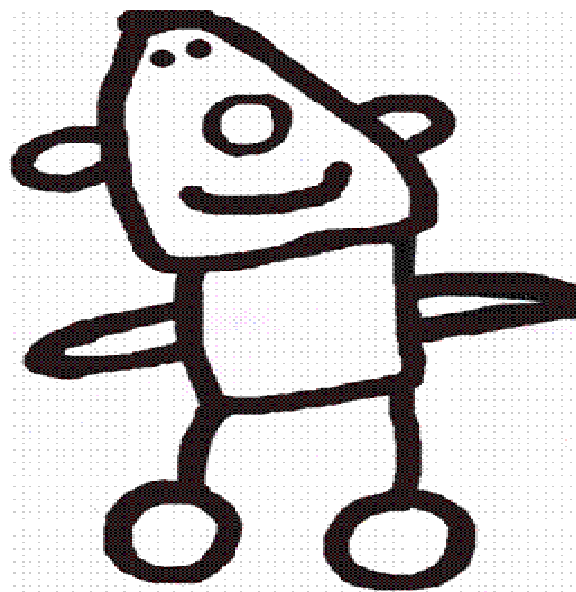


# Casuarina Street Pre-school

Casuarina Street

Katherine. N.T 0850

(08) 89711783



## Parent Information Book



# A WARM WELCOME TO ALL CHILDREN AND PARENTS

Dear Parents/ Caregivers,

We would like to take this opportunity to welcome you and your child to preschool. We would hope that your association with the centre will be a happy and beneficial one. As parents, you are encouraged to contribute to the program by visiting our preschool to become a part of your child's education. We are looking forward to working with you and your child.

**Staff:** (Staff email contact will be sent in the first few weeks of school as part of the Preschool newsletter)

Teacher in Charge

Teacher's Assistant

Email: [casuarina.admin@ntschoools.net](mailto:casuarina.admin@ntschoools.net)

Preschool Phone: (08) 8971 1783

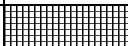
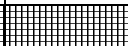



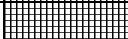
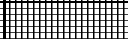



Primary School Phone: (08) 8971 2643



Primary School Fax: (08) 8972 3791

## Session times:

Our Preschool is working on a 5 day fortnight model. This means that one group of children will come Monday, Tuesday & Wednesday one week and then Monday & Tuesday for the second week. The other group will come Thursday & Friday the first week and then Wednesday, Thursday & Friday for the second week.

These will be full days 8.10am to 2.35pm. At the beginning of the year, a full year's calendar will be given to each family to assist them to remember which day their child comes.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Wk 1							
Wk 2							

	Group 1
	Group 2

## Drop Off/ Pickup:

Children are to be picked up and dropped off by a responsible adult, as nominated on the enrolment form. There will be a sign in/sign out book that all parents/caregivers must complete on a daily basis. A child will not be allowed to leave with any other adult without parent consent. Children need to be brought into the pre-school room and taken out- do not leave them to find their own way in from the car park.

Please note we understand that sometimes you may be late due to an emergency. A phone call would be appreciated in this instance.



## Philosophy and Goals of the Preschool

*It takes a whole village to raise a child.*

Preschool is a learning place where children, teachers and parents come together in a supportive environment.

The program with its variety of activities is designed to educate the total child, helping them to develop socially, emotionally, physically and intellectually.

The philosophy of preschool education focuses on the development and progress of the individual child, within the context of their home and community environment. Broadly state the preschool is seen as serving four major functions:

- To provide a bridge for the child, adding a smooth transition from home to school.
- To encourage parent interest and participation in the education process.
- To promote the physical and mental health of the child.
- To develop abilities, skills and attitudes which will aid the educational progress of the child.

Preschool helps the child to make sense of their own experiences, their own environment and their own feelings. It is an approach which helps children to acquire the basic skills of learning as "tools" with which to examine, analyse, record, observe, measure, explore, describe and organise their experiences.

The preschool aims to provide an environment within which the children are able to develop towards autonomy, competence, rationality and sensitivity. Provision is made for each child to express themselves creatively, which develops imagination, increases sensitivity and confidence, and develops selective skills.

*We place the emphasis on the actual "doing" as well as the product.  
Children learn from the process of making.*



## Children's Program and Other Matters

We accept every child as an individual and their own unique personality and abilities and will encourage their development whilst at the same time avoiding making comparisons between children.

The preschool program is planned to cater for each child's interests and needs, and to foster the development of certain abilities, attitudes and skills which will assist their educational development.

At preschool, children are encouraged:

- to use language to communicate with others
- to form basic concepts which help them understand their world
- to develop self-confidence and a feeling of adequacy



- to make friends
- to share and co-operate with others
- to develop skills and co-ordination between eyes, hands and body
- to develop a positive attitude towards learning.



**Activities:**

The focus of our preschool program is to learn through a play-based program. Our daily timetable is as follows:

- Mat session (e.g. mark roll, early literacy, numeracy, science, music studies & more)
- Outdoor Play Session (e.g. Perceptual Motor Program, fine and gross motor skills, science, literacy and numeracy, communication and socialisation)
- Morning Tea/ Lunch
- Mat session (for e.g. early literacy, numeracy, science, music studies & more)
- Indoor Play Session (e.g. fine motor skills, communication and socialisation, literacy, numeracy, early arts)



We aim to stick to a consistent routine for the children to prepare for primary school, however, due to unforeseen circumstances or changes in the weather, minor changes may be made.



The children also participate in Library, Computers, and Music sessions.



**What to bring:**

- A broad brimmed hat or legionnaire hat to be kept in your child's bag (We follow a sun smart policy of no hat, no play other than under the verandah).
- A change of clothing to be kept in your child's bag in case of accidents.
- Morning tea and lunch- in a lunch box marked with their name.
- A bag big enough to carry all of the above as well as art/ craft work.
- A library bag (plastic bags are not suitable , cloth bags are)

**Please remember to label all your child's possessions clearly with their name.**

**Contributions:**

Parent Contributions are \$50.00 per child per term and are utilised to purchase paints, crayons, paper, card, glue, play dough materials and other consumable items for art/ craft, cooking etc. We encourage all parents to pay their contributions, either by the term or semester. Money can be placed in an envelope in the "Contribution Box" just inside the pre-school doors. You will need to record your child's name and which session they attend, on the envelope.



**Morning Tea and Lunch:**

Casuarina Street Preschool has a "Nut Awareness" policy. This includes all nuts and nut products such as peanut butter, peanuts and nutella.

The Pre-school would like to encourage and promotes healthy eating habits. You could send: cheese, fruit, fruit salad, yoghurt, dried fruit, raw vegetables, sultanas, cheese and crackers, small sandwiches etc. *Please send all food along, already prepared for your child to eat.* We encourage independence and this also prepares children for school. We encourage the drinking of water at Casuarina Street Preschool for the overall optimum development of the children. Please advise us if your child has any special nutritional requirements or allergies.

**Clothing:**

Please send children along in cool comfortable play clothes that they can move freely in. Messy activities are an integral part of our educational program. Choose clothes that wash easily. We try hard to protect children's clothing, but children being children, they will at times end up coming home with paint spills etc.

The children will be encouraged to be active playing, dancing, running, jumping and climbing. Thongs and party shoes don't allow a child to do any of these things safely, so to try and prevent accidents, they are strongly discouraged. Children need shoes which don't hamper their participation in any physical activities. Sturdy sneakers or boots with a good gripping sole are the most appropriate forms of footwear for preschool children.

*A small amount of uniform items are sold at the preschool including t-shirts for \$12, as well as hats for \$8 and library bags for \$6.*

**Library:**

We encourage the students to borrow library books as they will have access to the library throughout the year. For your child to borrow a library book, they will need a strong library bag to protect the books.

**Excursions:**

From time to time during the year, the teacher will organise tours of educational interest e.g. the fire station- for the children. Written permission from parents will be necessary before a child may participate in any such outing. Parent volunteers would be greatly appreciated on these occasions.

**Treasures from Home:**

While we do not wish to dampen your child's enthusiasm, we would appreciate it if toys brought from home were limited to those received on a special occasion (birthday).





Treasures can be lost and broken- please leave them at home. Your child is encouraged, however, to bring to preschool any type of interesting specimen or object, rocks, shells, flowers, insects, animals- to enrich the science program. Plants and seeds are also gratefully received. If in doubt, please run it by your teacher first.

We have "Show and Tell" during the week, when your child will have an opportunity to share an interesting item or experiences with their class.

**Perceptual Motor Program:**

The perceptual motor program will operate as part of our weekly outdoor time. Perceptual-motor development refers to one's ability to receive, interpret and respond successfully to sensory information.

Objectives of the programme are to:-

1. Assist each student in acquiring efficient movement.
2. Promote improved sensory functioning.
3. Development of a positive self-image.



The main areas of program concentration are in promoting improved:-

1. Balance skills.
2. Locomotor skills.
3. Hand-eye and foot-eye coordination.
4. Body and spatial awareness.
5. Language skills.



*Parents who can commit themselves to helping on a regular basis are an integral part of the programme.*

**Health Policies:**

- Please do not send your child to preschool if she/ he is unwell - no matter how much they may want to come. It's not fair to your child, the other children or to the staff.
- If your child contracts an infectious disease or any illness, or has been sick the previous day or during the night, please notify the staff.
- Staff reserve the right to ask for a doctor's certificate if they are unsure of a child's illness.
- The following exclusion rules are in line with the N.T. Department of Health Recommendations:

Chicken Pox

Excluded for at least 5 days after the spots first appear and until all blisters have formed scabs.

Conjunctivitis

Excluded until discharge from eyes has ceased.

Diarrhoea

Excluded until diarrhoea has ceased.

Impetigo (school sores)

Exclude unless sores are covered with a waterproof dressing and antibiotic has been started.





Measles



Excluded for 4 days after the rash first appears.



Mumps

Excluded for 9 days after symptoms first appear.



Ringworm, scabies

Excluded until the day after treatment is started.



Head Lice or Nits

Excluded until after treatment.



Rubella

Excluded for 4 days after the rash appears.



Hand, Foot and Mouth

Excluded until blisters have dried.



All boils and open sores must be covered with a waterproof dressing when children come to preschool.



**Head Lice:**



Head lice seem to be a problem in this warm climate, especially during season changes.



Therefore it has become policy at our preschool that if a child is found to have Lice in their hair, the parents or caregiver will be notified and will have to collect their child from preschool. The child will need to be treated and Lice free before they return to preschool.



The preschool does its best to follow health and safety procedures at school, but your patience and understanding is sought.



**Toilet Training:**



Children must be able to go to the toilet by themselves. Staff will assist children when they have an accident however total toilet independence is required (other than children with special needs).



**Behaviour Management Plan:**



Aim: To provide a preschool policy regarding behaviour which encourages children to think, cooperate, enhances self-esteem and encourages their ability to interact with others. It is the preschool aim for children to achieve social skills training to understand what is expected of them in terms of their behaviour whilst at preschool.



Explanation: Staff guide children's behaviour by teaching them what is acceptable and what is unacceptable behaviour, in terms of safety and respecting other people's needs, rights, feelings and belongings.



It is important when unacceptable behaviour by children is recognised to be conscious of the child's developmental level. E.g. A child who has just begun preschool and who therefore may not be aware of the "rules" may need direction and an explanation rather than a reprimand for a wrong doing, depending on their misbehaviour.



It is the child's "behaviour" that will be unacceptable, not the child. This will be demonstrated through statements such as "Running with scissors is not safe, what do you





think you should do?", if the student doesn't respond appropriately explain walking is required.



Some causes of unacceptable behaviour:



- Anger and frustration- annoyed at not meeting others expectations.



- Boredom- hurt other children because there is nothing to do.



- Desire for attention- some children need more attention than others do from adults.



- Imitating- model behaviour on what they have experienced elsewhere.



- Tiredness- when they are tired they are easily irritated.



- Staff will ac Disruptive behaviour reward- negative behaviour may become the most effective ways of getting attention.



- Imitating- model behaviour on what they have experienced elsewhere.



- Tiredness- when they are tired they are easily irritated.



- Excitement- some children lose control when over excited.



- Jealousy- hurting others may be expression of jealousy towards another child.



- Social clumsiness- some children do not have the social skills to initiate a social interaction.



- High Activity Level- some very active, energetic children cannot seem to channel their activity constructively.



**The cause of behaviour is taken into account when deciding on an appropriate consequence.**



Procedures- What To Do:



When a child is reprimanded, redirected or stopped, staff will need to explain why. This assists the child to make judgements about what he/ she can/ cannot do. Limits should not be given without explanation. Staff will encourage children to discuss their feelings and behaviour.



Implementation:



(For all staff to follow, depending on the situation start at the appropriate step)



STEPS:



1. Ignore some minor situations, or use body language (look, move closer...)



2. Ask a question so that the child thinks about "What they should be doing."



3. Remind the child of the consequence (what will happen if they continue) CHOICE - stop the inappropriate behaviour or sit on the thinking chair.



4. Child is to sit on the 'thinking' chair and think about what the appropriate behaviour is. Child will then return to the group after discussion about alternative appropriate behaviour. If the inappropriate behaviour continues, move to step 5.



5. Child is withdrawn from the group and sits in the office, and is given quiet time alone to think about the appropriate behaviour. Child will then return to the group. If the inappropriate behaviour continues, move to step 6.



6. If the inappropriate behaviour continues, and the situation requires parental intervention, the parents will be notified, and the child will go home (record in the incident book).





When working with young children, the staff members should use positive techniques of guidance, redirection, positive reinforcement and consistency.



Each case should be considered with regards to the probable cause of the behaviour. Staff will acknowledge and discuss the feelings the child had and offer possible suggestions of appropriate behaviour when feeling this way.



The teacher will provide a balance of quiet activities and vigorous active ones. Staff will make use of group management techniques, limiting the number of children in each area of the room and allowing for sufficient materials the opportunity for constructive interaction.



Staff will model appropriate behaviour and use positive language with the children to give praise for appropriate behaviour. Using the positive behaviour rewards is how the teaching staff rewards children with acceptable behaviour.



Repeated inappropriate behaviour would warrant further investigation and parents/teachers discussion to develop further strategies. Children with consistent difficulties are taken through the above procedures, and the parents are consulted regularly. If necessary, outside professional assistance will be sought.



**Early Entry Policy:**

As per the Northern Territory Government guidelines children turning 4 by the 30<sup>th</sup> June can start Preschool at the beginning of the year. Children turning 4 after this date can start on their 4<sup>th</sup> birthday, if there is a position available, however the child must complete 18 months of Preschool before heading over to Transition.



**Miscellaneous:**

- Newsletters are sent out with your child regularly. These notes contain important news and updates on what is happening within the preschool. For example: Fundraising and special events. Please check the communication board for regular updates.
- The preschool sends home Scholastic Book Club leaflets every 4 to 6 weeks. The purchase of books for your child helps the school to purchase books and other resources for the library. This is not compulsory.



**Parents in the Preschool:**

Open door policy:

Parents are the first and in many ways, the most important teachers of the young child.

Parents and teachers in the preschool need to work together to provide the best possible experience for the child. Parents are invited and encouraged to participate in our program whenever they have time. Parents are most welcome to stop - even if it is only for fifteen minutes. Caregivers/ Grandparents are most welcome!



Parents can help by:

- Coming in to help on a day that suits you - either occasional or on a regular basis.
- Reading the notice board and newsletters.
- Discussing any problems or worries





- Supporting and attending the School Council Meetings.
- Offering to share any hobbies, interests or skills you may have e.g. playing an instrument, craft, cooking and sport.
- Collecting junk materials.
- Supporting and encouraging your child to develop a positive feeling of his/ her own worth.
- Being part of the Perceptual Motor Program.
- Sticking work in to journals
- Doing the weekly washing of student handtowels.



**Junk Please**



Many important skills are developed by the children's use of junk materials, and thus we need a constant supply of all sorts of "junk".



For cutting and pasting:



cardboard	computer paper	old calendars
buttons	wool	string/ lace/ ribbon
magazines	barks/seeds	envelopes
wrapping paper	material scraps	shirt boxes
silver/gold foil	boxes- big and small	wood shavings
ice cream sticks	feathers	cardboard cylinders (no toilet rolls)



And also:



bottle tops	corks	cotton reels
vinyl pieces	tins	crates
dress up clothes		



So you see - children can create with anything.



**And Finally**



We welcome you! We welcome your interest and your visits. Don't hesitate to discuss any queries or worries that you may have regarding your child's education with us - we will try our best to help, or put you in contact with someone else who possibly can.



We hope that this year at Casuarina Street Preschool will be a happy, worthwhile experience for both you and your child.

