



Monash School

Preschool Handbook



INFORMATION FOR FAMILIES

(Updated Nov 2016)

Welcome to Monash Preschool. The preschool years are an exciting and important milestone in your child's education. At Monash Preschool the educators are dedicated to the holistic development of each individual child. This focuses on their academic, social, emotional, cognitive and physical development.

The Early Years Learning Framework provides the basis for all programming and planning at Monash Preschool. More information on the Early Years Learning framework can be found at: www.education.gov.au/early-years-learning-framework.

We have a strong transition program from Preschool to Kindergarten at Monash School. Throughout your child/ren's preschool year they will have the opportunity to participate in transition programs such as:

- Weekly library lessons
- Monthly engagement in the 'Dirt to Dish' cooking and gardening program
- Year 4 buddy program (commencing in Term 2 each year)
- Whole school assemblies
- Transition sessions in Kindergarten in Term 4.

At Monash School we believe that education is an active partnership between the school and our families. We encourage you to take a hands on role in your child/ren's education by participating in the Preschool program as a volunteer, taking on a role within the P&C, attending family days and supporting fundraising activities.

We look forward to sharing in this year with you and your child as they develop and grow.

Shane Carpenter

Principal

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Contact Details

- School Phone Number: 6205 7555
- Preschool Phone Number: 6205 7085
- School Website: www.monashps.act.edu.au
- School Email Address: info@monashps.act.edu.au

ACT Education Directorate Contact Details

- 13 2281 (62070494 TTY)
- www.act.gov.au

Curriculum

Monash Preschool staff use the Early Years Learning Framework to plan and implement play-based, interest driven and developmentally appropriate learning opportunities that enhances student's social, emotional, physical, cognitive and language development. The Early Years Learning Framework aims to extend and enrich children's learning from birth to five years and through their transition from Preschool to Kindergarten.

http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

Monash Educators ensure the Early Years Learning Framework is actively used in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of *belonging*, *being* and *becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Communication

Our school recognises the importance of ongoing and positive family/school partnerships. We encourage:

- Sharing knowledge to enhance the growth and development of your child.
- Developing positive relationships with families that are based on mutual trust and open communication.
- Ensuring a sense of belonging to the preschool for the children, parents and staff.



We aim to ensure ongoing communication and use the following avenues to support parents and families in engaging and being active participants in their child/ren's education.

- Important notices are placed on the noticeboard outside your child's preschool room.
- Notes/letters are placed in your child/ren's pockets located outside the classroom.
- School newsletters are sent out via email each Friday, to inform families of what has been happening and of upcoming events.
- Happy notes are sent out to inform you of something great that has happened at Preschool.
- Learning stories are sent home each term for parents and families to view and discuss their child/ren's progress.
- Parent/Teacher meetings occur at the beginning of the school year.
- Parent/Teacher meetings are offered in Term 3 to discuss your child/ren's mid-year report and their progress.
- Seesaw platform gives your child creative tools to capture and reflect on their learning, in real time, which is then shared with you.
- Regular updates are posted on social networks such as: Facebook, Twitter and the Monash School App (available for free via the app store on your phone/tablet).

Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations such as parent teacher interviews. This ensures valuable insights and understandings can be reached 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 your child/ren's teacher.

Hours of Operation

At Monash Preschool there are four classes which operate as follows:

Possums:	Monday	9.00 am to 3.00 pm
	Tuesday	9.00 am to 3.00 pm
	Wednesday (alternate)	9.00 am to 3.00 pm
Echidnas:	Wednesday (alternate)	9.00 am to 3.00 pm
	Thursday	9.00 am to 3.00 pm
	Friday	9.00 am to 3.00 pm

Enrolment Procedures

The ACT Education Directorate provides a maximum of fifteen (15) hours per week of sessional preschool programs to ACT resident's children in the year prior to entry into primary school.

Children who reside in the ACT (including Jervis Bay) and who turn four years of age, on or before 30 April the year they enter preschool, are eligible to enrol by completing an **ONLINE** Enrolment Form available from the first day of Term 2 for preschool attendance. Please see

the following link:

http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school

Please Note: Enrolment Forms (together with birth certificate, immunisation and proof of address) must be lodged at the Front Office of Monash Primary School by Week 6 Term 2 (see ETD website for further information). Enrolments received after this date will be included in the second round of offers.

1. Priority Enrolment Status:

- (a) **Home** - an ACT resident who lives in the Priority Enrolment Area (PEA), the suburb of Monash.
- (b) **Sibling** - enrolled at the school are considered to have priority enrolment status for that preschool.
- (c) **Out of Area** – an ACT resident’s child who does not live in the PEA, the suburb of Monash in this case.
- (d) **Interstate**– an Interstate resident’s child.

2. Offers of place will be conditional on vacancies at preschools and will be offered in two stages –

- Placements will be offered to enrolled children who have completed an **ONLINE** enrolment form on or before Week 6 Term 2.
- Placements will be offered in order of Priority Enrolment Status and in date of enrolment order.
- Offers for placements will be made from Week 9 Term 2 and the acceptance must be returned by **end of Term 2**.

Voluntary Contributions

Voluntary Contributions are a vital part of the financing of day to day activities conducted at the Preschool. The ACT Government provides some funding for the Preschool through Monash School. However, additional funds in the form of voluntary contributions and fundraising activities are needed to ensure that the Preschool can continue to function during the year.

The money raised pays for expenses including educational equipment, (e.g books, puzzles, scientific items), outdoor equipment, (e.g. bikes, water play toys), and art and craft supplies (e.g. paint, paper, pencils) all of which directly benefit the children attending Monash Preschool.

Voluntary Contribution Rates

The contribution rates for 2016 are \$60 per term or \$200 per year (if paid in a lump sum in term 1). These can be paid by one of the following methods:

Electronic transfer to the following Westpac Bank account:

BSB:	032777
Account Number:	001674
Account Name:	Monash Primary School Management Account

(Please include your child’s surname and initial in the reference for identification)

OR

Cash/Cheque/Eftpos: cheques payable to “Monash Primary School” in an envelope with your child’s full name and class and hand it to the front office of Monash School.

These contributions are voluntary and any contribution is gratefully accepted. All contribution information is held in confidence by the Monash Business Manager and no child will be disadvantaged.

Your support in this matter is greatly appreciated and we wish you all the best in this exciting time for you and your child.

Contribution to Decision Making

Families are welcome to contribute to the decision making procedures of the school through the School Board or the P&C.

School Board

Each Government School in the ACT is administered by a school board whose membership comprises of the School Principal, two elected staff members, three elected members of the parent body and a nominee of the Department of Education. Elected members normally serve for a two-year period.

The Board is the policy-making body of the School. Its major functions are to:

- Determine the educational policies to be implemented at the School.
- Assess, from time to time, the needs of the School in relation to the provision of buildings and facilities, equipment, funds and teachers and other staff, and make recommendations to the Chief Executive (of the Department of Education) with respect to the meeting of those needs.
- Determine the purposes for which funds made available for the School are to be expended.
- Develop relationships between the School and the Community and Community Organisations.
- Make recommendations to the Chief Executive on matters relating to the School.

Responsibility for the implementation of policies established by the Board rests with the Principal and staff.

Parents and Citizens Association (P&C)

The P&C plays an important role within the School. Meetings are generally held on Monday evenings in Weeks 4 and 8 of the term and are advertised in the School Newsletter and on Social Media such as Facebook. All parents are encouraged to attend the meetings. As well as its official activities, the P&C provides an informal meeting ground for parents and teachers and serves a fundraising function for the School.

The Monash School P&C has a sub-committee of Preschool parents who fundraise specifically for Preschool purchases. The sub-committee is made up of a President, Secretary, Treasurer, Board Chair and Fundraising Coordinator.

Volunteering

A volunteer is a person who supports the educational programs of the school either through direct contact with students or through school activities without financial gain or reward. Volunteering can include activities in the school and activities for the school.

At Monash we believe that volunteering is a way of developing productive partnerships within the school. It allows parents and family members to become involved in the school. We believe that productive partnerships are essential in developing a culture of team work which enhances outcomes for students in the areas of academic, social and emotional development.

You can be involved and support Monash Preschool and School in a range of ways, including:

Volunteering IN the school	Volunteering FOR the school
<ul style="list-style-type: none"> • Changing home readers • Assisting in the classroom • Preparing resources • Helping on excursions • Being on committees • Joining the P&C • Helping in the canteen • Nominating for the School Board • Attending network meetings • Assisting at sports carnivals and team events • Sharing expertise and hobbies with students • Shelving and covering books in the library • Assisting at community events such as fetes and discos • Assisting to create artworks that add value and reflect our schools vision <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> • 'Classroom Carer' program • Hub Initiatives (eg: the giving plate and breakfast club) 	<ul style="list-style-type: none"> • Preparing resources at home • Covering books • Helping at working bees • Participating in fundraising • Donating resources • Making voluntary contributions • Helping in the school library • Assisting with events through links with community organisations • Making resources such as play dough • 'Classroom Carer' program • Hub Initiatives (eg: the giving plate and breakfast club)



The Monash Community Hub provides opportunities for families and the wider community to connect with one another through regular gatherings such as breakfast club, working groups and playgroup.

Prior to volunteering all volunteers must complete a **Working with Children and Young People Volunteer Form** which is available online:

http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/do_i_need_to_apply_for_a_working_with_vulnerable_people_registration_and_how_to_apply/application_lodgement_process

Volunteers must:

- Comply with the **Code of Conduct for Volunteers** – these are available from teachers or the front office or online:
http://www.det.act.gov.au/data/assets/pdf_file/0005/509486/Code-of-Conduct-Volunteers.pdf
- Sign in to the school **Volunteers Sign In Book** on each visit – a book is located in the Preschool teacher office.
- Respect the privacy of others and maintain confidentiality at all times.
- Follow the directions of the principal / supervising teacher and comply with all relevant policies, procedures and guidelines.
- Notify the principal / supervising teacher of any incidents / injuries which occur whilst volunteering.
- Read and understand the **Summary of Insurance Arrangements for Volunteers**, available at the front office or online:
http://www.det.act.gov.au/data/assets/pdf_file/0009/509472/Insurance-Arrangements-for-Volunteers.pdf

★ At the end of each school year the Monash School holds a special morning tea to thank volunteers.

Volunteering provides many benefits such as:

- Expanding social, cultural and educational outcomes for students.
- Increasing communication between Monash School and families.
- Enhancing community spirit and teamwork.
- Developing a shared vision and shared understandings.
- Opportunities for involvement.

Participation in Preschool Activities

We welcome and encourage families to share their special skills, interests and diverse family cultures with the Preschool.

Families are encouraged to participate in social activities to enable families to meet each other and form a sense of belonging to the school.

Families can help in the following ways:

- Sharing knowledge and expertise of craft, cooking, music, storytelling and job skills.
- Interacting with the daily program.
- Assisting with laundry.
- Working bees in the garden etc.
- Joining the Monash School Parent & Citizen Association and/or Preschool Subcommittee.

Delivery and Collection of Children

Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group. In accordance with the National Quality Standard, collection of children must be by a parent or authorised nominee. The details for those people are on the enrolment forms for your child.

If there are times when you require an alternative person to pick your child up from preschool you can:

- Fill out the book for that purpose which is kept by the preschool teacher.
- Send in a written note giving your consent for that person to pick up your child.

Changes to Details

Please keep staff and the school office informed of any changes to address, telephone numbers, child care arrangements, medical information and emergency contact phone numbers.

Medical Condition Management

Immunisation

The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Medical and Accidents

It is important that sick children are kept at home for their own comfort as well as the comfort of other children and staff. If a child becomes ill or is injured at school appropriate First Aid will be given and if necessary parents will be notified and asked to take their child

home. If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free. All students who have an ongoing condition (eg asthma, diabetes, epilepsy) must have a treatment plan completed by parents and their GP and lodged at the school. Plan proformas are available from the Front Office.

Exclusion periods for infectious diseases such as mumps, German measles, measles and chicken pox are provided at the end of this handbook.

If a child is to take a **prescription medicine** while at school, written directions and medicine must be left with staff. Information on a child's health status eg epilepsy, diabetes, should be given on enrolment or on diagnosis. If the health problem is serious a treatment plan must be completed.

Head lice are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from school until written evidence of treatment is produced. Please report any cases of head lice to the School Office.

To view Education and Training Directorate policies visit <http://www.det.act.gov.au/>

Food

Provision is made for children to eat during the Preschool session. Parents/carers are urged to provide children with fruit for fruit break, lunch, recess and water which will enable the staff to assist in the development of lifelong healthy eating habits.

Please always consider healthy foods when packing your child's lunch box. For example, sandwiches, cut fruit or vegetables and cheese.

Please note: Monash School is a NUT FREE SCHOOL due to the inclusion of students with life threatening anaphylactic allergic conditions. All food provided to children at Preschool MUST be nut free.

Food Safety Tips for Homemade Lunches and Snacks

Healthy lunches and snacks are important for children and help with their concentration and learning. School lunches however are particularly susceptible to food poisoning, especially in the summer heat. Parents and caregivers are reminded of a few simple food safety rules to prepare safe and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

- Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should also be washed thoroughly before reuse. Children should also be encouraged to always wash their hands before eating.
- Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or vegemite.
- Because food is normally stored in a child's lunch box for several hours, the lunch box needs to be kept cool. This can be done by:

- Choosing an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool.
- Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight.
- If including leftover meals such as meats, pasta and rice dishes, ensure you pack a frozen ice block into the lunch box
- Healthy drinks, such as water and milk can be frozen overnight and then stored in your child's lunchbox, helping to keep it cold.
- Make sure that while at school children keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.
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Physical Activities

Physical activity is very important for children so educators provide opportunities for structured and unstructured physical activity.

During the day at Preschool, 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 SunSmart policy, children will need to wear either a legionnaires or wide brimmed style hat. Please ensure that cords on hats are detachable in compliance with Directorate regulations. 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 label all of your child's clothing and pack a spare set in case of extremely messy play or accidents.

Information on Hygiene Procedures

Staff, children and volunteers must adhere to the hand washing procedures. All children are encouraged to wash their hands:

- On arrival
- Before and after eating or touching food
- After toileting
- After blowing their nose and wiping tears and dribbles
- When leaving the centre

All scratches and cuts must be covered.

Excursions

Excursions are part of the educational program at Monash 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.

Emergency Management Procedures

The school has a policy on emergency evacuations and are required to practise evacuations procedures. All staff and children participate.

Transitions

Your child is a member of the Monash School Community. By enrolling your child into Monash Preschool your child will automatically move on to Kindergarten in our school. As with all transitions the staff will ensure that the move from Preschool to Kindergarten is successful. To do this we have implemented a transition program for our Preschool children.

This involves:

- Preschool buddy program with Year 4 children from Monash.
- Kindergarten visits for Preschool students in Term 4.
- School tour for Preschool students in Term 4.
- Cooking in the Kitchen throughout the year.
- Parent information sessions for parents moving into Kindergarten are held in Term 3.
- Preschool children visit the library and have opportunities to borrow weekly.

For more information about this topic please follow the link to this website for some handy hints: http://www.det.act.gov.au/_data/assets/pdf_file/0010/582238/Starting-School-Screen.pdf

Student Welfare and Management

At Monash School we value that everyone is an individual and that we all have the special qualities that make us who we are. It is important that students are treated with respect and by valuing their uniqueness and what they bring to the school. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The school has a *Student Management and Wellbeing* policy that outlines the steps for addressing student welfare and management issues.

Parent Support

Parentlink www.parentlink.act.gov.au is a website which parents can use to access:

- Parents guides, including electronic order forms.
- A directory of local parenting services.
- Upcoming community events and parenting courses.
- Further readings in relation to the parent guides.
- Links to other useful websites.

Concerns or Complaints

The following information provides you with the most appropriate avenues to seek support if you have any issues or concerns:

1. Contact Class Teacher (62057085)
2. Contact Deputy Principal (Renee Berry) 62057555
3. Contact Principal (Shane Carpenter) 62057555
4. *Concerns, Suggestions and Complaints*
 - Education and Training Directorate
 - Community Liaison Section
 - Phone: 62055429
 - Email: DET.CommunityLiaison@act.gov.au

Diseases - Outbreak Procedures and Exclusion Periods

Personal hygiene measures such as hand washing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

The *ACT Public Health Regulations 2000* require children with the following conditions, and children who have been in contact with the following conditions, to be excluded from school, preschool, child care or family day care for the periods specified.

Condition	Exclusion of person with condition	Exclusion of persons in contact with condition
Amoebiasis (<i>entamoeba histolytica</i>)	Exclude until diarrhoea ceases	Not excluded
*Campylobacteriosis	Exclude until diarrhoea ceases	Not excluded
Chicken pox (<i>varicella</i> and <i>herpes zoster</i>)	Exclude until the last blister has scabbed over. The child should not continue to be excluded by reason only of some remaining scabs.	Not excluded Any child with an immune deficiency (eg with leukaemia, or as a result of receiving chemotherapy) should be excluded for their own protection and seek urgent medical advice and varicella-zoster immunoglobulin (ZIG), if necessary.
Conjunctivitis (acute infectious)	Exclude until discharge from eyes ceases.	Not excluded
*Cryptosporidiosis	Exclude until diarrhoea ceases	Not excluded
Diarrhoea	Exclude until diarrhoea ceases	Not excluded
*#Diphtheria	Exclude until— (a) at least 2 negative throat swabs have been taken (the first not less than 24 hours after cessation of antibiotic treatment and the second not less than 48 hours later), and (b) a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Exclude family and household contacts until approval to return has been given by the Chief Health Officer.
Giardiasis	Exclude until diarrhoea ceases	Not excluded
*# <i>Haemophilus influenzae</i> type b (Hib)	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Hand, Foot and Mouth disease	Exclude if— (a) child is unwell, or (b) child is drooling, and not all blisters have dried or an exposed weeping blister is not covered with a dressing.	Not excluded

*Hepatitis A	Exclude for at least 7 days after the onset of jaundice and a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Herpes (cold sores)	Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight dressing.	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
*Leprosy	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
*#Measles	Exclude for at least 4 days after the rash appears.	(a) Immunised contacts not excluded. (b) Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case. (b) Non-immunised contacts immunised with measles vaccine within 72 hours after their first contact with the index case are not excluded after being immunised. (d) Non-immunised contacts who are given normal human immunoglobulin (NHIG) within 7 days after their first contact with the index case are not excluded after being given NHIG.
Meningitis (bacterial)	Exclude until well	Not excluded
*Meningococcal infection	Exclude until adequate carrier eradication therapy has commenced.	(a) Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer. (b) Otherwise, excluded until 10 days after last contact with the index case.
*#Mumps	Exclude for 9 days after onset of symptoms, or until parotid swelling goes down (whichever is sooner).	Not excluded

*#Poliomyelitis	Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until effective treatment has commenced.	Not excluded
Rotavirus	Exclude until diarrhoea ceases	Not excluded
*#Rubella (German measles)	Exclude for 4 days after the appearance of the rash.	Not excluded Female staff of child-bearing age should ensure that their immune status against rubella is adequate.
*Salmonellosis	Exclude until diarrhoea ceases	Not excluded
*Shigellosis	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.	Not excluded
*Tuberculosis	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
*Typhoid and paratyphoid fever	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	(a) Not excluded unless the Chief Health Officer notifies the person in charge of the school. (a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.
*#Whooping cough (pertussis)	Exclude for 21 days from start of cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer.	Exclude non-immunised household, home based child care and close child care contacts under 7 years old for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer (whichever is sooner).
Worms (intestinal)	Exclude until diarrhoea ceases	Not excluded