

# Welcome to Riverstone Public School Preschool



## Information Booklet for Families



Current July 2021

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## Our Humble Beginnings....

Riverstone Preschool was allocated a grant in June 1977 and began enrolling children in September 1977. Much of the credit goes to Mr Ron Hill, the Principal at the time, who advocated for a Preschool to be attached to Riverstone Public School.

Since 1977, children in our local area have greatly benefited from having access to our early childhood learning programs that supports children's transition to Kindergarten.

## Staffing in Preschool

Our Preschool Team is made up of Early Childhood Teachers, School Learning and Support Officers (SLSO), an Aboriginal Education Officer and volunteers. Mr Cruickshank is our Principal. We also have teachers and SLSO staff from the K-6 part of our school relieving us for breaks and planning time. Together we all bring our own experience and talents to deliver a quality service supporting children's learning and development.

Our Principal, also called the Responsible person in charge, Educational Leader and Nominated Supervisor. He has delegated and appointed the supervision of the Preschool education program to the Preschool Assistant Principal. This person is known as the Preschool Supervisor.	The Preschool Supervisor is a member of the executive team who has deep knowledge of the Early Years Learning Framework, is aware of the National Quality Standards and is responsible for supporting the educators implement a quality curriculum, as well as ensuring policies and procedures are followed at all times.	Our qualified Early Childhood Teachers are responsible for; planning and implementing a quality play-based program that is relevant to the children in their local context and guided by the Early Years Learning Framework. Translating school policies and programs into suitable learning experiences for the children in the preschool.
Our SLSO's are our qualified Early Childhood School Learning and Support Officers who assist our teachers to implement the preschool program.	Our valued volunteers and tertiary students, join our team where practical and assist teachers and SLSO's as required throughout the day. These helpers have completed a working with children check and staff induction before working in the preschool.	Relief cover Educators We are fortunate to have Teachers and SLSO educators from the primary school who come into the Preschool throughout the week to cover lunch breaks, planning and programming times.

# Important governance information

All early childhood services are required to follow National Education and Care Laws and Regulations. This ensures that services provide high quality education and care for all children.

At Riverstone Public School Preschool, we are also guided by the principles, practices and outcomes of the Early Years Learning Framework in planning a responsive program to meet the individual needs of your child.

As a Department of Education Preschool, we are also responsible for following the Leading and Operating Department Preschools Guidelines. For further information, please follow the link below or access these important documents by using the QR codes provided.

<https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning/department-preschools>



**Please use the camera app on your phone or tablet to access key information underpinning how our Preschool operates. Please see our Principal/Educational Leader or teachers if you would like to discuss our governance arrangements or have any queries.**

**Education and Care  
National Regulations**



**Education and Care  
National Law**



**The Early Years Learning  
Framework**



**Guide to the National  
Quality Framework**





# What I need to know about Preschool

## Children's Belongings

- ☐ Large backpack
- ☐ A drink bottle filled with water only
- ☐ Spare change of clothes for water play
- ☐ A school hat (or own sun-safe hat)
- ☐ A school uniform (optional)
- ☐ Shoes / Joggers
- ☐ A lunch box filled with nutritious lunch and morning tea

Please label all clothing and belongings, including shoes and socks.

## Arriving at Preschool

To build your child's independence, children will be asked to hang their bag on their hook, unpack their bags upon arrival, place their lunch box in their tote tray, place drink bottle in its designated area and bring a hat.

At the end of each day educators will support children to pack their own bags ready for pick up.



**Remember to put on sunscreen BEFORE arriving at Preschool.**

**In case you forget, we have a sunscreen station located in Preschool.**

**We are a Cancer Council Sun Safe Preschool.**



# Food at Preschool

Our Preschool implements a **Munch and Move Program**. The program encourages a healthy diet and being physically active. Early childhood is the ideal time for children to develop and practice healthy eating and physical activity habits.

We ask all children to pack at least one piece of fruit or vegetable sticks daily for a morning tea and a healthy meal for lunch time. We also ask that **only water** be brought to Preschool in a labelled drink bottle.

We support building strong teeth and bodies, so we ask that chocolates, chips, chocolate biscuits, large sweet cakes, donuts and flavoured juices are not brought to Preschool.

See [www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au) for healthy food suggestions for your child or ask the Preschool staff.

## Canteen

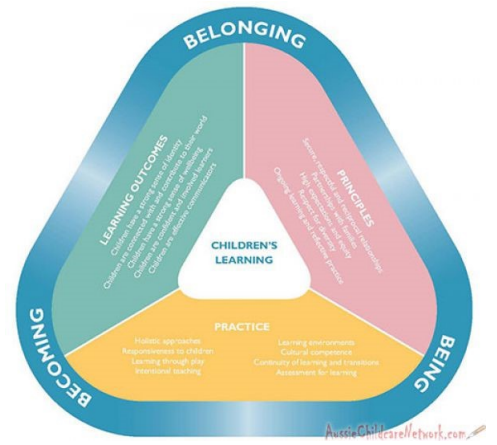
Families have the option to purchase from the canteen for morning tea and lunch. Preschool have their own menu with options tailored around our healthy eating nutrition policy.

All lunch boxes will be store in your child's tote tray while they are at Preschool. We cannot heat any meals or store items in the fridge. In following our Nutrition Procedure, an ice brick in your child's lunchbox is recommended to keep food cool and fresh all year round.



# Educational Program

During your child's time at Preschool, teachers will collate observations which they will analyse using the Early Years Learning Framework (EYLF). These observations will include ways in which your child's learning can be extended and this will be further reflected in the educational program. You will find the educational program displayed within the classrooms. Our learning program is available for families to peruse at any time.



## Family and Teacher Partnership Meetings

At Riverstone PS Preschool, we believe that children's learning is enhanced through active and regular conversation with families. We value your expertise, insights and aspirations for your child's program. We are interested in your opinions and are here to support you with any queries or worries about your child's learning too.

We host formal shared planning meetings where progress and development are discussed. From these we can ensure individualised programs are addressing shared learning priorities and supporting children's development in all areas of the EYLF.

Term 1 – meeting to discuss your child's progress and setting goals.

Term 3 – meeting to discuss your child's progress, finalise goals and complete Transition 2 School Statements.



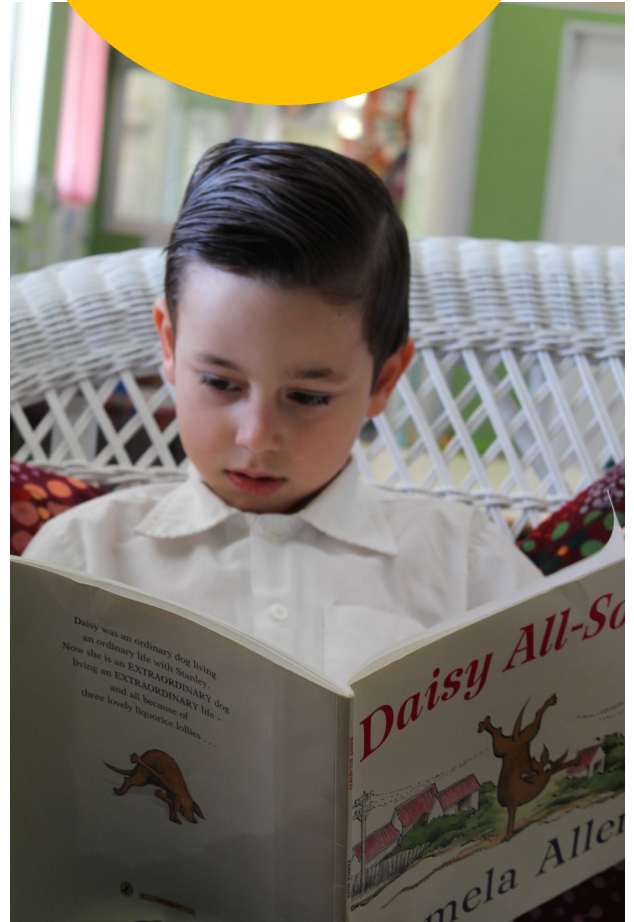
# Learning Environment

In Preschool, we recognise play and unhurried time to explore, investigate, socialise, follow own interests and passions, and revisit favourite experiences many times over as powerful contributors to learning.

To support learning we have intentionally designed our indoor learning environments to include the following learning centres;

- Dramatic play centre
- Small and large construction
- Book nook
- Numeracy centre
- Science centre
- Puzzles and games
- Manipulative and fine motor

Remember to pack extra clothing in your child's bag for water play and messy experiences



Our outdoor environment is large and spacious. We have intentionally defined the following spaces, but have also catered for large open spaces for gross motor activities to be implemented:

Sand pit  
Outdoor play kitchen  
Creative play  
Magnetic board  
Edible garden

Yarning circle garden  
Large wooden teepee  
Chalkboard  
Musical instruments  
Eating space

Bike track



# Daily Routine

Our daily routine is flexible and designed to suit the needs of our children. A typical day may look like this:-

**8:55am** – Outdoor play– hat and sunscreen please!!

**10.30-11:15am:** Progressive morning tea

**11:25am:** Pack up, morning greeting and literacy group time

**11.50am:** Inside play at learning stations

**1:20pm:** Lunch time, pack bags and relaxation time

**2:00pm:** Group games

**2:25pm:** Music and movement

**2:55pm:** Home Time

As a SunSmart preschool, our routine changes with the weather. For this reason during Term 1 and 4 children will play outdoors in the morning and then indoors in the afternoon. During Term 2 and 3, this will reverse and children will play indoors in the morning and then outdoors in the afternoon.



Please check your family pockets and the events board, for information about extra activities throughout the year



# Celebrating Diversity

At Riverstone Public School Preschool, we take pride in celebrating special cultural days that are representative of our community. This includes Easter, Anzac day, Eid, Diwali, Reconciliation Week, NAIDOC Week, Harmony Day and Christmas. If you have any special days that you would like us to celebrate, please let us know.



## **Birthdays**

For many, your child's birthday is an important milestone and we feel honoured to be a part of your child's precious moment.

We like to use birthdays as learning opportunity and teach children the concept of celebrating others. On a child's birthday we support other children to plan and organise a party. We will provide children with the materials to celebrate in ways that are meaningful to them.

Due to the number of children that attend preschool and the number of birthdays we celebrate, we discourage cakes or cupcakes from being brought in from home. If you would like to bring in something, we encourage fruit platters or fruit kebabs. If you wish to do this, please ensure you cater for 20 children in the class.

# Health and wellbeing

If your child is unwell it is best to keep them at home to reduce sharing their germs/illness with other children and educators.

Please call or email the school to let us know that your child is ill and won't be attending for the day. In the case of infectious diseases, we will send out a fact sheet to all families to support reduction of infections from spreading any further.

## What happens if my child is sick at preschool?

Children can sometimes present with symptoms of illness such as fevers, vomiting or diarrhoea while at preschool. In these cases, we will contact families to collect their children and seek medical advice if needed. Your child's comfort and wellbeing is our highest priority.

## Accidents or Incidents

If your child has an accident while at Preschool, we will provide the basic first aid required and contact you if further medical attention is required. *Please ensure that your contact details are always up to date. If you have a change of telephone number or house address, please let the office know immediately.*



## Allergies and health conditions

If your child has any allergies or health conditions that requires an emergency action plan, please let us know **before** your child starts. This includes:

- ♦ Anaphylaxis
- ♦ Allergies to food or insect bites
- ♦ Asthma

Together we can make the necessary arrangements to support your child.



# General Information

## Arrival and Departure from Preschool

We acknowledge that families are required to collect other children from school, but for your child to benefit the most from the program we offer, we strongly encourage families to arrive as close to 8:55am as possible. Children may be picked up at 2:15pm (early leavers) or 2:50pm, but no later than 2:55pm.

There is no parking available on-site. The car park is strictly for staff only.



## Compulsory Preschool Fees

The fee structure for Riverstone Public School Preschool is \$37.50 per week. If your child is Aboriginal or Torres Strait Islander or you hold a current Centrelink Health Care Card, you are entitled to reduced fees. Please see the office staff for more details.

## Permission to Collect

We will not allow your child to leave with anyone who is not on the permission to collect list you have signed

(Authorisations page of the Preschool enrolment form).

You can update the list at anytime. A photo ID will be requested by Preschool educators as proof of identity until we are familiar with approved drop off and collection persons.

In the event that you need to ask someone who is not on the list to collect your child, you will need to contact the school to notify us with the new pick up contact details. You must provide the persons full name, as written on their photo ID (e.g. driver's licence).

Please ensure that you remind the approved persons to bring their photo ID as we will not release your child if an ID cannot be produced.

The person collecting your child must be **at least 18 years of age.**

# Preschool Information Booklet

**Address:** Riverstone Public School  
Elizabeth Street  
Riverstone NSW 2765

**Telephone:** 9627 1517  
To be used between 8:25am – 3:15pm

**Email:** [riverstone-p.school@det.nsw.edu.au](mailto:riverstone-p.school@det.nsw.edu.au)

**Website:** <https://riverstone-p.schools.nsw.gov.au>

**Hours:**

Monday	8.55 am — 2.55 pm
Tuesday	8.55 am — 2.55 pm
Wednesday	8.55 am — 2:55 pm
Thursday	8.55 am — 2.55 pm
Friday	8.55 am — 2.55 pm



Follow us on FaceBook: RiverstonePublicSchool

**#Knowledge and friendship**

**#I learn on Darug land**



We look forward to  
meeting you and  
your child!

