Mrs Stacy Mathieson**

Principal,  
Educational leader



**Ms Hylie McEvoy**

Pre-school teacher



**Mrs Kaylene Turner**

SLSO –Sun Group  
(Mon, Tues & Alt Wed)



**Miss Alex Hay**

SLSO—Rainbow Group  
(Alt Wed Thurs & Fri)



**Ms Jazmin Williams**

Community engagement officer  
(Tues, Weds, Thurs)



## Aims of the preschool:

Our classroom has been set up with staff sharing the vision and philosophy 'where education, care and play go hand in hand.' We believe that all children are:

- Curious
- Creative
- Active
- Decision makers and despite these similarities...

'Each child is unique'



**Program:** Our program is inclusive and encourages active exploration, interaction and relates to real and relevant experiences in the lives of the children in our class. This means at times it is spontaneous and flexible as the interests and needs of the children change. The children are given every opportunity to BELONG, BE and BECOME the best they can through experiences that encourage curiosity, interest, enjoyment and their emotions fully. We value the moment and utilise all experiences that provide teachable moments to build on skills, to scaffold, to extend and to enjoy with each child. A love of learning is promoted.

The teachers are ensuring that a Quality Early Childhood Education will lay the foundations that will set their learning journey through life. The teachers provide a soft entry into the larger school community and they are professional and caring, showing respect to one another.



## What your child will be learning:

Our preschool uses the Early Years Learning Framework for Australia. Belonging, Being and Becoming is a vision for the children's learning that focuses on the philosophy that 'All children experience learning that is engaging and builds success for life'. To support this vision there are five learning outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident learners
5. Children are effective communicators.

## This is achieved through:

- Play-based activities
- Literacy/writing/reading
- Sensory motor based learning to promote school readiness and necessary stimuli for development.
- Music and art
- Health and nutrition
- Painting
- Sensory play
- Science
- Social activities
- School readiness



## The importance of Preschool for children:

Preschool is the place to be, education is the key. At preschool the children become exposed to letters, numbers, colours and shapes. More importantly, they learn how to socialise by getting along with other children, sharing and contributing to group time. Our focus is the whole child. The children are encouraged through a social – emotional learning curriculum. The children are supported to feel like they BELONG as they feel safe and secure, accepted and supported to take risks. They can share their family values, cultures and beliefs and explore using their own learning pattern.

The children can BE through opportunities to discover and learn as well as engaging in moments of joy and wonder in their learning. They can BECOME confident, active decision makers, sharing their ideas and thoughts which will empower them as they move forward into the next phase of their educational jour-



## Aboriginal Education:

At Irrawang Preschool we wish to acknowledge the traditional owners of this land and pay our respects to elders past and present. Our preschool understands the importance of Aboriginal culture in children's learning and we strive to offer a constant incorporation of Aboriginal culture in our daily program.

Irrawang preschool have a Community Engagement officer on site who can offer a constant incorporation of Aboriginal culture through art, craft, music, dance, story telling and communication with parents and community.



## Speech therapy students at preschool

Irrawang Preschool has been fortunate to be selected to have **Newcastle University 2<sup>nd</sup> year speech therapy students**, under the supervision of a qualified speech therapist from Hunter New England Health Service screen and provide speech therapy to some of our preschool children.

The program **will commence in Term 1** and will run over all four terms. Every child in the preschool groups will have their speech screened and families will receive a basic report of the results.

**Not every child will receive therapy.** If your child is selected to receive therapy, the speech therapy students will speak to you directly about the results and therapy. Parents are more than welcome to be present during therapy sessions.

This program **does not** replace any services in community health. If your child is currently receiving speech therapy, please continue to attend.

In addition to the individual screening of speech and individual therapy, there may be group therapy sessions or speech focused group times planned by the University students.

If you have any questions about the program please speak to preschool staff.

If you **do not** wish for your child to attend please notify the preschool in writing before the **6<sup>th</sup> February**

## What Your Child Will Need

- **What to wear?** Children should be dressed in sensible play clothes/footwear (firm fitting shoes with a grip sole) that are easy to manage. Thongs are not permitted. Children should be able to put on their own socks and shoes (Velcro preferred).
- **Pack a change of clothes ( or two)** Ensure that your child has a spare change of underpants, shorts, t-shirt and jumper (all labelled), that would be greatly appreciated. Just remember that we change the children for more than just accidents. Our children love to play and explore with things that are wet, muddy and everything in between
- **Sun safe hats** Irrawang is a **Sun Smart preschool**. This means **bucket hats** are to be worn all year around. No caps please.
- **Sunscreen and mozzie repellent.** It is your choice if you wish to provide your own sunscreen however, we hope sunscreen is put on your child before coming to school each morning. During hot and cold weather in Raymond Terrace, the mozzies can be out in full force. Please ensure that your child has also got mozzie repellent on. If your child is allergic to mozzies or gets bitten more often it might be a great idea for you to visit your local pharmacist to see what they can do to further protect your child from mozzies during the school holiday.
- **Food.** A healthy snack for morning teas and lunch - fruit, healthy fruit bars, yogurt, dried fruit etc. sandwich and a bottle of (water), . Please include an **ice brick in your child's lunchbox** to ensure food does not spoil. In preschool we adhere to the **Government's healthy eating policy** in our centre. Our children will learn about healthy food during their school year so they might be able to be part of the lunch packing process. Just remember, children are much more likely to eat a piece of food they have previously refused when around their peers. If they have tried and don't like it, we will pack it back in their lunchbox for you to see.



*Fruit and vegetables*

*Some dairy (cheese, yoghurt etc.)*

*A sandwich or another healthy option*

*Water for drink*

*And a healthy snack.*

***We would also appreciate if these items could be kept for special snacks at home and not packed into their school lunchboxes:***

X - LCM bars, roll ups or other types of sugary products

X- Nut products

X- Chips

X- Packets of biscuits

X- juice poppers

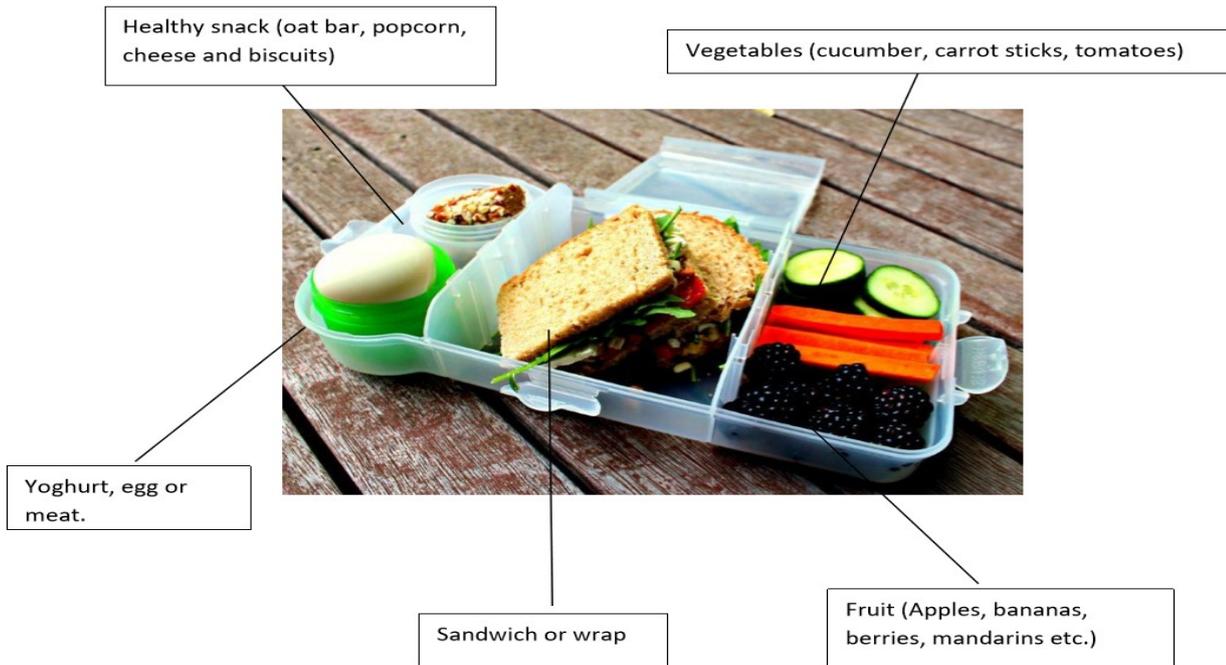
X- fruit jellies



X Tinned foods—Tuna and salmon are great food choices for lunch boxes we just ask that they are placed into a container rather than packing the tin into their lunchbox. Opening tin cans can be dangerous for both staff and children and result in cut fingers.

You might find a sticker on an item or items of food in the lunch box letting you know we would prefer a healthy choice to the item found in your child's lunch box, a note to remind you to provide an ice brick in your child's lunch box or better yet a note to let you know that you have provided a healthy lunch box. Please consult staff if you have any queries or concerns around food .

## Healthy lunch box ideas



Below are a few healthy lunch box ideas to inspire you in making a healthy lunch for your children. Irrawang preschool is required to follow the Governments healthy eating policy. If you would like any more information on what you can pack for your child's lunches, please see our friendly staff.

**Dairy:** Cheese, yoghurt, plain milk

**Fruit:** Apples, bananas, berries (such as blueberries, strawberries, blackberries), grapes, watermelon, mandarins, oranges.

**Grain (cereal) foods:** always choose whole grain and/or high fiber varieties of breads, rice, pasta, noodles. Sandwiches, wraps, pasta (from the previous night dinner), sushi, rice dish (fried rice)

**Lean meats and poultry, fish, eggs, tofu, nuts and seeds:** Ham, chicken, eggs, pork, tofu  
\*\*\*\*\* Note: Please check with preschool staff to ensure there are no children with nut allergy's before bringing in Nuts and nut products ( including nutella).\*\*\*\*\*

**Vegetables, legumes and beans:** cucumber, carrots, lettuce, tomatoes, cucumber, beans, zucchini,

If your child gets very hungry, some health snacks we recommend are: Popcorn, cheese and biscuits, oat bars. We recommend leaving chips, chocolate, LCM bars etc. at home for an after school treat.

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## Also

- **Toys and personal treasures** should not be brought to preschool. A note will be sent home if your child needs to bring anything additional.
- **Library.** We are very lucky we get to visit a variety of places in the school such as the computer lab, hall and the library. Please send a library bag (labelled with child's name) in so that your child can borrow a book from the school library once a fortnight.
- **Cleaning and airing out bags.** At the end of your child's preschool week is a great time to unpack the children's bag and give them a bit of an air. This will also help you find unwanted goodies at the bottom of their bags! This is also a great time to take out and clean their lunchboxes also!

## Canteen Procedures for Parents & Carers

Please order online or at the canteen. This is NOT the preschool staff's responsibility. Orders need to be in by 9am online or 9.30am over the counter. Only green food is available to pre-school students.

This is all healthy foods. No hot food. Only sandwiches, plain milk, water and fruit.

**If there are any issues, please talk to Hylie McEvoy (Preschool Teacher) and Tracey (Canteen Manager). Please don't go through the volunteers.**

**REMEMBER THE CANTEEN CAN BE CONTACTED BY PHONE.**

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### Drop offs & pick ups

#### Morning Drop offs

- Please enter through the front gate of the preschool to drop off your child. The Preschool door will be opened at 8.30am however staff will not be opening the door to the preschool until 8.55am. We have a fabulous bag room where you will find the sign in book, a cube in the book shelf labelled with your child's name for their bag to be stored in, a bucket for hat collection, drink bottle holders for drink bottles, and a trolley to put your child's lunch boxes in to wheel out into the big room at morning tea & lunch break. Please ensure that all of your child's items are in the correct places in the bag room. Our fabulous bag room has lots of information in it so please take notices of messages and important information displayed in the room plus such as the Term calendar for what's happening @ IPSP, and wall notices plus chalkboard messages for parent/ carers. Please empty the pocket on the wall labelled with your child's name in the morning as pick up in the afternoon is outside.

#### Afternoon Pick ups

- At pick up time make your way around to the back gate opposite the Ausplay equipment and pick up your child from the outdoor area. Staff will not be able to open the preschool front door as they are supervising the children in the outdoor area, You will need to ensure your child has all their items in their bag. Some children may be having a snack from their lunch box at time of pick up. Please be prompt in the afternoon and pick up your child prior to 2.55pm. Make sure you sign your child out in the attendance register also check for notes from staff in the attendance book, check for notes with the attendance book e.g. school newsletter and check our the lost property basket for your child's item.

#### Parking:

Park outside the school grounds and walk to the Preschool using the footpaths. (There is no public parking within the school grounds). Please do **NOT** Park in, or walk through Staff Car Park.

#### T-Shirts

Shirts can be brought in and printed with school Logo for \$2.00

## [Making a payment on Line](#)

### **How to Make an Online Payment**



1. Search Irrawang Public School on Google
2. Click on Irrawang Public School: Home
3. Click on **Make a Payment** tab
4. Fill in \* tabs then click **Next Section (Items marked with \* are mandatory)**
5. Fill in \* tabs then click on **Next Section**.
6. Fill in Payment Type and Description (this example is for preschool fees) Click on Payment Type for different options. Place the amount you wish to pay in the amount tab. Click on **Next Section**
7. Fill in bank card details \* tabs. Click on **Proceed to Confirmation**
8. Receive your receipt number. Keep this number for your records.

### **Irrawang Preschool Behaviour Procedure**

In addition to the Department of Education and Communities “Preschool - Interactions with children” policy, Irrawang Public School Preschool has developed this procedure for use when engaging with children with behaviours that put themselves and others at risk.

- As a PBL (Positive Behaviour for Learning) School we follow the Aussie 5 school rules (See Appendix 1). Children’s behaviour is guided using positive language and supported by the visuals of the Aussie 5. The Aussie 5 are shared with families.
- If a child’s behaviour endangers the safety of themselves or other children (including but not limited to hitting, biting, spitting and absconding) they will be supported through ‘time with’ a staff member. During this time a staff member sits with the child and talks to them about their behaviour.



## What you can do to prepare your child for preschool:

- Show your child the preschool or come in and say hello to the staff and children. This will make the preschool more familiar to your child.
- Encourage independence by encouraging your child to do more self help activities. It will be helpful for your child starting school and it will build on their self-confidence and sense of autonomy e.g. putting on own shoes, carrying own bag, manage clothing/toilet.
- Label clothing and equipment
- Share information with the preschool teacher about your child. Attend arranged interview at the start of the year. Bring in any documentation re. their development to assist staff.
- Reassure your child that you will be there to pick them up in the afternoon.
- Be active in the school-partnerships are vital.



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## How to enrol your child:

You can obtain a preschool application form for Irrawang Preschool from the front office of Irrawang Primary School.

The following items are needed to be sighted when handing in your form:

- Birth certificate (if you don't have one contact Registry of Birth, Deaths and Marriages on 1300 655 236).
- Immunisation history statement (this can be obtained at your local Medicare office or on 1800 653 809).
- Proof of residency (e.g. electric bill etc.).
- Health care card (if applicable).
- Passport or travel document (for children who were not born in Australia).

### Contact us:

Geer Street, Raymond Terrace NSW

- Phone: (02) 49876784

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*We Play Our Part*

