



# ELMORE VALE PUBLIC SCHOOL PRESCHOOL

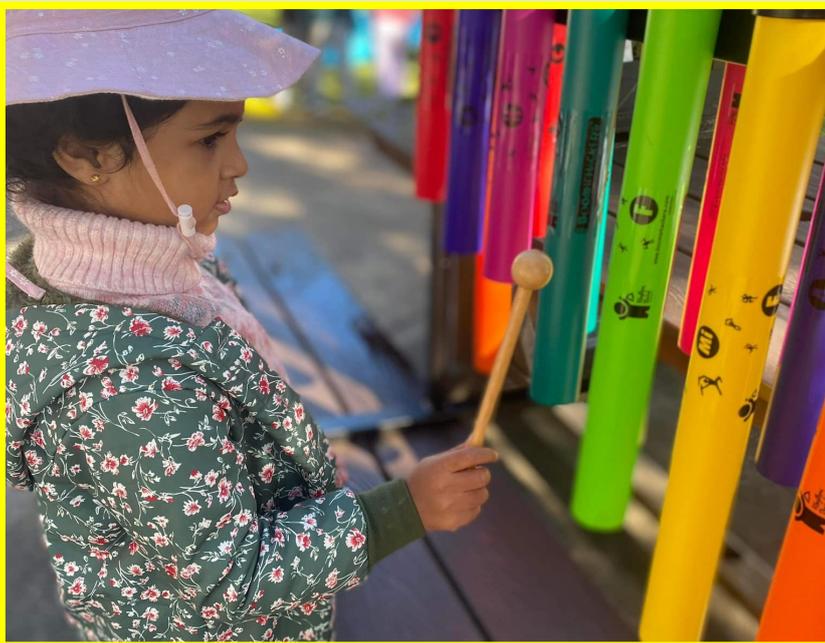
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**Nominated Supervisor/Principal: Luke Somerville**  
**Service Provider: Department of Education**

## Preschool Information Booklet 2023



# Welcome to Elermore Vale Public School Preschool

**Our school strives for quality teaching and learning by  
working together for children.**



On behalf of Elermore Vale Public School I take this opportunity to welcome you and your child to our preschool. We hope that you enjoy your time with us and take the opportunity to become part of our school community here at Elermore Vale.

Preschools in government schools operated by the Department of Education provide educational programs to children one year before starting school and are an integral part of the school in which they are located. Departmental Preschools aim to ensure that all children experience learning that is engaging and builds success for life.

Our preschool program aims to deliver quality care and education as set by the National Quality Standards and reflects the principles, practices and outcomes of the Early Years Learning Framework, both of which guide us in providing a high quality program.

Learning through play is integral to our preschool program and children are encouraged to develop as individuals within our community of learners.

Social skills, independence and communication skills are viewed as being critical aspects of a child's development and we hope that through supporting your child's individual developmental needs, we will be able to assist in a happy and successful start to their school life.

We encourage parents/carers to contact us at anytime, meet with us and spend time at the preschool so that you feel supported and secure in the preschool environment.

## **Our preschool aims to:**

- create a stimulating, attractive and supportive environment that will support the needs of each individual child.
- provide opportunities:
  - ◆ for children to feel part of the group and develop social skills and relationships
  - ◆ for children to use initiative, self-direction and collaboration
  - ◆ for gross and fine motor development
- establish an environment that will promote exploration and discovery.
- provide experiences designed to encourage the development of knowledge and skills.
- develop within each child a positive attitude toward school and learning situations.
- provide experiences designed to support the transition from home to Preschool and to school.
- involve parents in the preschool programs in a variety of ways.

**Principal:** Luke Somerville

**Preschool Teacher:** Louise Dittberner

**School Learning Support Officers:** Josephine Morgan and Nicole Budden



**Enrolment:**

Children are eligible to commence preschool at Elernore Vale Public School if they are 4 years of age on or before 31st July. It is necessary for documentary evidence of date of birth, proof of residential address and current Immunisation to be presented before children are enrolled e.g. Birth Certificate or Passport, Immunisation History Statement and Electricity/Phone bill.

**Preschool times:**

The preschool operates from 9:00am to 3:00pm each day and students will attend a 5 day fortnight as follows:

## •Week 1

Group A: Monday, Tuesday, Wednesday

Group B: Thursday, Friday

## •Week 2

Group A: Monday, Tuesday

Group B: Wednesday, Thursday, Friday



***You will be advised during orientation of the starting time and date for your child for 2023.***

Parents are asked to wait until 9:00am before leaving in the morning and to be ready to collect their child from 2.30 pm to 3 pm.

For safety purposes, children will be dismissed individually to parent/carers at the end of each day.

**Attendance and collecting children:**

It is necessary for children to attend five days per fortnight.

Children must be brought to the preschool and collected by a parent/carer or person authorised in writing by the parent/carer. If anyone other than a parent is to collect your child please speak to the teacher or phone the school office.

For your child's safety, an adult must wait with them until the preschool is open. Children are not to be dropped at the gate or left unattended on the verandah. We encourage you to read noticeboards and chat with other parents. Parents must come into the preschool with their child to sign them in and out. It is a requirement that parents/carers sign their child in with the exact time of arrival and departure.

Please ensure your child arrives at preschool on time at 9:00am. On arrival please encourage your child to independently unpack their bag and sign the children's sign in sheet. We encourage you to join your child on the mat or lounge to read books and socialise with their classmates before our Morning Circle begins.

**Collecting your child from preschool:**

Please arrive a little early to be ready to collect your child before 3:00pm. Our license ceases at 3:00pm. Children can become quite anxious if their parent is not on time. If you think you might have difficulty collecting your child by 3:00pm please make appropriate arrangements for someone else to collect them.

If you are delayed for unforeseen reasons, please phone the preschool to let staff know. If someone other than yourself is going to collect your child please advise staff in advance. We cannot hand over children to unknown adults or to other children.

### At preschool your child will learn to:

- ◆ feel confident and able to cope
- ◆ develop skills that enable him/her to be independent
- ◆ use their bodies skilfully
- ◆ develop good relationships and communicate with others
- ◆ express themselves through speech, music, art and movement
- ◆ observe, question and organise their thinking about their world.



We embed the Principles, Practices and Learning Outcomes of the Early Years Learning Framework throughout our program.

### What your child needs each day:

- ◆ A bag (large enough to hold all they need each day and that they can close themselves) with a change of clothes including underwear. These clothes will need changing depending on the season and weather, and as your child grows.
- ◆ A piece of fruit or some vegies or cheese and crackers for morning tea. A container with sandwiches, fruit or yoghurt for lunch.
- ◆ As we are a healthy foods preschool, the following food types are discouraged e.g. chips, chocolate, cake, roll ups, confectionery of all kinds.
- ◆ Your child should wear comfortable play clothes and shoes - joggers or sandals that are secured around the ankle. No thongs or crocs please.
- ◆ Your child will need to bring a hat to wear outside. (School Sun Smart Policy). The hat should be a broad brimmed or legionnaires style hat. No caps please.
- ◆ Unbreakable drink bottle containing water only.
- ◆ **All your child's belongings and clothing need to be marked clearly with their name.**

### Handwriting:

Our staff members use NSW Foundation Style lettering when labelling your child's work samples.

Parents can support their child to develop writing skills by encouraging the use of lower case rather than capital letters.



### Toys & News:

Please discourage your child from bringing home toys to preschool (unless it's a special occasion such as a birthday present or relating to a learning focus). Comfort toys such as a teddy or small comforter are permitted if needed to provide security throughout the day .

A 'News' roster is created towards the end of Term 1 but we understand that sometimes there are special events such as a family holiday that might mean your child has something special to show. Please let staff know if your child would like to show something for extra news.



### **Procedure in case of accident or illness:**

Information sheets are filled in when your child commences preschool. This enables the school to contact parents or the nominated emergency contact in case of sickness or accident. It is important that you inform the teacher of any changes to any contact numbers and addresses so that records can be kept up to date.

We are unable to meet the needs of sick children. If your child becomes ill we will contact you to collect them.

In the event of an accident we will notify you and provide you with an accident form.

### **Medication:**

If your child is on medication please try to arrange doses so that they are taken at home.

*Important:* for children who need to take regular medication during preschool a medication schedule and plan will be formulated in consultation with the Preschool Teacher.

### **Sustainability:**

At Elernmore Vale Public School Preschool we are committed to sustainable practices. The children, staff and families share responsibility for ensuring that we reduce our water usage, recycle and reuse items. We have a compost bin, vegetable garden, water reducing hose system and natural shade. We support the reduction of landfill by encouraging families to provide 'nude food' – food with as little packaging as possible.

### **Parent information:**

Notices of all preschool events and other information will be on display in the preschool foyer. Please check daily. School newsletters will be available via our school website or via the Sentral App.

As a parent you are your child's first teacher and an important part of our learning community.

We encourage you to make the time to meet with us in Term 1 and throughout the year to discuss your child's interests, your own hopes and expectations and other important information that can assist us in providing a quality program.

We understand that families are busy and may not have much free time during preschool hours but there are many ways to become involved and 'stay in touch' in the preschool.

- ◆ School newsletters
- ◆ Informal phone calls, scheduled parent/teacher meetings
- ◆ Folders of your child's work are available for viewing at all times
- ◆ Family information nights
- ◆ Join our school's P&C, 3rd Tuesday of each month
- ◆ Home languages and cultural exchanges
- ◆ Special events such as Harmony Day, NAIDOC Day, Book Week, Easter Hat Parade etc.



## Birthdays:

We are happy to celebrate children's birthdays at preschool and encourage you to come along and enjoy the celebrations. If you would like to bring cake we prefer cupcakes (one for each child in the class). Please arrive at 2:50pm. Cakes will be given to the children at departure.

If you do not want your child to participate in birthday celebrations, please talk to staff.



## Preschool fees:



Preschool fees are currently waived.

Our service is not charging fees this year.

NSW Department of Education

Select Language ▼ Log in ▼

MAKE A PAYMENT | ENROLMENT | NEWS | NEWSLETTER | EVENTS



## Elmore Vale Public School

Working together for children

T: 02 4955 9016 E: [elmoreva-p.school@det.nsw.edu.au](mailto:elmoreva-p.school@det.nsw.edu.au)

## Make online payments:

To make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac, log on to the school website:

<http://www.elmoreva-p.schools.nsw.edu.au>

Payments can be made using either a Visa or MasterCard credit or debit card, and can be made via computer, tablet or mobile phone. The payment page is accessed from the front page of the school's website by selecting **Make a Payment**. All invoiced items can be paid online.

When you access the **Make a payment** you must enter:

the student's name, and class and reference number OR

the student's name, and date of birth

These details are entered each time you make a payment as student information is not held within the payment system. There is also the option to enter the Student Registration Number and Invoice Number if you are aware of them.

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner. These details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

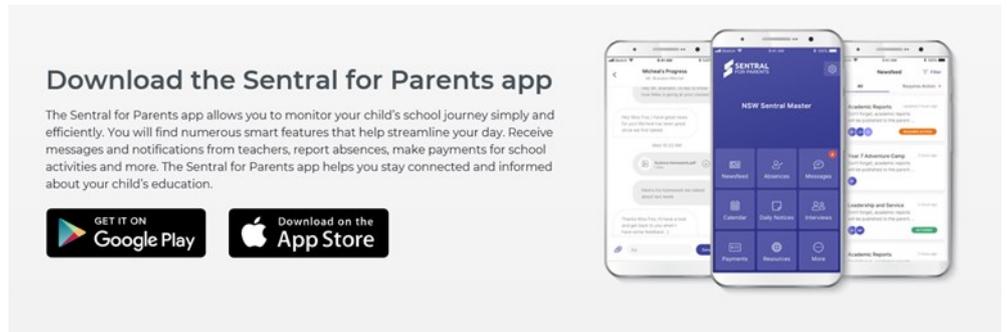
Details of payments are passed daily to the school where they will be receipted against your child's account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

## Sentral for Parents App

Sentral for Parents App is a mobile app for our school to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android tablets). You will receive notifications alerts, school newsletters and you can also notify the school

of change of details and complete an absentee notification through the app.

Information on how to access and register with the Sentral App will be provided to new parents when students have been enrolled into school. If you require another log in key please see the office staff.



**Download the Sentral for Parents app**

The Sentral for Parents app allows you to monitor your child's school journey simply and efficiently. You will find numerous smart features that help streamline your day. Receive messages and notifications from teachers, report absences, make payments for school activities and more. The Sentral for Parents app helps you stay connected and informed about your child's education.

GET IT ON **Google Play**      Download on the **App Store**



### School Counsellor:

Our school counsellor is available to speak to parents of preschool children. If you have any questions or concerns about the development of your child an appointment can be made with the counsellor. Please contact the Preschool Teacher for further information.

### Sun protection:

The Sun Smart policy at Elmore Vale Public School means all children wear a hat with a broad brim or legionnaires style at all times while playing outside. Clothing must cover the shoulders - no singlet tops or strappy dresses.

### Immunisation:

Under the *Public Health Act 2010 (amended 2017)*: a school cannot enrol a child in preschool unless the parent/guardian has provided an approved immunisation certificate that shows the child:

- ◆ Is fully immunised for their age, or
- ◆ Has a medical reason not to be vaccinated, or
- ◆ Is on a recognised catch-up schedule if the child has fallen behind with their immunisations

Medicare automatically mails an updated Immunisation History Statement to parents/guardians after their child has completed their 4 year old immunisations. Parents/guardians can also obtain updated statements at any time by:

- ◆ Using their Medicare online account through myGov
- ◆ Using the Medicare Express Plus App
- ◆ Calling the Australian Immunisation Register (AIR) General Enquiries Line on 1800 653 809



## **Infectious Diseases**

Children who contract infectious diseases are required by health regulations not to attend school. Some of the more common are listed below with recommended minimum periods of exclusion:

<b>Chicken Pox</b>	At least 5 days from onset of spots or until fully recovered
<b>Gastroenteritis</b>	For 24 hours after diarrhoea and/or vomiting stops
<b>German Measles</b>	At least 4 days from appearance of rash or when fully recovered
<b>Measles</b>	At least 4 days from appearance of rash and until full recovered
<b>Mumps</b>	At least 9 days from onset of swelling
<b>Whooping Cough</b>	3 weeks from onset of whoop
<b>Infectious Hepatitis</b>	Re-admitted on receipt of a medical clearance certificate
<b>Impetigo</b>	Excluded if on exposed surfaces of skin e.g. scalp, face, hands or legs. May attend if properly covered
<b>Ringworm</b>	Until all evidence of the disease has disappeared or a medical clearance certificate is produced stating that the lesions are inactive
<b>Conjunctivitis</b>	Until discharge from eyes has ceased
<b>Pediculosis</b>	(Head Lice) May attend when treated
<b>Scabies</b>	Exclude until medical clearance certificate is produced
<b>Covid 19</b>	Please refer to current Covid guidelines

Please consult the school about any infectious disease whether it is listed above or not.

## ***Elmore Vale Public School***

***Further information is available from***

***Mr Luke Somerville***

***Principal***

***Elmore Vale Public School***

***Jubilee Road***

***Elmore Vale NSW 2287***

***Telephone: (02) 4955 9016***

***Fax: (02) 4050 2195***

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