



Irrawang Public School Preschool

Where education, care and play go hand in hand

INFORMATION HANDBOOK



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Welcome

Welcome to Irrawang Public School Preschool.

We believe that Irrawang Public School Preschool is where education, care and play go hand in hand.

We are located on the grounds of Irrawang Public School, near the Staff Car Park and Thou-Walla Family Centre, Geer Street, Raymond Terrace.

Irrawang Public School Preschool proudly sits on Worimi Land and was built in 2004.

We operate Monday to Friday from 8.55am to 2.55pm, with 2 groups participating in a 5-day fortnight program.

Irrawang Public School is a P-6 school, with a strong emphasis on PBL (Positive Behaviour for Learning).

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

Staff



Mrs Stacy Mathieson

Principal, Educational Leader

Nominated Supervisor and Responsible Person in Charge



Miss Hylie McEvoy

Preschool Educator



Mrs Michelle Lynch

Assistant Principal

Pedagogical Leader

Teacher Librarian



Miss Alexandra Hay

School Learning Support Officer

Our Preschool Philosophy

CHILDREN

Each child is a unique individual, encouraged to reach their full potential through nurturing and strengthening their individual abilities and interests. Children enjoy opportunities to actively construct their own learning and gain meaning from life experience. Authentic connections and trusting relationships are key with our children and are modelled through interactions that inspire children to develop the necessary skills to build friendships with one another. We believe children are motivated by their community; therefore, our curriculum embraces opportunities from the outside world to strengthen connections, promote personal development and empower our children.

FAMILIES & COMMUNITIES

Our preschool celebrates an inclusive culture within Raymond Terrace and surrounding areas, where families are the prime educators of their children and connections within the community strengthen children's knowledge and understanding of the world around them. Our preschool unites and celebrates culture, values, diversity and difference. By strengthening our partnerships and participation within and beyond the community, and embracing relationships with families, we form meaningful and lasting experiences that treasure our children and build quality education and care.

EDUCATORS

As educators, we nurture respectful, trusting, and friendly relationships with our children, their families and each other. We embrace the strengths and qualities each educator brings to the preschool, to encourage and support the growth of positive minds, confident learners, and the successful outcomes for children in our deeply connected school community. We pursue best practice and inclusivity with families and community that will enhance the holistic development of our children.

ENVIRONMENT

The Irrawang Preschool environment is a welcoming, colourful, and engaging educational space. Our indoor and outdoor environments are stimulating and well maintained to allow for freedom to discover, take risks and embrace diversity whilst nurturing the uniqueness of each child. The environment is designed to promote health, safety, and well-being of each child, building community capacity and allows children to become responsible global citizens.

CURRICULUM

Our preschool is where education, care and play go hand in hand. We are built upon a curriculum approach that is above all child-centered and nurtured by quality relationships. Our programs promote self-guided experiences that embrace experimental learning and value partnerships with families, children, and wider community. Individuality is our daily business and is supported by quality observations, children's interests and skills, family input and rich feedback. Preschool is about the here and now. Our curriculum reflects a combination of intentional and spontaneous learning experiences, balanced with opportunities both indoors and outdoors to nurture the development of the whole child. The Early Years Learning Framework (EYLF), guiding our principles and practices Combined with reflection, evaluation and deep conversations with families, our curriculum is wholesome, rich and a positive steppingstone for our children's lives today and into the future.










**YOUYOONG
AECG
Worimi**

The Youyoong AECG covers the Port Stephens area. Youyoong is a Worimi word meaning 'to go further'.

The logo for our local AECG is the dolphin. With permission, Irrawang Public School Preschool has adopted the dolphin into our Preschool's Philosophy to demonstrate our connection to country and Worimi land. Our Preschool children detailed the dolphin with their artwork to show our connection to our people and our place.

Preschool Hours of Operation

We are open **Monday to Friday 8:55am to 2:55pm** during school terms.

Week 1					
Week 2					

How to Enrol your Child

You can obtain a preschool application form for Irrawang Public School 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)

Department preschools enrol children for one year only, the year before they start school.

In exceptional circumstances, children may attend preschool for an additional year. This can only occur with the approval of the principal following consultation with the child's family and preschool teacher.



Morning Drop-Offs

Please enter through the front gate of the preschool to drop off your child and sign them in. Preschool educators will receive the children directly from their parents, or other authorised person. The Preschool door will be opened at 8.40am, however, staff will not be opening the door to the *Preschool Room* until 8.55am. We have designated areas for your child's items that will be shown to you during the orientation process. Please ensure that all of your child's items are in the correct places, labelled with their name. Our Preschool Foyer is where all relevant information for our families is located. Please take note of any messages and important information that may be displayed.



PLEASE NOTE:

The minimum age requirement for an authorised person to pick up a child from preschool is at least 18 years of age.

Afternoon Pick-Ups

Please be prompt in the afternoon and pick up your child prior to 2.55pm. If your child is not collected by 2:55pm, they will be escorted by an educator to the school's Front Office.

Educators are **not** able to release the children into the care of any unauthorised person. You will need to ensure your child has all of their items in their bag. Some children may be having a snack from their lunch box at time of pick-up and/or may need assistance from you to put their shoes and socks on. Please make sure you sign your child out in the attendance register, and check for notes from staff in the attendance book e.g. school notes, Book Club. We also have a lost property basket if your child is missing any items.



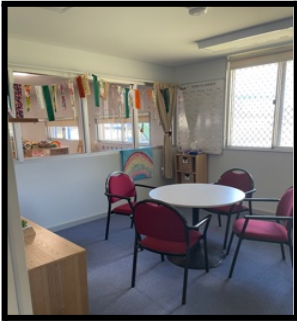
Please label all of your child's belongings.

Parking

There is **NO** public parking within the school grounds. Please do NOT park in the Staff Car Park. During the construction of the new Administration building, please walk through the Staff Car Park. Use designated pathways to access the Preschool. If access is troublesome, please make an appointment with the school Principal to discuss disability access options.



Our Community Room



Our Preschool Community Room is accessible for all families and staff. It is equipped with curtains and a blind for privacy for nursing parents. This room has information about The National Quality Framework, our Self-Assessment Working Document, a term calendar and information and brochures for families. It's a place to chat and build relationships.

Aims of the Preschool

Our Preschool shares 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'

The educators ensure that a quality Early Childhood Education is provided to lay the foundations for a successful learning journey through life. The educators provide a soft, inspiring entry into the larger school community, showing professionalism, care, and respect to all.

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, and enjoyment. We value the moment and utilise all experiences that provide teachable opportunities to build on skills, which we can enjoy with each child. A love of learning is always promoted.

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
- Early Literacy/Numeracy
- Sensory motor-based learning to promote school readiness and necessary stimuli for development.
- Music and movement
- Health and nutrition
- Painting and arts and crafts
- Sensory play
- Science
- Social activities and school readiness



Please follow this link to the Early Years Learning Framework v2 [HERE](#)

<https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

The Importance of Preschool

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 nurtured to feel like they *BELONG* by learning how to 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 journey.

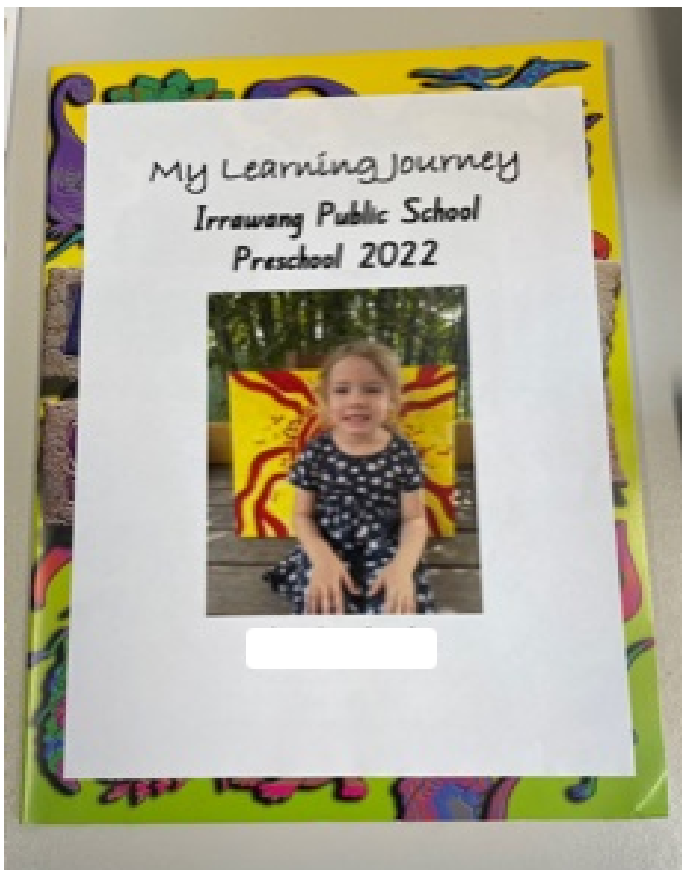
"Play is the answer to how anything new comes about" - Jean Piaget

Learning Journey

A **Learning Journey** is a record of a child's learning and development. Based on the **Early Years Learning Framework (EYLF)**, this learning journey shows the many achievements of your child throughout their time at Irrawang Public School Preschool.

The aim of a **Learning Journey** is to build a unique picture of what each child knows, feels, and can do, as well as his/her interests and learning style. A child's **Learning Journey** contains the following: observations, annotated photographs, snapshots of significant achievements, quotes from the child, artwork, comments from parents/carer.

Your child's **Learning Journey** is something to treasure, reflect on and share with your child for many years.



Where education, care and
play go hand in hand.



Welcome to your child's Learning
Journey.

A Learning journey is record of a child's learning and development. Based on the **Early Years Learning Framework (EYLF)**, this learning journey shows the many achievements of your child throughout their time at Irrawang Public School Preschool.

The aim of a Learning journey is to build a unique picture of what each child knows, feels, and can do as well as his/her interests and learning style.

A child's learning journey contain the following:

- observations
- annotated photographs
- snapshots of significant achievements
- quotes from the child.
- artwork
- comments from parents/carer

Your Child's learning journey is something to treasure, reflect on and share with your child for many years.

What your Child will Need

What to Wear

Children should be dressed in sensible play clothes.

Hoodies are not permitted, and children will be asked to remove scarfs during playtime.

Please ensure that your child's footwear is firm fitting with a grip sole and *is easy for your child to manage*. Thongs are not permitted. Children should be able to put on their own socks and shoes (Velcro preferred).

Shirts

Shirts from home can be brought in and printed with the Preschool Logo for \$2.00 if you wish. This is **NOT** mandatory.



What to Pack

Please pack a change of clothes (or two) including a spare change of underpants, shorts, t-shirt and jumper (all labelled). Just remember, 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. Your child will need a drink bottle for water throughout the day, and a lunchbox with an ice-brick for their lunch.

Hats

Irrawang is a Sun Smart preschool. This means **broad brimmed bucket hats** are to be worn all year around. **No caps**. Hats can be purchased from the school office for \$5.00.



Preparing 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.
- Support independence by encouraging your child to do more self-help activities. It will be helpful for your child starting preschool 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 Educator about your child.
- Attend an arranged interview at the start of the year.
- Bring in any documentation.
- Reassure your child that you will be there to pick them up in the afternoon.
- Be involved with the school, community partnerships are vital.



A Few Extra Things

- Toys and personal treasures are **NOT** to be brought to preschool. A note will be sent home if your child needs to bring anything additional.
- Cleaning and airing out bags: The end of your child's preschool week is a great time to unpack their bag, remove any notes and artwork, and give them a clean. This is a great time to take out and clean their lunch boxes too.



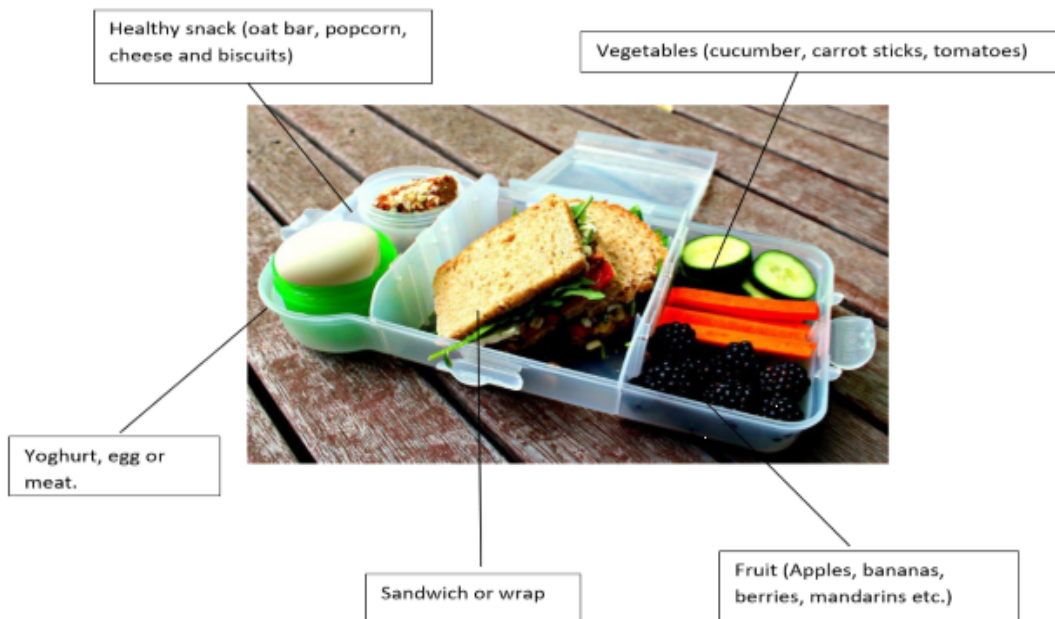
Lunches

In Preschool, we adhere to the Government's Healthy Eating Policy. Our children will learn about healthy food during the year, and we encourage them 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.

On occasion, you might find a sticker on an item of food in your child's lunch box letting you know we would prefer a healthier choice to that item, or a note reminding you of allergies. You may also find 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 surrounding food and your child's eating.

Healthy lunch box ideas



Drinks

We are a **water** only Preschool.

Please **DO NOT** pack cordial, juices, or flavoured milks.





Lunchbox Food Examples

Dairy	Fruit	Grains	Lean Meats	Vegetables	Healthy Snack Ideas
Cheese Yoghurt Plain Milk	Apples Bananas Berries Grapes Watermelon Mandarins	Sandwiches Wraps Sushi Pasta Salad Baked goods	Ham Fish Roast Beef Chicken Eggs / Tofu	Cucumber Beans Carrots Lettuce Tomatoes	Popcorn Cheese & biscuits Oat Bars



At Home Food

Unfortunately, we have to return these items as they do not meet our healthy eating guidelines. Please keep these items for at home foods.

- ⊗ LCM bars, roll ups or other types of sugary products
- ⊗ Nut products
- ⊗ Chips/Doritos/Pringles (grain waves etc ok)
- ⊗ Packets of biscuits
- ⊗ Juice poppers/cordial
- ⊗ Fruit jellies/jelly cups
- ⊗ Unopened 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 can result in cut fingers.



Healthy Food Guidelines

Best left in		Fruits and Vegetables	Best left out	
All fresh fruit (whole or cut up)	Fruit in natural juice (from a tin or tub)	Whole vegetables (e.g. corn on the cob)	Salad vegetables	Canned vegetables (e.g. corn)
			Veggie sticks	
				Fruit juice and fruit drink
				Fruit straps
				Fruit bars
				Potato chips and crisps

Best left in		Breads and Cereals	Best left out	
Breads: loaf, pita, rolls, Lebanese, wholemeal, wholegrain, Turkish, scrolls, pumpkin bread, raisin bread, rye		Pasta or rice salad	*Low fibre, high sugar or salt breakfast cereals	
*High fibre breakfast cereals	Rice	Air-popped popcorn	Pastries e.g. croissants, donuts, danish	
Pasta	Noodles	Cous cous	2 minute noodles	
Pikelets/pancakes	Fruit muffins/scones	Rice/corn cakes	*Muesli and cereal bars	
		*Rice crackers	Cakes	
		Crumpets	Sweet biscuits – plain, cream filled, chocolate and chocolate chip	
		*Crispbread/crackers	Coloured, buttered or salted popcorn	

Best left in		Milk, Yoghurt, Cheese	Best left out	
Cheese	Plain milk	Vanilla or fruit yoghurt	Flavoured milk	
		Custard	Flavoured custard	
			Dairy desserts or puddings	
Note reduced fat dairy products are recommended for children over 2 years of age				

Best left in		Lean Meat, Fish, Chicken or Alternative	Best left out	
Roast beef, tuna, salmon	Lean chicken, fish, pork, veal, beef, lamb	Cubes of tofu	4 bean mix	Frankfurts
Hard boiled egg	*Baked beans	Lean meatballs	Sardines	Cabanossi
				Chicken roll
				Bacon
				Sausages
				Chicken patties
				Sausage rolls or pies
				Salami
				Devon
Note check your service allergy policy before sending eggs				

Best left in		Drinks	Best left out	
Water	Plain milk	Fruit juice and fruit drink	Flavoured milk	
		Soft drinks	Energy drinks	
		Cordial	Sports drinks	
		Flavoured mineral waters		

*Use these guidelines to choose healthier packaged foods

Good for kids
good for life

Nutrition Information		
Servings per package: 3		
Serving size: 150g		
	Quantity per serving	Quantity per 100g
Energy	608kJ	405kJ
Protein	4.2g	2.8g
Fat, total	7.5g	4.9g
- saturated	4.6g	3.0g
Carbohydrate	18.6g	12.4g
- sugars	18.6g	12.4g
Sodium	90mg	60mg

Always compare products using the 100g column

Less than 20g fat per 100g

Less than 5g saturated fat per 100g

Less than 15g sugar per 100g

Less than 600mg sodium per 100g

Preschool Canteen Menu

Food For Thought CAFE PRESCHOOL MENU

SANDWICHES, WRAPS, BUNS

E Buttered Bread	\$1.00
E Vegemite or Honey	\$1.50
E Cheese	\$2.00
E Cheese & Tomato	\$2.50
E Tuna	\$3.00
E Egg	\$2.50
E Egg & Lettuce	\$3.00
E Salad	\$5.50
E Chicken	\$4.00
E Chicken & Lettuce	\$4.50
E Chicken & Salad	\$6.50
E Ham	\$3.50
E Ham & Chesse	\$4.00
E Ham, Cheese & Tomato	\$4.50
E Lite Ham & Salad	\$6.50
E On Bread	N/A
E On a Wrap	\$0.50
E On a BUN	\$0.50
E GF Bread, Wrap, BUN Toasted	\$1.50 \$0.20

SALAD BOXES

E Salad	\$5.50
E Chicken Salad	\$6.50
E Lite Ham Salad	\$6.50

HOW TO ORDER

Online by scanning the QR Code or
Typing ipscanteen.square.site into your web browser or
Visit our Canteen on the school grounds

When ordering online,
Please choose from the **PRESCHOOL** menu only,
Make sure you put your childs name,
Orders need to be in by 9.30am

HOT FOOD

E Cheese Pizza	\$4.70
E Ham & Cheese Pizza	\$5.20
E Meatball Wrap	\$5.50
O Chicken Chippies	\$3.70
O Low Fat Sausage Roll	\$3.20

SNACKS

E Frozen Pineapple	\$1.00
E Boiled Egg	\$0.50
E pikelet	\$0.50
E Fruit Tub	\$1.50
E Yoghurt Tub	\$2.00
E Custard Tub	\$2.00
E Fresh Popcorn	\$1.00
O Grainwaves	\$1.50

Drinks

E Plain Milk	\$1.50
E Small Water	\$1.00
E Large Water	\$1.50

Extras

E Pineapple, Cheese or Salad Items	\$0.50
E Ham or Chicken	\$1.00

E = Everyday

O = Occasionally



IPSCanteen

If there is any issues, please talk to **Hylie McEvoy** (Preschool Educator)
or contact the **Canteen** via the School on **49872600**

Canteen Procedures

Please order ONLINE. This is **NOT** the preschool staff's responsibility.

Orders need to be in by 9am online. Only "green" (healthy) food is available to pre-school students. NO hot food. Preschool canteen options include items such as wraps, sandwiches, plain milk, water, and fruit. On arrival to preschool, please let preschool staff know if your child has a morning tea and/or lunch order. If there are any issues, please talk to Hylie McEvoy (Preschool Educator) and/or Tracey Singleton (Canteen Manager) ONLY.

Orders can be placed via the QR Code.



Personal Care & Medications

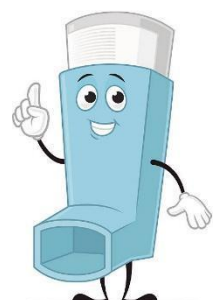
Sunscreen and Mozzie Repellent

It is your choice if you wish to provide your own sunscreen, however, we hope sunscreen is put on your child before coming to preschool 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.



Medications

If your child is required to take medications throughout the day, please discuss this with our staff. It is a condition of enrolment that IF your child has a diagnosed medical condition, we are provided with those details and a Health Care Plan created and signed by your GP.



Allergies

If a child with a known food allergy or anaphylaxis enrolls in the preschool, all preschool families will be notified by way of written notice, requesting that they not pack the particular food or allergen in their own child's lunch. Above all else, child safety is our number one priority. All preschool staff and educators are appropriately trained in Anaphylaxis, Emergency Care, Asthma, First Aid and CPR.

Regulation 136 of the Education and Care Services National Regulations



Incident, Injury, Trauma and Illness Records

If a child suffers an incident, injury, trauma or illness whilst in the care of the preschool, the details are documented on an **Incident, Injury, Trauma and Illness Record**. As soon as practical (the same day), the record is shown to the child's parent/carer and the circumstances explain to them. Parent/carers are asked **to sign the form** as confirmation they are aware of the incident, injury, trauma or illness their child suffered.

If a child sustains **any form of injury above the shoulders (evident or not) or bite from another child or an unknown source** this is recorded on an Incident, Injury, Trauma and Illness Record and a courtesy call will be made to the family to advise of the incident.

In some circumstances, the **preschool will contact the parent/carer immediately** to notify them of an incident, injury, trauma or illness. Parents or carers are contacted if the child has required **first aid for a serious injury, trauma, head injury, bite or fever**.

As soon as practical (the same day), the record is shown to the child's parent/carer and the circumstances explained to them. They are then **asked to sign the form as confirmation** they are aware of the incident, injury, trauma or illness their child suffered.

If a child is collected by an authorised person other than the parent/carer, the parent/carer will be contacted and notified of the incident, injury, trauma or illness. The Educator will ask the **parent/carer permission for the authorised person to sign the record on their behalf**. This is recorded in the 'additional notes' section.

If staff are notified by a parent/carer that an incident, injury, trauma or illness was suffered at preschool and the **child DID NOT report it**, an incident record will be completed and the above steps will be followed.

If staff witness an incident, injury, trauma or illness on school grounds prior to/post attendance to Preschool or are shared an incident, injury, trauma or illness of a child by a parent/carer prior to their attendance, an incident, injury, trauma or illness record will be completed.

Library

We are very lucky we get to visit a variety of places in the school including the Library. Please send a library bag (labelled with your child's name) in your child's preschool bag so that they can borrow a book from the school library once a fortnight to take home.



Our incredible Teacher Librarian Mrs Michelle Lynch

EYLF Outcome 5.1: Children engage with a range of texts and gain meaning from these texts.

Aboriginal Education

At Irrawang Public School Preschool, we respectfully acknowledge the traditional owners of this land, the Worimi people, and pay our respects to elders' past and present.

We are one of 13 preschools in NSW established to service an Aboriginal Community and understand the importance of Aboriginal culture in children's learning. We strive to offer a constant incorporation of Aboriginal culture in our daily program through art, craft, music, dance, storytelling and communication with parents and community.



We are also proud members of the local Youyoong AECG- Aboriginal Education Consultancy Group.



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
7. tab. Click on Next Section.
8. Fill in bank card details * tabs. Click on Proceed to Confirmation
9. Receive your receipt number. Keep this number for your records.

NSW Child Safe Standards

Irrawang Public School Preschool
is committed to implementing the Child Safe Standards.

STANDARD 1
Child safety is embedded in organisational leadership, governance and culture

STANDARD 2
Children participate in decisions affecting them and are taken seriously

STANDARD 3
Families and communities are informed and involved

STANDARD 4
Equity is upheld and diverse needs are taken into account

STANDARD 5
People working with children are suitable and supported

STANDARD 6
Processes to respond to complaints of child abuse are child focused

STANDARD 7
Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training

STANDARD 8
Physical and online environments minimise the opportunity for abuse to occur

STANDARD 9
Implementation of the Child Safe Standards is continuously reviewed and improved

STANDARD 10
Policies and procedures document how the organisation is child safe

For more information on the Child Safe Standards visit www.ocg.nsw.gov.au

NSW GOVERNMENT | Office of the Children's Guardian

The Royal Commission into Institutional Responses to Child Sexual Abuse recommended 10 Child Safe Standards, drawing on its findings, research and consultation about what makes organisations child safe.

The Standards provide tangible guidance for organisations to drive a child safe culture, adopt strategies and act to put the interests of children first, to keep them safe from harm.

For more information on the Child Safe Standards visit www.ocg.nsw.gov.au

Contact Us

Address: 21 Geer Street, Raymond Terrace NSW

Phone: (02) 4987 2403

Email: irrawang-p.school@det.nsw.edu.au

Web: <https://irrawang-p.schools.nsw.gov.au/>

Irrawang Public School Facebook:

<https://www.facebook.com/IrrawangPublicSchool>



Sentral Parent Portal



'Where education, care and play
go hand in hand'



