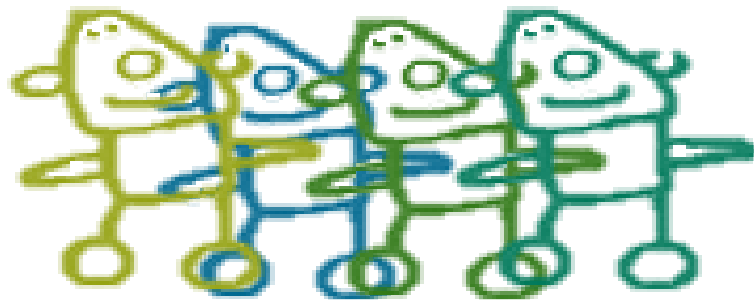


Casuarina Street Preschool

Town Campus

Casuarina Street, Katherine, NT, 0850

Phone (08) 8973 3821



Educational Leader of this Service: Kirsty Bartlett

Assistant Educators: Shenise Gaymer






Approved Provider: Department of Education

Nominated Supervisor: Ms. Renez Lammon

Parent Information Book 2024



Current Staff and Contact Details

<p>Nominated Supervisor (School Principal) – Renez Lammon renez.lammon@education.nt.gov.au</p>	
<p>Educational Leader of the Service – Kirsty Bartlett kirsty.bartlett@education.nt.gov.au</p>	
<p>Preschool Assistant Educator – Shenise Gaymer shenise.gaymer@education.nt.gov.au</p>	
<p>Wednesday's Educational Leader - Laura Kimber laura.kimber@education.nt.gov.au</p>	
<p>Wednesday's Assistant Educator – Nicole Carson nicole.carson@education.nt.gov.au</p>	

Dates and Holidays in 2024

Term 1: Tuesday 30 January – Friday 5 April (Staggered start applies – you will be advised of your day)	Good Friday – Friday 29 March Easter Monday – Monday 1 April
Term 2: Monday 15 April – Friday 21 June	Anzac Day – Thursday 25 July May Day – Monday 6 May King’s Birthday – Monday 10 June
Term 3: Tuesday 16 July – Friday 20 September	Picnic Day – Monday 5 August
Term 4: Monday 7 October – Friday 13 December	

Philosophy

Casuarina Street Preschool – Town Campus 2022



Our Philosophy

- 1. We can feel at home at Preschool.** Our preschool represents our different homes. Our families are our first teachers, and they are the bridge between home and preschool. Everyone can feel like they belong at preschool. Everyone can feel safe. We respect different families’ cultures and seek to share in the breadth of cultural diversity in our preschool.
- 2. We think play is children’s work.** It is how they investigate and make sense of the world.
- 3. We believe that Preschool is a place of joy, wonder, awe and delight to spark our curiosity.** It is a place to have fun and learn how to make friends. It is a place to foster a love of learning.
- 4. We are partners with families in Children’s learning.** We are respectful and responsible. We communicate openly. We build trusting relationships and professional partnerships that families can feel confident will support their children as they begin their educational journey.
- 5. We are committed to providing rich indoor and outdoor learning spaces through play, that reflect children’s interests and needs.** We reflect on children’s strengths, needs and interests. We listen and we respond intentionally to children and their families. Our door is always open to our families.



National Quality Framework

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services. The National Quality Standard is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.



The Early Years Learning Framework

- Children attending Preschool in the Northern Territory are supported by the delivery of the **NT Preschool Curriculum** in connection with the **Early Years Learning Framework**. We cover the areas of our curriculum through how we design and set up the learning environment.
- The Learning environment is separated into areas that focuses on different aspects of the curriculum: Literacy, numeracy, science and nature, construction and building, arts and craft, dramatic play, gross motor skills, fine motor skills, sensory play, etc.
- The focus of these areas is determined by 3 things: children's needs, strengths and interests.
- We assess a child's progress through making individual observations on how the individual child is responding to the learning environment and extending their learning and growth through their own interests and paying attention to their individual strengths and needs.
- You will receive observations documenting your child's learning through the Storypark app. Observations are made using a focus child roster. Each child gets a turn to be a focus child 2 to 3 times a term. Other group observations and notes are also made.



Library

On Wednesdays, the children will be walked over to the library located in the primary school grounds. Children will begin borrowing in Term 2. Please ensure your child brings a library bag to preschool on Wednesdays.

Bike Days

On 'Bike Days' your child can bring his/her own bike or scooter to preschool. Please remember to send a helmet too if your child wishes to bring a bike/scooter from home. We also have plenty of bikes and scooters at preschool to use. Bike days will be on Mondays and Thursdays.

Swimming and water play

Children will be participating in a water safety awareness program in the preschool pool that aims to enhance children's confidence in water, as well as waterplay. The staff are qualified to deliver this program. We will need at least 3 parent volunteers for our water program to be successful.

Perceptual Motor Program (PMP)

The Wednesday educator will run a PMP program during Wednesday mornings that promotes the development of gross motor skills.

Special Events

Special times are celebrated during the year. You can look forward to our Early Years sports carnival, character day dress up, crazy hair days, school concert and preschool graduation.

Program and Timetable

	Mon	Tue	Wed	Thurs	Fri
8.15-8:25	Wash hands, put hat on and go outside ready for outside investigations.				
8:30	Gather on the mat to do the roll and prepare for the day.				
8.35 – 9.45	Outside investigations Swimming (T1 & T4) Bike day Pack up	Outside investigations Swimming (T1 & 4) Pack up	Library Outside investigations PMP Pack up	Outside investigations Swimming (T1 & T4) Bike day Pack up	Outside investigations Swimming (T1 & 4) Pack up
9.45- 10.15	toilet/ wash hands/ eat recess				
10.15-10.35	outside recess play				
10.35	Tuning in to learning Inside investigations Reflection with focus children	Tuning in to learning Inside investigations Cooking/Science Reflection with focus children	Music Inside investigations	Tuning in to learning Inside investigations Reflection with focus children	Tuning in to learning Inside investigations Cooking/Science Reflection with focus children
12.15-12.45	wash hands / eat lunch / pack up chairs				
12.45-1.15	outside lunch play				
1.15-1.30	wash hands, relaxation/rest				
1.30- 2.15	inside investigations, continue work in progress				
2.15 – 2.30	good bye song, dismiss to parent				

Session Times



Preschool hours are **8:15am – 2:30pm** every day.

Children will attend in either the Monday and Tuesday 'Parrots' group or the Thursday and Friday 'Frogs' group.



Children will also attend on alternate Wednesdays. The first Wednesday of the year is a parrot Wednesday.

What to Bring to Preschool

The Territory Government has allocated a \$150 voucher for each preschooler that can be used in Term 1.



Included in our package are 3 preschool t-shirts (more can be purchased at \$5 each), a preschool hat (as wide-brimmed hats are compulsory at preschool in accordance to our Sun-Smart Policy) and a library bag. These can be issued during the first week of preschool or in the week before school goes back during School Office hours.

Your child can wear a preschool shirt, if preferred. Remember, your child needs to wear clothes that can get dirty and are practical for a session at Preschool.

- ★ A **good size school bag** (named) to hold their lunch box, water bottle, library bag and spare clothing.
- ★ **Spare clothes** in case of toileting accident, pants, tops, undies etc. *(Please remember that children need to be fully toilet trained. This also means no pull-ups. They need to be used to going to the bathroom independently at our preschool, as we do not have the staffing ratio or facility to change children).*
- ★ **Enclosed shoes** and a **broad brimmed hat** (we have a no hat, no play policy).
- ★ A **water bottle**.
- ★ A **lunch box**.
- ★ A **library bag**.

All these items need to be clearly labelled with the child's name.

Mealtimes

Each day, the children are asked to bring their own recess and lunch in a lunch box and a drink bottle with water in it. Lunch boxes and water bottles are to be put in the trolley as you come into preschool. As our Policy states, the children are encouraged to bring **healthy food** in their lunch box. For example, a piece of fruit, a sandwich, some crackers, a wrap and some salad sticks etc. Our Healthy food policy discourages foods such as lollies, chocolates, sugary bars, chips and sweet drinks. **(Water only in drink bottles please)**. Here are some great lunchbox ideas. Please see us if your child has any special dietary or eating issues.



Nut Aware:

Casuarina Street Preschool is a nut aware school. Please do not send foods containing any kinds of tree nuts (incl: Nutella or Peanut butter, etc) Foods labelled "may contain traces of nuts" are acceptable.

Lunch Orders

We do not offer lunch orders, as we do not have the staff numbers to collect lunch orders from the canteen.

Drop Off / Pick Up Authority

Children need to be brought to the preschool, signed in and out, and collected at the end of the session by an authorised person **over 18 years**. The sign in books can be found outside the Preschool front door. Preschool starts at **8:15am** and finishes at **2.30pm**. If you will be late, please ring the school to let us know on 8973 3821. After 2:30 pm, you may need to pick up your child from the front office of the school. Doors will open at 8.05 am to give families time to complete the morning routine, ready to start the day at 8.15 am. Duty of care does not begin until 8.15 as educators are having meetings and setting up the learning areas etc. This means parents need to stay with their children till 8:15am.

Each child must have a complete **Authority to Collect** form filled out (provided with enrolment pack). Only the adults listed on this form are able to collect your child from preschool. If you would like to make adjustments to this form, please inform staff. If there is an instance where somebody not on your authority to collect form will pick your child up, please ring the preschool to inform us verbally and ask that person to have ID to show. Please note preschool children are not to take the bus home.

Voluntary Parent Contributions

Your voluntary school contributions support Casuarina Street Preschool in continuing to provide outstanding educational outcomes for our students as a recognised Northern Territory School of Excellence. Contributions are used to purchase paints and other consumables items for art and crafts, cooking and gardening, the cost of yearly renewal of the staff qualification and Storypark subscription. Please pay contributions and fees at the school front office.

Family Involvement at Preschool



Our Preschool thrives on family involvement. Parents are always welcome to help us for a session and the children LOVE working with other adults and getting to know you as their friend's parents.

Its is a lovely way to start off the day with a puzzle on the verandah with your child. From then on we would love it if you could stay and water the garden with children, plant seedlings, help with art or craft activities outside, cooking with a group of children, making playdough, pushing children on the swings, and be involved with play.

We have rosters for swimming helpers (we need at least 3 to run the program), cooking helpers and selling icy poles on Wednesdays after school (our regular fundraiser).

Our preschool has a strong culture of family involvement, and we would love that to continue this year, if you have any special talents, cultural events or hobbies you would like to share please also come and speak with us at any time. (Some parents shared cooking ideas, family pets, craft and card making, music and gardening, we even had some whip cracking 😊).

Parent Preschool Committee

The Preschool Parent Committee is an important part of our preschool functioning successfully and we value your input. The committee can take on all fundraising for preschool, special events and family occasions. The committee meets in weeks 3 and 8 on Wednesdays. We have been meeting at 4:30pm via Microsoft Teams to allow people to meet from home, or wherever they are.

Parent Communication with Preschool

We have an open-door policy so please feel free to call or speak to us in the mornings or afternoon. If you need a longer meeting, please make an appointment with the teacher.



Email – Preschool newsletters, committee meeting agendas and minutes, Term Program and Schedules, our Learning intentions for the term are emailed out to families. Please make sure we have your email address.



Storypark – Our preschool is registered with Storypark. We use it for all our observations of your child's learning and communicating Preschool news and events. We will help you set up an account when your child begins.



School Stream app – you can register with School Stream and download the School Steam app to your phone of device and receive newsletters and updates that concern the whole school, not just the preschool.

Family diary & Parent table

This is a place to write if your child will be absent (if you know in advance) or leaving early for an appointment. We look at this diary everyday so please go ahead and write in it.

Family photo wall

Helping children feel they belong is a fundamental part of the EYLF and our preschool philosophy. We like to create a family wall with photos of your family and child. Please bring one to preschool in the first week to help us get this started. You may also like to email this to us and we can print it out for you. We also add the electronic photos to the background screen on our computer in the mat area. 😊



Policies and Procedure Documents

These are all available for viewing on the shelf in our preschool office and our school website. You are more than welcome to view these at any time. Please ask us.

Health and sickness

- ✓ If your child has a diagnosed health condition, please make sure you have given us as much information as possible in the enrolment form and bring us copies of any Health Care plans from your GP. If your child has any dietary requirements or minor health issues, please tell us about those too. Our policies require us to develop a Health Care and Risk Minimisation Plan with you, and we will contact you to do that before your child begins.
- ✓ Please do not send your child to preschool if he or she is unwell. The problem of sickness and infectious diseases is very serious, especially when so many children are in contact with each other. If your child becomes ill at the center, staff will contact you immediately. Infection can move swiftly through a group. Therefore, we ask you or your nominee to come as quickly as possible to collect your child. In accordance with our Dealing with Infectious Diseases Policy, a copy of which is available in our office or on our website, if a child has an infectious disease, they will be excluded from the centre for the minimum period stipulated by the Northern Territory Department of Health.
- ✓ Please call us if your child will be absent for sickness on 8973 3821 as soon as possible.

Donations

Many important skills are developed by the children's use of recycled materials and therefore we need a constant supply of all sorts of 'junk' such as old cereal boxes, bottle tops, yogurt pots and also off cuts of timber for our woodwork table. We are also always looking to maintain our sensory garden. So if you have any recycled treasures please ask staff if we require more and they will be able to guide you in the right direction.

Enrolling at Casuarina St Preschool

We will accept enrolment forms for 2023 from Wednesday 27th July 2022. Your child will be placed on a waiting list and we will follow the school's **priority enrolment plan** to allocate places to families. Getting your forms in first will not necessarily guarantee a position, but it does help us to plan ahead and is taken into consideration when other policy expectations are not applicable.

Age of entry

Children who turn four before the 30th June are eligible to begin Preschool at the start of the school year. The enrolment policy states that children are offered a position on an age-basis for their preschool year. For example, children turning 5 in July will be accepted first.

Children entering preschool must be toilet trained and able to manage themselves independently in the toilet.

Please make sure the Preschool has your current address, phone number and email address.

To assist your child with the transition into our program, **both groups begin the year with a staggered intake**. Research suggests that a staggered approach to starting preschool is developmentally appropriate by helping children to settle in happily and reduce separation anxiety.

Each family and child will need to attend a preschool orientation before starting Preschool. Orientation times will be offered the first day of teachers return to school in January and during the latter part of Term 4. Children starting during the year will be given a preschool orientation by appointment.

And Finally

During the first few weeks our time will be devoted to settling children, building relationships, establishing routines, and getting to know your child. Helping children learn and grow is a rewarding experience, and we strongly believe in creating a positive learning environment where children feel comfortable, safe, happy and secure. Please don't hesitate to discuss any queries or worries you may have regarding your child's education with us.

Once again, we would like to say how much we are looking forward to our preschool adventure with your child and family.

To Many Happy Days!

From the Preschool Team!