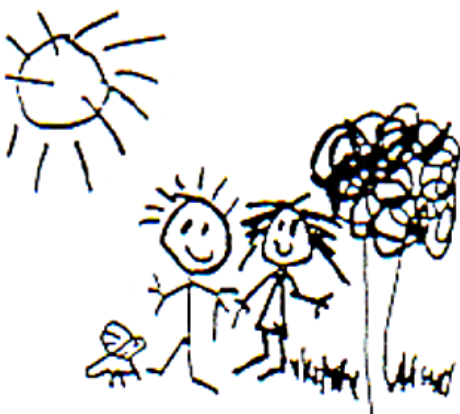
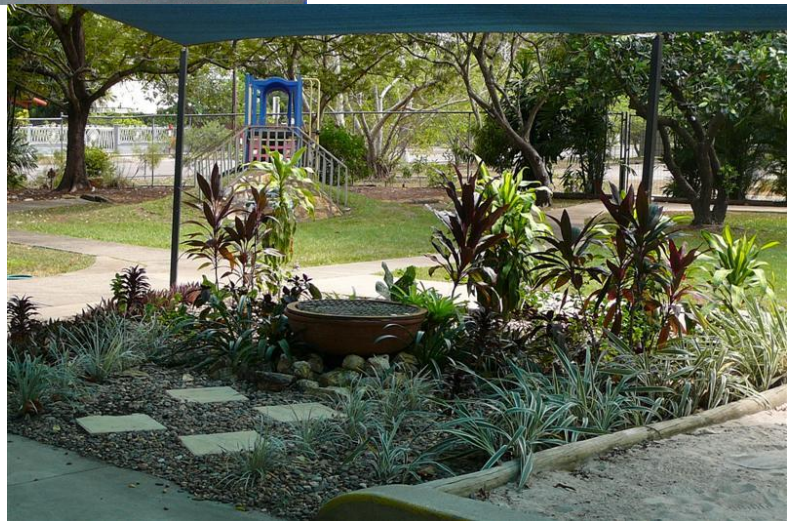


MOIL PRESCHOOL

PARENT HANDBOOK



WELCOME TO MOIL PRE-SCHOOL

The first day of Preschool is a milestone in the life of your child and family. It's a day when your child starts to forge ahead towards independence and formal education in a new, exciting, challenging and fun filled environment.

The Preschool Staff hopes that your time with them will be happy and filled with treasured memories!

PRESCHOOL STAFF

Teacher in Charge Lea Wharam

Support Officer Heather Pace

Contacts

Phone number 89206870

Fax 89206869

Web address

<http://www.schools.nt.edu.au/moilps/preschool/index.html>

SESSION TIMES

Morning group: 8:15am -11:00am Monday to Thursday

Afternoon group: 12:00-2:45pm Monday to Thursday

**Full time: 8:15am-2:45pm Monday/Tuesday or
Wednesday/Thursday**

Fridays: (8:15am-11:00am)

- **1st Term- Morning Group children**
- **2nd Term- Afternoon Group and children who attend either of the full-day options (M/T and W/Th)**
- **3rd Term- as first term**
- **4th term- as second term**

PRESCHOOL PROGRAM FOR LEARNING

Learning depends upon a positive self image. Valuing ourselves is something we learn and something we must nurture in small children.

Moil Preschool provides an environment in which children can develop emotionally and become socially and physically confident. The staff supports young children's learning by providing play and real life situations that are purposeful, integrated and relevant to the child's needs. Young children learn from action, combined with instruction. Programs are planned to allow children to participate in activities at their own level. All children have abilities that can be identified and promoted. Preschool is an important foundation for learning, not just getting ready for 'big school'.

VOLUNTARY CONTRIBUTIONS

The voluntary contributions are \$60 per term and can be paid in full at the start of each term or part there of. Pre-school voluntary contributions are used to assist in the provision of pre-school requisites from big items such as furniture and outdoor equipment, through to the puzzles, books, play equipment and materials for craft activities that the children use each day.

DROP-OFF

A car park is provided near the school oval. Entry is through the perimeter gate adjacent to this car park. If you arrive early, please wait with your child until starting time. Please encourage your child to find their own locker and to put their bag away.

PICK UP TIME

Parents are requested to collect their children on time. In case of emergency or unforeseen delay, please ring the Preschool. This can help avoid children becoming upset if they are not picked up on time.

Before and after school and between sessions the staff are busy setting up activities, planning and evaluating the program, attending to administration and therefore appreciate you bringing or collecting your child on time. It is necessary for the staff to be notified (by phone or prior arrangements) if someone not known to the staff will be collecting your child.

PARENTS AT PRE-SCHOOL

All parents/carers are encouraged to stay during the first fifteen minutes of each session to engage in puzzles with their children. This is an informal session and allows a time to discuss any minor matters or simply to touch base with the staff.

Parents also play an important role in the Pre-school programme and there are a number of ways you can assist the staff in providing your child with the best possible education at Pre-school:

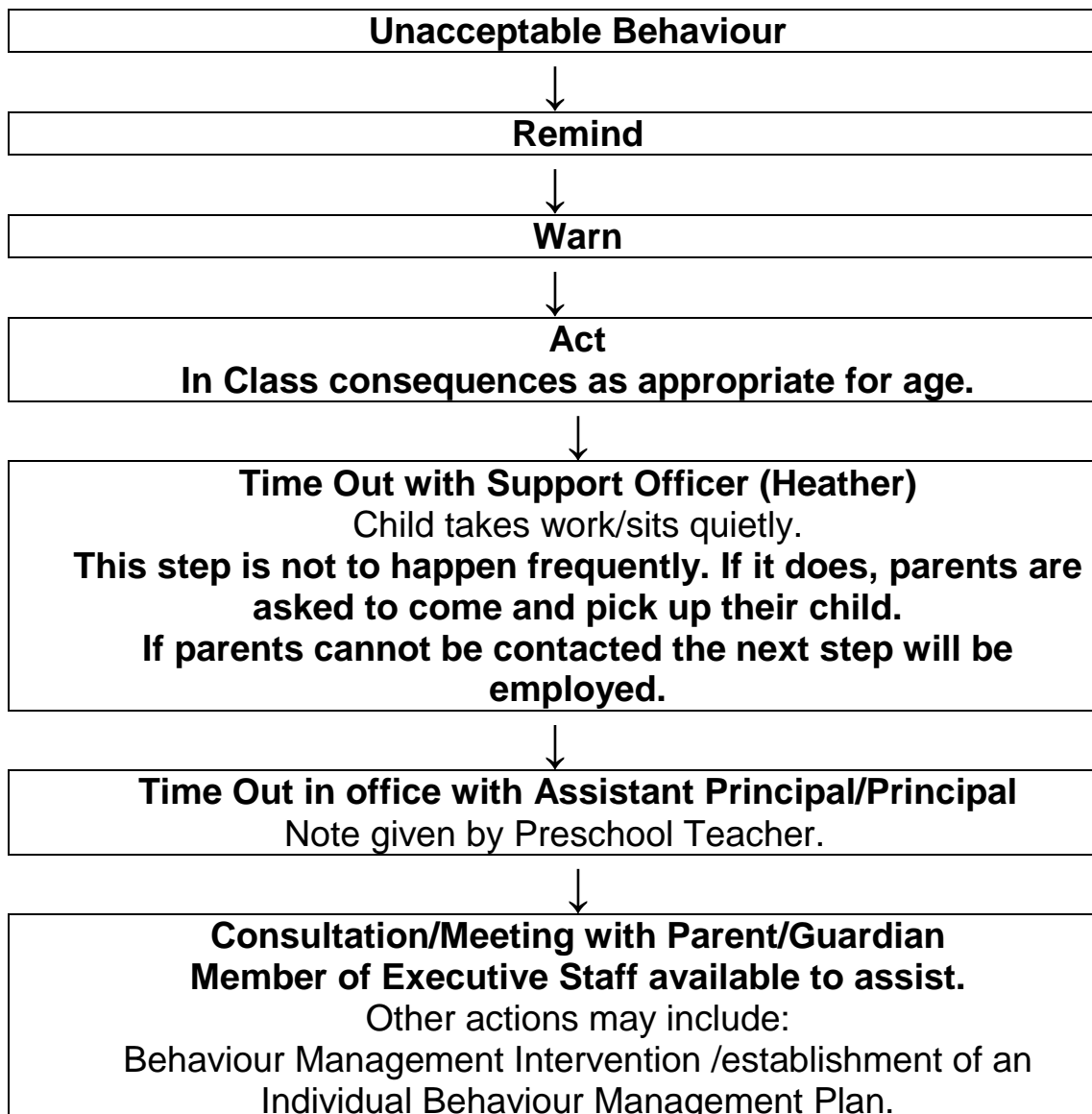
- Supporting and encouraging your child to develop a positive sense of self worth.
- Discussing any problems or worries directly with the staff.
- Visiting the Pre-school and joining in the day's programme.
- Supporting the Pre-school committee.
- Offering to share any hobbies, interests or expertise you may have with the children. (e.g. playing an instrument, gardening, fabric painting/printing, sewing, pottery, cooking, carpentry, etc.) Don't be shy about offering your assistance.
- Assist with garden working bees.

Children really enjoy seeing their parents/carers at Pre-school and appreciate their support.

If you stay for a session, any siblings are welcome under your supervision.

CLASSROOM BEHAVIOUR FLOW CHART

In each Preschool group the teacher and the children will have discussed expectations, rules and consequences and these will be understood by all. The teacher will value and acknowledge good behaviour and effort. To place the responsibility for behaviour on the child, a warning, reminder and follow-up action will often be put to the child as a choice.



EXPECTATIONS AND RESONSIBILITIES

PARENTS/GUARDIANS

It is hoped that parents and guardians will recognise that the following areas will assist their children at Preschool:

Communicating:

- Advising of absence of your child.
- Advising teachers of any changes in your child's life.
- Talking through any problems or difficulties parent and/ or child is experiencing at any time.
- Providing accurate and current emergency contact information.

Being prepared for school:

- Arriving on time each Preschool day.

STAFF

Expectations

All staff work together with parents, guardians, families and children to build positive and collaborative school and classroom atmospheres with a challenging yet appropriate program. This is based on well planned and organised teaching and learning in conjunction with positive reinforcement of appropriate behaviours.

Responsibilities

- Cater for individual differences in learning and behaviours.
- Provide well thought out teaching programs.
- Teach the children about expectations, responsibilities, and negotiating according to the needs of the children.
- Be seen to be fair and just to all.

CHILDREN

Expectations

Academic- All children are expected to participate in all learning to the best of their ability.

Social- All children need to learn how to cooperate and work with other children and adults in the school.

Responsibilities

- Respect and care for their own and other's property.
- Keep the school clean and tidy.
- Allow others to learn as well as optimise their own learning opportunities.
- Actively participate in the learning opportunities and activities provided.
- Classroom – maintain a safe, happy and collaborative learning environment.
- Playground – look after each other, share equipment and play areas fairly.

PLEASE WRITE YOUR CHILD'S NAME ON ALL THEIR BELONGINGS – THANKS!

- **Large Bag or Back Pack** – large enough to easily fit all their belongings and the art and craft work that they will be taking home.
- **Morning/Afternoon Tea** – please send a healthy snack and water bottle along (no cordial please) with your child each day. We encourage healthy eating habits – fruit, sandwiches, cheese, muesli bars etc. and discourage chocolates, lollies, chips etc.
- **Hat** - Children will be required to wear a hat during outside time and on any trips away from the Preschool.
- **Shoes/sandals** - Children are required to wear footwear to Preschool. Firmly fitting sandals or runners are recommended. Thongs and sandals with a platform heel are not recommended. Children will be required to keep their shoes on outside as protection against soil-borne bacteria.
- **Change of clothes** – children may need to change their clothes due to wetness/messy play. Please send a change of clothes with your child each day. If your child does go home in Preschool clothes please launder them and return as soon as possible.
- **Toys and jewellery** – please do not allow children to bring toys to school. This prevents loss and damage to precious items. Jewellery is also best not worn at school.

Communication

To keep parents/carers informed of what is happening at Pre-school, a newsletter is sent home twice each term. If necessary, other notes/messages are sent out as the matter arises.

Information from the Primary school is also given out in the form of weekly newsletters and relevant fliers. Please check your child's bag or locker each day.

The Preschool teacher is available for informal discussions about your child's day. If you would like more time, please make an appointment, usually after school is best. The staff understands it can be difficult for working parents to get to the Preschool to talk about their child so please call by phone on 89206870 (the best time would be between 3 and 3.30pm).

Concerns and Complaints

The staff realise it can be daunting for some people to discuss issues but would rather you talk to them about it and have it resolved quickly. It is the Preschool's policy to try and resolve any issue which may arise so that all parties involved are in agreement and the concern or conflict is resolved.

If you are still not happy, please take the matter to the Senior Teacher, Mrs Sue Rae. If the matter is still unresolved, contact the Principal, Mrs Pam Erfurt.

Sick Children

Please do not send sick children to school. It helps to protect others from getting sick and saves your children the discomfort of being away from you when they are not well. Please make sure your contact details are up to date so the school can contact you quickly if your child is hurt or sick at school. It is YOUR decision whether your child is sick.

Birthdays

Birthdays or Name Days are a very special time for your child. This event can be celebrated at Preschool with a cake. The cake needs to be shared with 15 - 20 other children and also be child friendly (a single layer cake with icing rather than cream, or patty cakes are great and easily shared).

NB Please advise staff in writing, if your child is **not** allowed to eat cakes due to allergies/family choice.

The staff are looking forward to a fun and memorable association with you, your child and your family.