Preschool Handbook 2012

Vision and Mission of Garran Primary School
Garran Primary School provides a caring learning environment that recognises the strong partnership between home and school, seeking to develop each child intellectually, socially and physically towards his/her potential.

Principal's Message
I welcome you to our wonderful Preschool to Year 6 school and look forward to developing a strong partnership with you where your child’s social, emotional and academic development is the priority. Garran Primary School takes pride in developing each student as a learner, community member and contributor to society. Our school motto is 'Versatility' and we strive to nurture students to develop diverse skills and appreciation for all areas of life. You are fortunate to be joining an excellent school and community that prides itself on providing students with a wide range of quality opportunities within the academic, social, sporting and arts areas.

We are proud of our multicultural population and celebrate the diversity of skills, beliefs and understandings of our student group. Students from over thirty different cultural backgrounds enrich the student body and help to make Garran Primary a true multicultural school environment.

Garran is a traditionally designed school that embraces futures orientated teaching and learning practices. Our goal is to prepare students for their future as productive, caring and informed members of society. This goal is best achieved through partnership between school and home. We welcome you and look forward to working together in your child’s educational journey.

Please do not hesitate to contact me or your Early Childhood Executive Teacher Christine Lomp for support or advice.

Wayne Prowse
Principal
Garran Preschool Program: The aim of our preschool is to create and maintain a warm, cooperative learning environment where staff, children and parents are engaged in developing cooperative relationships, abilities and skills of the children to the extent of their capabilities.

Within a happy, stimulating environment, our staff endeavours to develop the following in each child:

- self-confidence and a feeling of achievement
- positive interpersonal relationships
- independence
- an acceptance of group rules
- skills with hands and body
- self-expression through speech, movement, music and art
- early literacy concepts
- early numeracy concepts
- experiences in information technology
- abilities to observe, question, evaluate and organise their ideas
- eagerness for new experiences.

Garran Preschool is fully supported and managed as an important part of Garran Primary. The school offers two preschool sessions per week conducted by a qualified Early Childhood teacher and another Garran teacher who supports the teacher and assistants with a small amount of release time to enable lunch breaks during the Monday and Tuesday sessions. A preschool assistant is also present to support teacher and students needs. Preschool staff and programs are part of the Garran preschool to Year 2 Primary Early Childhood program which is led by Executive Teacher, Christine Lomp.

A teacher and an assistant must be present for the preschool session to commence. If a staff member is absent, a relief teacher or assistant is employed to maintain the educational program. In the unlikely event that staff are unavailable for the program the preschool has to be closed and parents informed as soon as possible.

A to Z to start the year

Attendance and changes to details: Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group. Please keep staff informed of any changes to address, home/work phone numbers, child care arrangements, medical information and emergency contact phone numbers. Please keep telephone calls to the preschool during session times for urgent matters only as it is disruptive to the program when staff leave the children to answer the telephone.

Birthdays may be celebrated during the preschool program. Please discuss with staff before providing cakes.

Clothing and hats: During the preschool sessions, your child will be involved with some hands on experiences both inside the classroom and in the outdoor area. These activities can, at times, be very messy. Please ensure your child is dressed appropriately so that they feel confident to participate in all the challenges provided throughout the
session. In keeping with the sun safe policy, children will need to wear either a
legionnaires or wide brimmed style hat. Please ensure that cords on hats comply with
DET regulations (detachable). If children do not have a hat, they will only be allowed to
play in the shade. A warm coat and hat is required in winter. The children will be
challenging themselves on the climbing equipment so sensible footwear is essential and
long dresses and skirts can be dangerous. Please try to label all of your child’s clothing
and pack a spare set in case of extremely messy play or accidents.

Communication and participation: Teachers appreciate the opportunity to talk with
parents and carers both informally and in formal situations. This ensures valuable
insights, and understandings, can be appreciated about a child’s individual
developmental journey. If you have any questions or concerns, please do not hesitate
to ask for an appointment to meet with the teacher.

Preschool newsletters are distributed regularly and it is important to read these for
meeting dates, news of preschool activities, excursions and Parent Association news.
Garran Preschool also has a weekly noticeboard which is on display at the preschool.
The weekly noticeboard provides parents with a snapshot of what the children have
been busy exploring and investigating at preschool. If you are interested in receiving
the weekly noticeboard by email, please complete the relevant form.

Families can help in the following ways:
- sharing knowledge and expertise of craft, cooking, music, story telling, job skills
  etc.
- interacting with the daily program
- assisting with laundry
- working bees in the garden etc.
- joining the committee of the Parent Association

Excursions are part of the educational program at Garran Preschool. On enrolment,
parents are asked to give permission for their child to go on incidental excursions e.g.
walk to the shops. If children use any form of transport, parents will be advised in
advance and asked to give permission, in writing, for the child to attend. The
adult/child ratio is 1:5 on major excursions.

Food: Provision is made for the children to eat during the preschool session.
Parents/carers are urged to provide children with healthy snacks which will enable the
staff to assist in the development of lifelong healthy eating habits. All children will need
their own drink bottle with water only. Please note: Garran Primary School is a nut
aware school due to the inclusion of students with life threatening anaphylactic allergic
conditions.

Health and Safety: Drop off and collection of your child:
- Parents/carers must leave the child in a staff member’s care at the beginning of
  the session and ensure that a staff member is aware when the child is leaving the
  preschool. Day to day changes concerning the drop off and collecting children
  should be given to the preschool teacher in writing.
- It is important that parents are on time to collect children, as staff are involved in
  preparation, program planning and administrative tasks before and after sessions
  and are not free to supervise the children.
• Children must not be left at the gate, or in the grounds, but escorted into the building where parents can ensure that the preschool is operating normally.
• The preschool may be closed for a session or a day, due to emergency maintenance or the unavailability of relief staff. If this occurs, parents or carers will be asked to take children home.

For the safety of all children, please ensure the gate is securely closed when entering and leaving the preschool.

Immunisation: The ACT Department of Health Immunisation booklet details requirements for information that must be provided on entry to preschool regarding your child’s immunisation status. This booklet contains the Australian Standard Vaccination Schedule (0-4 years). It is vital that parents/carers adhere to the request to provide preschools with the necessary information should there be an outbreak of a notifiable disease.

Library: Our preschool has a library to:
• encourage families to spend time together reading;
• underpin early literacy learning;
• foster enjoyment of reading;
• develop language expression and understanding; and
• encourage a responsible attitude towards the care of books at preschool and at home.

Both groups will have the opportunity to borrow books from the Preschool Library on a regular basis. Please ensure that if you change your child’s book, it is written down in the Borrowing Book to allow us to keep track of the books. We ask that each child has a separate cloth bag to store their library book in for safekeeping.

Medication: For preschool staff to be able to administer medication to any child, parents/guardians must provide a completed, signed Permission to Administer Medication form and a letter of instruction.

Newsletters: Our school publishes a newsletter each week which communicates school happenings, important dates and provides an insight into Preschool to Year 6 into learning at Garran. Our newsletter is the Garran Gazette. Most families receive these publications via email, while some choose to receive a paper copy each week.

Photography: Please complete the form which consents to your child being included in photographs taken whilst they are at preschool.

Roster - This can be a fantastic opportunity, spending the session or part of it with your preschooler. Roster is not an onerous duty, but a chance for you to join the children in their play and investigations.

Laundry Roster - This involves taking a bag of washing home at the end of the week. Washing consists mainly of small towels. The children will love to help and it is also an ideal way for those of you who have hectic work lives to contribute.
**Sickness:** Children who are ill or tired do not benefit from a preschool session. Please keep unwell children at home. This precaution not only helps the sick child, but also lessens the spread of disease amongst other children and staff. Inform the preschool teacher if your child has a contagious or infectious disease.

Please arrange to have the child collected as soon as possible after notification that s/he is sick.

In the special and medical information section on the enrolment form, please advise the preschool staff if your child has any special health needs e.g. allergies, food intolerances.

Preschool staff are able to supply information on how to contact health professionals, speech therapists and occupational therapists if needed.

**Policies:** The preschool operates under the same policies as the primary school. Please contact the Executive Teacher of the Junior School if you would like more information regarding any of Garran Primary School’s policy documents.

**Preschool Parent Group:** The Garran Preschool Parent Group operates under the administrative umbrella of the Garran P&C to support programs and information sharing within the preschools. The preschool does require a liaison/contact person who is able to attend P&C meetings and Book Club volunteers.

**Term One 2012 important dates**
Teacher meetings with each family  
First day for long days (Monday and Tuesday) program  
First day for short days (Wednesday to Friday) program  

Mon 6 Feb to Fri 10 Feb  
9.00am Monday 13 Feb  
9.00am Wed 15 Feb

Yours in early education

Susan Jones  
Program teacher

Christine Lomp  
Early Childhood Executive Teacher