Welcome to Gowrie Preschool

Contact Details

Education and Training Directorate Contact Details
13 22 81 (6207 0494)

School Contact Details

Gowrie Primary School
Jeffries Street, Gowrie, ACT, 2904
Phone/Fax: (02) 6205 7822

Gowrie Preschool Phone: 6205 7952

Principal: Gareth Richards
Deputy Principal: Angela Georgopoulos

Hours of Operation

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<tr>
<th></th>
<th>Gecko Group</th>
<th>Rosella Group</th>
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<td>Monday</td>
<td>9.00am to 3.00pm</td>
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## Philosophy Statement

### Philosophy Statement for Early Childhood Education in ACT Public School

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<thead>
<tr>
<th>Education and Training Directorate Vision</th>
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<td>In the ACT every child, young person and adult will benefit from a high quality, accessible education, childcare and training system.</td>
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<td>Every student will learn, thrive and be equipped with the skills and attitudes to lead fulfilling, productive and responsible lives.</td>
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<td>Our highly educated and skilled community will contribute to the economic and social prosperity of our city and the nation.</td>
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<tr>
<th>Education and Training Directorate Values</th>
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<td>Everyone Matters</td>
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<td>Respect, Integrity, Collaboration and Innovation</td>
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### Gowrie Primary School’s Values

At Gowrie Primary School we strive to create a learning environment that fosters the social, emotional and academic skills that students need as citizens of a global environment. As a learning community we aim to develop students who demonstrate integrity, support, cooperation, acceptance, resilience, respect, self-motivation and friendliness. These are our core values.

As a member of Gowrie Primary School our students will be able to

- Think critically
- Have a sense of community
- Find things out and solve problems
- Express themselves
- Have the confidence to make choices
- Self manage
- Take initiative
- Build resilience

Gowrie provides a safe and supportive environment for all students and empowers them to be cooperative, caring and responsible citizens through a range of best practice programs.
Gowrie Preschool Philosophy

At Gowrie preschool we have high expectations for all students, family and staff, as we are a preschool affiliated with a primary school. We believe that our transition program into Kindergarten is important and we value our role in early childhood education. Our philosophy is based on quality education and care as is the Gowrie school culture.

<table>
<thead>
<tr>
<th>WE BELIEVE...</th>
<th>WHAT WE DO</th>
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| in fostering relationships with families and community | • We greet families each morning and communicate through various mediums  
• We strive to develop productive partnerships with families and send out information in the Gowrie Gazette and in the children’s note pockets  
• We have display boards with preschool, community information and community services  
• We include families in special events where possible  
• We have a term roster for helping and families are welcome to visit when they can  
• We include different community members in the program to enhance the children’s learning experiences |
| Collaborative partnerships with families & communities | |
| in creating safe learning environments that inspire and spark enthusiasm in children | • We have flexible learning spaces and appreciate the importance of both indoor and outdoor environments  
• The children’s ideas and interests often inspire the learning spaces created and learning experiences  
• Sustainable practice is modelled and encouraged  
• Environments are maintained to a safe standard  
• Active play is supported  
• Natural materials are used where possible  
• We work alongside the preschool sub-committee to support fundraising events |
| Children’s health and safety & Physical environment  
Educational Program & Practice | |
| we are an important part of the school community | • We have respectful and friendly relationships with the staff and students in the P-2 classes  
• We have peer support with primary school buddies  
• We share the spaces on the school site and attend age appropriate assemblies and events |
| Collaborative partnerships with families & communities | |
| in working as a team to plan for the preschool program | • Staff attend network meetings, regular professional learning sessions and weekly school staff meetings  
• Staff engage in daily discussions to reflect and plan to ensure we are meeting the needs of all children  
• Staff meet weekly for formal planning sessions  
• Encourage families to have input into the program |
| Educational Program & Practice  
Leadership and management | |
| in respecting children’s individuality and valuing their growth | • We document children’s growth and experiences in personal portfolios and through verbal and written communication  
• We encourage children to express and develop their interests, skills and talents; we are non-judgemental and celebrate each child for who they are  
• We support all individual needs and requirements  
• We encourage children to contribute to creating learning environments and in learning experiences |
| Educational Program & Practice  
Relationships with Children | |
| in happiness, the sound of laughter and having fun together | • We believe that every child should feel a sense of belonging and security at preschool  
• We create activities of high interest and fun  
• We give children attention in positive, happy ways  
• We engage in play with children; we smile and laugh |
| Relationships with Children | |
Welcome to the Gowrie Preschool

We look forward to getting to know you and your child, and would like to make sure that you have all the information that you need to make this a rewarding and exciting year. If you have any questions, queries or suggestions, please feel free to have a chat with a member of staff at any time.

We have two groups at Gowrie Preschool, the Geckoes and the Rosellas. The preschool staff are usually at the preschool from 8.30 in the morning until 4.00 each afternoon if you need to contact us, or you can contact the preschool staff through the school.

What your child needs to bring each day

- A backpack or school bag containing spare clothes to accommodate changes in the weather and accidents of all kinds!
- A clearly labelled drink bottle filled with water
- A healthy fruit snack every day (in a labelled separate container or a labelled snap lock bag)
- A lunchbox filled with yummy lunch for Monday, Tuesday, Thursday or Friday long sessions
- A warm coat in the colder months
- A library bag for borrowing books
- A hat with a wide brim (in 2016 we are hoping to introduce a preschool hat as part of the preschool book pack)

The most important thing to remember about all these things is that they must be CLEARLY LABELLED so that we can return things to their rightful owners.
Preschool Staffing

Preschool groups in the ACT Government System have a maximum of 22 children. Each group is staffed by a teacher and an educator. All teachers in the ACT Government preschools have a recognised Bachelor of Early Childhood Education. The educator supports the teacher in the implementation of the educational program and the day to day running of the preschool.

Teachers are responsible for:
- Programs for all enrolled children
- The day to day administration of their preschool.
- Working in partnership with the parent sub-committee

Support for the preschool is provided through Gowrie Primary School. The Principal and Deputy Principal from the Primary School visit the preschool regularly, supervise staff and oversee the program. The Early Childhood Executive role is to provide advice and support to preschool staff and families, undertake administrative tasks and provide management and leadership within the school.
Curriculum

The Gowrie Preschool follows principles from the Early Years Learning Framework.

The Early Years Learning Framework has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop.

The Framework’s vision is for all children to experience play-based learning that is engaging and builds success for life.

The framework recognises that families are children’s first and most influential teachers. The Early Years Learning Framework assists educators to develop learning experiences that are responsive to children’s ideas, interests, strengths and abilities and recognise that children learn through 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.

The Gowrie Preschool program provides a happy, stimulating environment where staff provide opportunities to develop the following in each child:

- Self-confidence and a feeling of achievement
- Positive interpersonal relationships
- Independence
- An acceptance of group rules
- Skills with hand and body
- Literacy concepts
- Numeracy concepts
- Experiences in information technology
- The ability to observe, question, evaluate and organise their ideas
- An eagerness for new experiences
- Self-expression through speech, music and art
Communication, Involvement and Participation

We acknowledge the role of the family as the child’s first educator. Regular communication and interaction both formally and informally between parents, carers and staff, creates an environment in which valuable insights and understandings can be appreciated about a child’s individual developmental journey.

At Gowrie we:

- welcome and inform parents/carers about policies and practices
- maintain an atmosphere of openness, support and trust so that all parents/carers feel valued by staff as the primary educators of their children
- provide opportunities for parents/carers to be involved in the preschool’s activities
- invite willing parents to participate actively in the running of the preschool through the P&C sub-committee
- foster a co-operative partnerships with the home in regards to the care and education of the child
- encourage sharing knowledge to enhance growth and development of your child
- develop a sense of belonging to the preschool for the children, parents and educators

COMMUNICATION – Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. If you have any concerns please do not hesitate to ask for an appointment to meet with the teacher. The Deputy Principal is also available to discuss issues at any time.

Newsletters are distributed regularly via email and hard copy and it is important to read these for meeting dates, news of preschool activities, excursions and Preschool P&C news. The display boards around the preschool will also have copies of special notes and important information.

Please keep staff informed of any changes to address, home/work phone numbers, medical information and emergency contact phone numbers. We request that telephone calls to the preschool during session time be for urgent matters only. It affects staff/child ratios when staff leave the children to answer the telephone. In school hours – between 8.30 am and 3.30 pm the front office staff are available to pass messages on to the preschool.

INVOLVEMENT – The contribution of families to the life of the preschool is welcomed. Families can help in the following ways:

- sharing knowledge and expertise of craft, cooking, music, storytelling, job skills etc
- assisting with the laundry (small hand towels, tea towels, sometimes dress ups and dolls clothes)
- maintaining and repairing equipment eg: working bees
- joining the Parent Sub-Committee
- make a voluntary contribution to the school (see Voluntary Contribution section)

PARTICIPATION – The Parents/Carers As Partners In Schooling Policy (September 2001) underpins the importance of parent/carer participation in schooling. This unique participation is important to student achievement and school success. Effective partnerships between preschool and schools and families foster student learning and contribute to the general ethos and development of the preschools and schools. The preschool staff make every effort to share decision-making, problem solving and organising with willing parents.
Enrolment Procedures

Children seeking to enter school at the preschool entry point should be four years of age on or before 30 April in that year. Families who are residents of Gowrie are in priority enrolment area for Gowrie Primary School.

Enrolment forms and information
The ACT Education and Training Directorate has updated the enrolment and transfer arrangements for all ACT public schools. To make this process easier for those wishing to enrol or transfer, please use the online enrolment/transfer form and Parent/carer guide to enrol/transfer for ACT public schools located on the ‘Enrolling in an ACT Public School’ section of the Education and Training Directorate website.
www.det.act.gov.au

Preschool enrolments open in April/May prior to the commencement of the preschool year. To be eligible to enrol, you will need to provide your child’s birth certificate, immunisation details and proof of residence, i.e. utilities bill, mortgage document, lease or tenancy agreement.

Early Entry
Early Entry is offered to eligible families to meet the needs of their children in the early years of their education. Early Entry will only be considered for children in the following categories.
English as an Additional Language or Dialect
Aboriginal or Torres Strait Islander children
Mobility (such as for Australian Defence Force personnel)
Gifted and Talented children
For further information, please contact Early Education on 6205 9296 or the Directorates website at http://www.det.act.gov.au

Interviews – Individual interviews are conducted so parents can provide information regarding their child’s interest and needs. A getting to know your child information sharing sheet is sent home and all completed forms should be returned during this interview.
Voluntary Contributions

Public education is free. The Education and Training Directorate provides the preschool building, the teacher and educator salaries, some basic office and playroom furniture, outdoor fixed equipment and maintenance of the buildings and grounds.

A School may offer or facilitate some specific optional items, activities and services for which parents/carers may be asked to pay if they want their child to access them. Such activities may include excursions, class photos, special activity days and special visitors.

Schools do ask families to contribute a voluntary contribution to enable it to continue to provide a quality learning environment for our children. Our purchases rely upon the commitment and generosity of our parent/carer community.

Voluntary contributions received by Gowrie Primary School are used to assist with the costs of preschool resources.
Participation of Volunteers

Working with Vulnerable People

New *working with Vulnerable People (Background Checking) Act 2011* strengthens protection for children and young people. As from November 2013 a person who has contact with children in certain circumstances must be registered with the Office of Regulatory Services (ORS).

All ACT Education and Training Directorate school-based staff and a number of staff who are not school-based but fall within the requirements of the Working with Vulnerable People Act are required to be registered. These include teachers, learning support assistants and front office staff.

Some circumstances will require volunteers and other visitors to schools who are working with children to be registered with ORS. Information is available on the Directorate’s website to clarify these circumstances. Volunteers who regularly work with children in classrooms and other school activities will need to be registered.

While a number of members of the school community may have already taken steps to register with ORS, others will need to consider whether this is required for their participation in school activities. If you are unsure whether you need to be registered, please contact the front office.

There are arrangements under the Working with Vulnerable People Act to allow a person, who has made an application for registration with ORS but a decision has not yet been made, to work with children under the supervision of a registered person. ([www.ors.act.gov.au/community/working_with_vulnerable_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people))

Volunteers have a special place in preschool and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

To assist the preschool in providing a safe environment and a positive educational climate, volunteers are asked to complete a Volunteer Nomination form and comply with the *Code of Conduct for Volunteers*. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools.

Parents and members of the community make a valuable contribution in a diversity of roles in our school. Gowrie Primary School looks forward to your continued support.
**Contribution to Decision Making**

**Preschool Parent Sub-Committee**
The formation of a Preschool Parent Sub-Committee is vital for the preschool to operate effectively. The Parent Sub-Committee gives parents/carers the opportunity to be involved with the preschool at this level. The Parent Sub-Committee executive is elected at the Annual General Meeting in February and will usually consist of:

- Chair
- Secretary
- Treasurer
- Committee Members

The Preschool Parent Sub-Committee is an entity of the Gowrie Primary School Parent and Citizen Association. As such, the P&C will provide guidance and support to the Preschool Sub-Committee.

Parents are encouraged to contribute to the role of the Preschool Parent Sub-Committee by becoming a committee member, coming to meetings, sharing their ideas and viewpoints, fundraising, meeting other families and discussing how the preschool fundraising funds are spent at the preschool.

**Gowrie Primary School Board**
Each government school in the ACT is administered by a school board whose membership comprises the school Principal, two elected staff members, three elected members of the parent body and a nominee of the Education and Training Directorate. 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, teachers and other staff, and make recommendations to the Director General (of the Directorate) with respect to the meeting of those needs
- determine the purposes for which funds made available for the school are to be expended
- make recommendations to the Director General in respect of the use of the buildings, facilities and equipment of the school for purposes other than school purposes
- develop relationships between the school and the community and between the School and community organisations
- make recommendations to the Director General on matters relating to the School

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

**Gowrie Primary School P&C Association**
The Gowrie Primary School P&C plays an important role within the school. Meetings are generally held at Gowrie Primary School and are advertised in the Gowrie Gazette (newsletter). All parents/carers are encouraged to attend the meetings. As well as its more official activities, the P&C provides an informal meeting ground for parents and teachers and serves a fundraising function for the school.
Arriving and Departing – 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/carer or authorised nominee.

Please bring your child into the preschool room only when the staff opens the preschool gate. Please ensure staff know your child has arrived. Please DO NOT leave your child unattended in the playground or at the gate.

It is important that parents/carers are on time to collect children, as staff are involved in preparation, program planning, administrative tasks and staff meetings before and after session. Please telephone if you are running late and will not be able to pick up your child on time.

If your child is to be collected by another person, eg: grandparent, carer, another parent (and they are not on your enrolment details) please write this in the COMMUNICATION BOOK (kept on either of the kitchen benches). This is a protective measure for your child. If the unexpected happens, please call before the end of the session.

Belongings
It is important to label every item of your child’s belongings to avoid misplacing them. Hats, jackets, lunch boxes, drink bottles, snack containers/bags, spare clothes, library bag, school bag and anything that your child might bring to preschool should be clearly marked with their name.

Children are asked NOT to bring in toys or items of value to preschool.

Birthdays
Birthdays are celebrated at preschool. Small patty cakes or muffins are easy to manage and are enjoyed by the children. Please let staff know if you are supplying a birthday treat. Please keep in mind that some children have nut allergies and small cakes and muffins must be nut free. If your child is unable to eat cake, an alternative treat may be brought. Please be mindful that we do encourage healthy eating at preschool and in 2016 will be a part of the Fresh Taste Program.

Celebrations
We welcome celebrations that are significant to your child and family and we would like to acknowledge these in ways that are appropriate and significant. We would like these and other celebrations at preschool to be meaningful and reflect the diversity of cultures. If there is anything in particular that you and your family celebrate in the year, or if there are celebrations that you prefer your child not to be involved in, please let us know so that we can meet the needs of your child and your family.

Changes to Details
Please keep staff and school informed of any changes to address, home/work/mobile phone numbers, child arrangements, medical information and emergency contact phone numbers.

Clothing
Please dress your child in sensible/appropriate clothes to allow free movement and participation in “messy” (water play, sand play, obstacle course etc). Shoes should do up firmly around the feet. Thongs,
Crocs or slip-on shoes are not suitable. Please label all clothing, including shoes, with your child’s name. A hat is essential and a warm coat is necessary in winter.

Please provide a change of clothing (labelled) for your child in their bag every day. Accidents do occur with paint, water and toileting.

Clothing should be easily managed by your child so that he/she can be independent especially when going to the bathroom. If your child can not do their own shoe laces up independently, best they have shoes they can manage themselves.

**Child Protection Practices**

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify abuse of children is a criminal offence. Staff will deliver lessons to children in protective behaviours and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

**Concerns or complaints**

If you have a concern about your child’s education please have a conversation with the preschool teacher. You are also welcome to make contact with the Deputy Principal in the primary school.

Should the need arise the ACT Education and Training Directorate has a policy from complaints resolution. This policy can be accessed at [www.det.act.gov.au/publications_and_policies/policy_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z).

**Dogs**

Parents may not be aware of the provisions of the Dog Control Act 1975 which states in section 23 “a person shall not take a dog into the grounds of a school at a time when pupils are on those grounds”. In the interests of safety we seek your co-operation ensuring that this regulation is observed.

Under Territory and Municipal Services policies, dogs are not permitted on school grounds. Section 42 of the Act defines places where dogs are prohibited. These include the grounds of a child care centre, preschool, primary, high school and secondary college during school hours or when school sport including training is being conducted unless the keeper of the dog resides in the grounds or a dog is taken into the grounds with the approval of the Principal.

**Drinks**

You will need to provide water only in a named drink bottle for every session. Children will have independent access to this all day. Bottles are placed on the trolley on arrival at preschool and taken home daily for washing.

**Emergency management procedures**

The school has a policy on emergency evacuations and lockdown procedures. We are required to practise evacuations and lockdowns. All staff and children participate in these practices.

**Excursions**

Excursions are part of the educational program at Gowrie Preschool. On enrolment parents are asked to give permission for their child to go on incidental excursions, eg walks to the shops or park. For excursions outside of the preschool that require any form of transport, parents will be advised in advance and asked to give permission in writing. The adult/child ratio is 1:4 on major excursions. Parents are encouraged to be part of excursions too. Please note that siblings are unable to attend.
Food
Provision is made for the children to eat during the preschool session. Parents/carers are urged to provide the children with healthy snacks and lunch which will enable the staff to assist in the development of lifelong healthy eating habits. All children will need their own drink bottle with water only.

*Please note: Gowrie preschool is a nut and allergy aware school due to the possible inclusion of students with life threatening anaphylactic allergic conditions.*


Healthy lunches and snacks
Healthy lunches and snacks are important for children and help with their concentration and learning. School lunches however are susceptible to food poisoning, especially in the summer heat. Parents and carers 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 left over meals such as meats, pasta and rice dishes, ensure you pack a frozen ice block into the lunch box.

Healthy drinks, such as water can be frozen overnight and then stored in your child’s lunchbox, helping to keep it cold.

Whilst at school children are requested to keep their snack in the snack box (this is stored in the fridge during terms one and four) and their lunch boxes in their school bags, in the shade. This reduces the risk of the development of food poisoning bacteria.

Food – Snack
Children have a snack before lunch (generally around 10am). This is provided in a separate name labelled container (or snap lock bag) and includes items such as fruit (watermelon, rockmelon, orange, apples, cherries, kiwi fruit, bananas, peaches, grapes etc), crackers, cheese, dried fruit, carrot sticks, cherry tomatoes, celery, beans, avocado and pikelets. Snack boxes are placed in the box on arrival at preschool. Please do not send lollies, chocolates, chips, soft drinks or cordial.
Food – Lunch
Please provide your child with a healthy lunch in a named container. We encourage children to eat healthy food such as sandwiches, wraps, leftovers, fruit, cheese, sultanas and vegetables. Please provide a spoon and/or fork if necessary. We ask that you refrain from packing lollies, chips, chocolates, soft drinks or cordials. Small treats such as cakes, muffins or sweet biscuits are suitable in moderation. We have lunch between 12.30 – 1.00pm. A lunch break will not be held on the Wednesday session. Lunch boxes stay in the children’s school bags.

Food – Containers
Practise undoing food containers/taking off lids etc. prior to starting preschool. It is a good idea to take your child when buying lunchboxes to check if they can open them. Let them “have a go” in the shop before you buy something that is impossible for them to undo.

To view information regarding healthy food and children visit
http://www.healthykids.nsw.gov.au

Gates
For the safety of all children, please ensure the large black gate to the school grounds and the preschool black gate are securely closed when entering and leaving the preschool/school grounds.

Hats
Sun hats must be provided at preschool every day throughout the year.

NO HAT = PLAY UNDER PATIO AREA ONLY

Please label hats with your child’s name. Please ensure that cords on hats are detachable in compliance with Directorate regulations. In 2016 we are hoping to include preschool hats as part of the preschool book pack.

To view Education and Training Directorate Sun Protections policies visit:

Health
Children who are unwell are unable to enjoy and benefit from a preschool session and if they attend, they run the risk of spreading illness. Please keep your child at home if he or she is unwell. Do not let them choose if they are well enough for school. Teach your child to blow their nose and encourage frequent hand washing.

Should your child become unwell during the session, you will be contacted and asked to pick your child up from preschool.

Please inform staff if a child has a contagious or infectious disease (see attachment at end of document). For advice or to notify an infectious disease contact Communicable Diseases on 6205 2155.

The immunisation status of the child must be provided on entry to the preschool.
**Information on Hygiene Procedures**

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

- Before and after eating or touching food
- After toileting
- After blowing their nose and wiping tears and dribbles
- We ask parents to encourage children to use the hand sanitiser at the front gate upon arrival at preschool.
- All scratches and cuts must be covered.

**Library Bag**

Please provide a separate named cloth bag to carry and store borrowed books safely. We request that all books be cared for and replaced if lost or damaged. This bag is not for carrying craft items. Both preschool groups visit the school library on a fortnightly basis (alternating each week). The Gecko group borrow on even weeks and the Rosella group on odd weeks during the term.

The school library is well established. Library books:

- encourage families to spend time together
- underpin literacy learning
- foster enjoyment of reading
- develop language expression and understanding
- encourage a responsible attitude towards the care of books at preschool, school and home

**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/carers are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

**Medical and Accident**

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/carers 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 or from a staff member in the preschool.

**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 please provide an up to date photograph of the child so it can placed on our Medical Alert board.
Head lice are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from the preschool until treatment is provided by parents. They can return to preschool once treated. Please report any cases of head lice to the Preschool teacher.

Allergies Gowrie Preschool is an “Allergy Aware” school. To protect children who may have serious allergies we would ask you to NOT provide any nuts or food containing nuts.

Parent/Carer Support
ParentLink: www.parentlink.act.gov.au is a website which parents/carers can use to access:
- Parent guides, including electronic order forms
- A directory to local parenting services
- Further readings in relation to parent guides
- Links to other useful website

Parking
Parents/carers are urged to exercise extreme caution in the car parks, especially after school when the car parks are very busy. Parents/carers can park in the preschool car park, the shop car park or along Jeffries Street in the designated parking areas.

Participation, Equity and Access
At Gowrie Preschool we aim to provide equal opportunities for all children to promote optimal development. The program values the child’s prior learning and experiences and aims to assist all children to participate in a wide range of learning experiences to develop their confidence and self-esteem.

Physical Activities
Physical activity is very important for children. Educators provide opportunities for structured and unstructured physical activity. During the preschool sessions, your child will be involved with some hands on experiences both inside the classroom and in the outdoor learning 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 sun safe policy, children will need to wear either a legionnaires or wide brimmed style hat (with a detachable cord) in compliance with the Directorate regulations. If children do not have a hat, they will only be allowed to play under the patio. 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.

Photography
Digital photographs are taken on a daily basis of everyday preschool happenings. They are used as an integral part of the preschool program. They are printed and placed in planning documents, observation folders and in portfolios. You are asked to sign a permission form at the beginning of the preschool year.

Policies
Preschools are part of the Education and Training Directorate.

All Directorate policies may be viewed in entirety on the Department website – www.det.act.gov.au

Early Childhood Australia Code of Ethics
Rest and Relaxation
During our preschool days it’s important for the children to have some quiet time to reflect and “recharge their batteries”. This may include listening to quiet music or a story on CD, or reading a story for them to listen and think about.

Roster
Parental/carer involvement contributes significantly to the life of the preschool. Your help is greatly appreciated by the staff and children. Roster involves spending time at preschool and being part of the program in various ways. We generally allow the children a settling in period before we utilise the roster for you to add your name to. Coming in and helping is an excellent opportunity to learn about your child’s day and understand the play based program. You may be actively involved in small group activities, such as reading a story or helping with craft. Some light cleaning is also involved. You can ‘sign on’ to the roster sheet on a day/time that suits you.

Student Welfare and Management
At Gowrie Preschool we value that everyone is an individual and that we all have special qualities that make us who we are. It is important that students are treated with respect by valuing their uniqueness and what they bring to the preschool. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The school has a Supporting Positive Relationships policy that outlines the steps for addressing student welfare and management issues. We also promote our school’s values in “Everyone Counts” at Gowrie.

Sun Protection
To ensure that all children are protected for the sun; we ask that each family provides a wide brimmed hat for the child to wear during outside time and on excursions. School hats are available from the front office prices starting from $7. Hats stay at preschool in their tubs and go home at the end of each term for washing.

We ask that you apply sunblock to your child at home each morning. We also encourage children to have a roll on sun block to keep in their school bag and this can be re-applied by children after lunch. Please try to send your children in clothes that provide good protection from the sun eg: avoid very bare outfits that expose the shoulders etc. We attempt to schedule play inside or in the shade during times of peak UV.

Sustainability
Gowrie Primary School is a sustainable school which nurtures a love of learning and brings personal, social and environmental responsibility to our community. As students act for an environmentally sustainable future with opportunities for action, our school improves and protects the health and wellbeing of our children.

Gowrie Preschool:
- has separate bins for paper, cans and bottles
- is developing and maintaining a vegetable garden
- will work with the school to create a compost bin

Toys
Please do not bring toys to preschool as it may cause distress for your child if they go missing or get damaged.
Transitions
Your child is a member of the Gowrie Primary School community. By enrolling your child into Gowrie Preschool your child will have automatic enrolment in kindergarten in our school. As with all transitions, the staff ensures that the move from preschool to kindergarten is well supported and successful. The children regularly visit the primary school and utilise the school facilities during the year. We implement a structured transition program and Kindergarten orientation sessions during term 4 at Gowrie Primary. A parent information session is also conducted.

For more information about this topic please follow the link to the website for some handy hints: Starting school – a guide for parents

Tubs and Pockets
Each child has a labelled tub for work that sits outside the classrooms. Each child also has a labelled pocket for newsletters and important notes (excursions, activity information, Sub-Committee notes). Please check both tubs and pockets every day. Children will be encouraged to check these as well.

Volunteers and Participation in preschool activities
The participation of parents/carers in schooling is important to student achievement and school success. Effective partnerships between preschools and families foster student learning and contribute to development of schools’ quality and culture.

Your time and support is greatly valued and appreciated. Families can help in the following ways:

- Sharing knowledge and expertise of craft, cooking, music, storytelling, job skills etc
- Assisting with the laundry – taking home smocks, towels to wash and fold
- Joining the Preschool Parent Sub-Committee
- Participating and helping out in the preschool room on the roster
- Cleaning, maintaining and repairing equipment
- Working bees at preschool/school

We look forward to working with you this coming year to make preschool a safe, secure and stimulating environment for your child to learn.
<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of person with condition</th>
<th>Exclusion of persons in contact with condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (entamoeba histolytica)</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>*Campylobacteriosis</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken pox (varicella and herpes zoster)</td>
<td>Exclude until the last blister has scabbed over. The child should not continue to be excluded by reason only of some remaining scabs.</td>
<td>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.</td>
</tr>
<tr>
<td>Conjunctivitis (acute infectious)</td>
<td>Exclude until discharge from eyes ceases.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>*Cryptosporidiosis</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>*#Diphtheria</td>
<td>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.</td>
<td>Exclude family and household contacts until approval to return has been given by the Chief Health Officer.</td>
</tr>
<tr>
<td>Giardiasis</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>*#Haemophilus influenza type b (Hib)</td>
<td>Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>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.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>*Hepatitis A</td>
<td>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.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>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.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza-like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of person with condition</td>
<td>Exclusion of persons in contact with condition</td>
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</tr>
<tr>
<td>*Leprosy</td>
<td>Exclude until approval to return has been given by the Chief Health Officer.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>*Measles</td>
<td>Exclude for at least 4 days after the rash appears.</td>
<td>(a) Immunised contacts not excluded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case.</td>
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<tr>
<td></td>
<td></td>
<td>(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.</td>
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<td></td>
<td></td>
<td>(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.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>*Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has commenced.</td>
<td>(a) Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Otherwise, excluded until 10 days after last contact with the index case.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of symptoms, or until parotid swelling goes down (whichever is sooner).</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>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.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Exclude until effective treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude for 4 days after the appearance of the rash.</td>
<td>Not excluded Female staff of child-bearing age should ensure that their immune status against rubella is adequate.</td>
</tr>
<tr>
<td>Salmonellosis</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
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</tr>
<tr>
<td>*Typhoid and paratyphoid fever</td>
<td>Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.</td>
<td>(a) Not excluded unless the Chief Health Officer notifies the person in charge of the school.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.</td>
</tr>
<tr>
<td>*Whooping cough (pertussis)</td>
<td>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.</td>
<td>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).</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>
School Year Dates – 2016

Term One  Monday 1 February – Friday 8 April
Term Two  Tuesday 26 April – Friday 1 July
Term Three  Monday 18 July – Friday 23 September
Term Four  Monday 10 October – Friday 16 December

The following public holidays will be observed in 2016

- Wednesday 1 January  New Year’s Day
- Tuesday 26 January  Australia Day
- Monday 14 March  Canberra Day
- Friday 25 March  Good Friday
- Saturday 26 March  Easter Saturday
- Monday 28 March  Easter Monday
- Monday 25 April  Anzac Day
- Monday 13 June  Queen’s Birthday
- Monday 26 September  Family & Community day
- Monday 3 October  Labour Day
- Sunday 25 December  Christmas Day
- Monday 26 December  Boxing Day