Dear Parent and Guardian

Welcome to Berry Springs Preschool. We hope you and your child enjoy your time with us. This handbook has been prepared to give you some information about our Preschool. It is a firm commitment of Berry Springs Primary School to provide a high quality educational service for young children and their families.

Our preschool staff embrace and are committed to the Early Years Learning Framework for Australia. This involves staff developing meaningful curriculum that is interactive where decision making is shared by children, parents and families, educators and the broader community. If you wish to explore further information please visit: http://www.mychild.gov.au/pages/ECAEarlyLearnFramework.aspx

The Berry Springs Preschool program allows students to explore and participate in a wide range of activities in a space that is a focussed play-based learning environment. As the children engage in learning experiences photographs, transcriptions of conversations, and teacher descriptions of aims and outcomes of various short and long term projects are designed and put on display in the Preschool to provide parents with an understanding of the products of children’s collaborative activities. It is also a natural medium for children to revisit concepts, further explore rich conversations and continue to share their learning with others.

There are two Preschool Programs offered. The first is whole day preschool Monday, Tuesday and each alternate half day Wednesday. Or your child may be enrolled in the second program starting the week each alternate half day Wednesday and full day Thursday, Friday. Please refer to 2012 Preschool Calendar on back cover. This may assist you and your family in planning for preschool.

Any child turning 4 before 30 June 2012 may begin Preschool at the beginning of Term 1. Children turning 4 after 30 June may commence Preschool in Term 3 or Term 4 (once they have turned four).

It is a Department of Education and Training requirement that parents/guardians provide proof of age and immunisation details on enrolment.

Thank you for your support and cooperation.

Kind regards
Leah Crockford
Principal
Program
The Preschool program has a play based developmental learning focus. This focus recognises the fact that children progress through developmental stages at different rates depending on their interests, background experiences, personalities and general development. Each child is able to engage in the learning process and develop skills and understandings that support their learning and growth.

<table>
<thead>
<tr>
<th>Preschool Session Times</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday</strong></td>
</tr>
<tr>
<td>8.30 – 3.00 Group 1</td>
</tr>
<tr>
<td>8.30 – 12.30 Group as per 2013 calendar</td>
</tr>
</tbody>
</table>

There is much to think about and do when planning to provide a high quality learning environment for your child. A key aspect for your child to experience the greatest success and reach his/her potential is to attend every day.

**Every Child, Every Day** - improving student enrolment, attendance and participation is everybody’s responsibility and everyone’s business.

Absences
If your child is absent from a preschool session it is important to notify the preschool as absences without explanation are recorded in the Department of Education and Children’s Services attendance records.

Unexplained absences of duration greater than four weeks will result in the automatic removal of your child from our roll and therefore the loss of their position.
Parent Contributions
Preschool relies on parent contributions as they are a key contributor to ensure quality resources are available to support your child’s learning. They are set at $60.00 per Term. This equates to $2.65 per session. If you have difficulty making payments please discuss alternative arrangements with your child’s teacher or the Principal.

contributions for Preschool advantages your child and facilitates strong foundations at the beginning of their educational experience.

These can be paid at the Front Office or by Direct Deposit/Transfer to

BSB: 085-949/Account: 538671463. Please ensure Preschool Contribution and Your Name are on the deposit otherwise this cannot be credited to your account. EFTPOS facility is also available at the Front Office.

Fundraising Levy
With busy schedules some families are unable to contribute to our fundraising activities which are essential to the resourcing of the Preschool.

We therefore invite you to consider supporting a Fundraising Levy of $25 per term. This levy is a voluntary contribution made by parents and guardians who simply cannot find the time to help with fundraising; but who would still like to contribute to our Preschool community.

Clothing
Preschool children are very busy painting, pasting, cutting, playing with water, sand etc. Therefore we suggest the children wear tidy comfortable clothes that are easily washed. Painting smocks/aprons are provided for this purpose. Please ensure your child brings a change of clothes each day. Uniform shirts are available from the front office at a cost of $25.00. Please ensure all belongings are clearly labelled.

Swimming Pool
The swimming pool is used throughout the year on designated swimming days. Children need to bring bathers, towel and a waterproof bag. Please ensure that all clothing, bathers and towel are clearly labelled to help avoid confusion and loss.
If for any reason your child is unable to participate in the swimming program please communicate with the classroom teacher. Swimming at Preschool is an important part of our overall program and teaches the children about water safety and improves water confidence. It also allows them to explore science based themes such as floating/sinking, water wheels and water pumps etc.

**Shoes and hats**
Children are required to wear a wide brim hat outdoors. This is an important part of the Preschool program as we are required to follow the Northern Territory Department of Education and Training, “Sun Safe” policy. (‘No hat, No play’). Wide brim hats will be available from 2012 in the front office. Price to be advised.

Please ensure your child wears secure shoes or sandals. Safe, supportive shoes minimise the risk of accidents and injury. It is also helpful if your child wears shoes they are able to put on themselves.

During the wet season the children are required to keep their shoes or sandals on whilst outside as protection against infections, such as Melioidosis (a potentially fatal soil born bacteria).

**Change of Clothes**
A change of clothes is important to always have as a back up. Just in case! As the unknown tends to pop up from time to time. We appreciate your support and cooperation.

**Parent Committee**
When your child commences Preschool you are automatically a member of the Preschool Parent Committee. The Parent Committee is responsible for planning resource needs of the Preschool and sharing strategic direction with the School Council. This involves fundraising and the purchasing of equipment as recommended by the teachers. Meetings are held in the second week of each month at 3pm in the Preschool. Office bearers are elected at the Annual General Meeting held in March each year. All parents are encouraged and welcome to participate in these meetings.

Berry Springs School Council will meet on the third Wednesday of each month. You are most welcome to participate.
Library

Each week the preschool children visit the primary school library to borrow a book. This book is borrowed for the week and exchanged the following week. In order to borrow, each child needs to have their own library bag (these are included in our book packs please label).

Loss or damage to books will incur a cost based on the age and type of book. Teaching respect and care of property is one of the aims of our preschool and your help in keeping library books safe at home is greatly appreciated. Borrowing days are to be negotiated. Teachers will inform you of the day your child will have library borrowing.

Recycled Materials

Just about everything has more than one use. We can use/recycle egg cartons, meat trays, cardboard boxes and cylinders, magazines, cotton reels, wool and material scraps, paper and cardboard off cuts. Please don’t throw anything away before checking with us!

Department policy prohibits us from accepting the cardboard inner tubes of toilet rolls.

Fruit

Snack times are an important time of the day for the children where we teach hygiene, sharing, taking turns and healthy eating. Each family is requested to provide food for snack time on the first preschool day of each week.

Children are required to bring two pieces of fruit (or suitable vegetables) each week.

Some suggestions are:
- Apples, oranges, bananas, grapes, carrots, tomatoes, cucumber, celery, dates or dried apricots.

It is important to ensure that the food provided is fresh, as it may be stored in the preschool fridge for up to a week. Please do not send chips, lollies, sweet or flavoured rice crackers or biscuits.

Birthday cakes are welcome, but please check with a staff member beforehand as to how many children you will need
to cater for.

**Lunch**
Children will need to bring their own lunch on the days they attend. It is advised that your child has a clearly named lunch box and water bottle.

Please think of **healthy choices** when packing lunch boxes i.e. a sandwich, a piece of fruit or carrot sticks and water. Other healthy choices may be a boiled egg, cheese stick, dried fruit and/or savoury biscuits and cheese. An assortment of sandwiches and 100% juice poppers can be ordered from the school canteen. A canteen price list is available from the Front Office.

**HEALTH**

**Mosquitoes**
Throughout the year, there are times when plagues of mosquitoes are a cause for concern. Unfortunately, they are an unavoidable hazard and the best method of protection is to wear a suitable insect repellent. We recommend ‘Skintastic/OFF’. During these times we ask that you apply a suitable repellent before children come to preschool and give your permission for staff to reapply throughout the day.

**Head Lice**

Head lice are very contagious amongst children. Once again it is important that children have their own hat. If you find lice in your child’s hair please treat immediately and inform Preschool staff. When notified of a case of lice, a standard letter requesting all parents to check their children’s hair will be issued.

**Parent Helpers**

Parents are always welcome in the preschool and parent assistance is always needed and appreciated. There are many ‘jobs’ that need doing as well as seeing your preschooler ‘at work’. Please let us know when you will be available. If you have a special skill or interest you would like to share or talk about please see the classroom teacher. It is our belief that parental involvement strengthens and enhances children’s learning. If you wish to discuss your child’s needs

*We look forward to a rewarding partnership in 2013*