



# Oak Flats Public School

# Preschool Handbook

Oak Flats Public School is an innovative learning community which promotes engagement, high expectations and personalised learning.



## Welcome

Congratulations on selecting Oak Flats Public School as the school for your family and as Principal, I wish to extend a warm welcome to all our preschool families. We are proud of the wonderful school we have established and the great learning experiences and opportunities we offer our students. Our school is committed to providing a quality education for all students that develops the whole child. Our school values underpin all that we do in a supportive and caring environment. Oak Flats Public School is an innovative learning community which promotes engagement, high expectations and personalised learning.

I am delighted to welcome you into our school community on behalf of the staff, students, parents and community. Working in close cooperation with you we look forward to making your child's first schooling experience happy and productive. We look forward to getting to know your family and together, building a strong Preschool to Year 6 school community.

The preschool year provides a supportive and nurturing learning environment for children to explore and learn independently and in groups. It is a wonderful time when a child develops a range of skills including social and physical, skills for thinking and problem solving, developing interests, building friendships, exploring, asking questions and playing and learning. It is a time when children learn to cooperate, play, share ideas, converse, and develop appropriate skills for communication.

We look forward to guiding and sharing your child's learning journey during this important time and working with you for the best interests of your child/ren. We welcome your involvement and contribution to our school community. It is the partnership and on-going communication between families and teachers that builds the foundation of a successful school experience.

Jodi Niedermayer  
Principal

## OFPS Contact Details

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## Acknowledgement of Country

*At Oak Flats Public School, we the students, staff and community acknowledge the Wadi Wadi people of the Five Islands dreaming as the traditional custodians of this land. We also pay respect to Elders past, present and emerging. We extend that respect to other Indigenous Australians. Together we look forward to a future of mutual respect, harmony and reconciliation. Together we are, together we can, together we will.*

*We at Oak Flats Public School Preschool would like to say thankyou to the Dharawal people for letting us share your land. We promise to look after it, the animals and the people too. Hello land. Hello sky, Hello me, Hello friends.*

## NSW Department of Education

Oak Flats PS Preschool provides a preschool educational program for children the year before they attend school. We are a Department of Education preschool located on the site of Oak Flats Public School. Our unique location provides our children with the opportunity for ongoing transition to school. This is a valuable opportunity that supports a seamless entry into school.

## National Quality Framework

All children's services operate under the National Quality Framework. This aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a National Law and Regulations
- a National Quality Standard
- a National Approved Learning Framework, Belonging, Being and Becoming, The Early Years Learning Framework for Australia
- a National Quality Rating and Assessment process
- a new national body called the Australian Children's Education and Care Quality Authority. Information available at: [www.aceqca.gov.au](http://www.aceqca.gov.au)

## Commitment to Safety

We are committed to implementing the NSW Child Safe Standards. To implement the Child Safe Standards. A child safe culture has been established and is maintained, with children's health, safety and wellbeing prioritised.

## Quality Improvement Plan

Every early childhood service must work towards continual improvement in the quality of their service. For further information please go to [startingblocks.gov.au](http://startingblocks.gov.au) by clicking [here](#).

A Quality Improvement Plan includes early childhood services identifying their current areas of strength and their future goals for improvement.



## CURRICULUM

In an early childhood setting such as our preschool, 'curriculum' means all of the interactions, experiences, activities and routines that the children participate in.

We value our interactions with the children and treat each child with warmth and respect. We work hard to ensure that each child feels safe and secure and forms positive attachments with the educators. We value and respect the first nation peoples as well as the cultures of our families and strive to embed their perspectives into our daily practice.

Our curriculum is based on the Belonging, Being and Becoming - The Early Years Learning Framework for Australia, its principles, practices and learning outcomes. At Oak Flats Public School Preschool our curriculum is responsive to the needs and interests of our children, it is designed to stimulate and encourage exploration and learning. It is flexible and based on careful assessment of teaching and learning.

At Oak Flats Preschool, our daily curriculum includes indoor and outdoor play experiences, educator led group times, as well as many transition to school experiences. The children have the opportunity to choose experiences that they are interested in and explore and experiment with new experiences and learning.

Play is an integral part of our curriculum. We believe that children learn best through play experiences. Play is purposeful, hands-on and builds skills in all areas of children's development. Through play, children learn about themselves and their world. Play makes learning fun.

At Oak Flats Preschool each child is part of a learning cycle. First we collect observations of the child and then analyse these to learn where the child is at and how we can extend them. From the analysis of learning activities are planned and then implemented. To complete the learning cycle, educators evaluate the learning that has taken place and plan for future learning. The cycle then repeats itself.

We value and encourage families to contribute ideas or any at home experiences that we can embed into the program. By working in partnership, families and educators can enhance children's learning outcomes. We use our Kinderloop App to regularly request family feedback. Educators use your feedback to inform curriculum decision making and reflection on practice.



## Staffing

The Principal of the Oak Flats Public School oversees the preschool and is responsible for all decision making.

The preschool is staffed with an Early Childhood teacher and a SLSO who holds a certificate III. Both staff hold a *First Aid in Education and Care Setting*— HLTAID0012 certificate and undertake mandatory Child Protection and Code of Conduct training annually.

Teachers and SLSOs from the school, cover lunch breaks and release from face to face teaching in the preschool.

## Enrolment

Children generally attend departmental preschool classes for **one year only**, in the year before starting kindergarten. To be eligible to enroll you will need to provide your child's birth certificate, immunisation details and a proof of residence document.

Oak Flats Public School office has all the necessary forms that you will need to fill out for preschool enrolment.

Oak Flats Public School Preschool's applications often exceed the available positions. Every application is reviewed individually and placements are offered based on the NSW Education Department's specific eligibility criteria.

## Learning about each other

Prior to commencement, time is set aside for families to meet with staff and share information in order to facilitate a positive transition to preschool that is responsive to the individual children's needs. All medical needs for your child will also need to be discussed and planned for.



Families are welcome to make an appointment with the teacher throughout the year to share information about their child's journey at preschool. There are also opportunities for parent—teacher meetings in terms 1 and 3. Families have opportunities to transition into preschool through our preschool playgroups prior to commencing preschool.

## Communication and Collaboration

We recognise families as a child's first and most influential educators. We value the unique insights families have about their children. Each child will learn about their world through their culture and languages, for this reason we value all cultures and languages. We aim to provide links to all families cultures and languages within our environment and curriculum. Open communication and collaboration between staff and families enables us to ensure that our program is responsive to individual children's ideas, knowledge, culture, abilities, needs and interests.

Oak Flats Public School Preschool uses the Kinderloop App to share children's achievements, distribute messages and to encourage and engage in two way dialogue about your child. We encourage families to post photos of family holidays and special events. We share the photos with the other children in the preschool and talk with your child about the experience. This helps bridge the gap between home and school.

An Education Program is on display in the preschool. Families are invited to read and contribute to the program at any time.

Our school newsletter is available on our school website or via the School Bytes App and includes information about the preschool.

## Policies and Procedures

Our Procedures Folder is located in the preschool entry area. They are also available to families on the school website. Procedures are localised to the preschool.

Department policies are located on the department's website.



## Oak Flats Public School Parents and Citizens (P&C) Association

At Oak Flats Public School, we have an active and functioning P&C Association. They are involved with the school canteen, catering and chaperoning school events and fundraising for equipment and activities for the school community.

Membership of the Oak Flats Public School P&C is open to all families of currently enrolled students at the school and preschool, staff of Oak Flats Public School and citizens of the local Oak Flats community.

Volunteers are the school's greatest resource. The OFPS P&C Association is solely run by volunteers who donate their time and expertise. Parents and staff work closely together for the betterment of the student community. There are many ways you can contribute either by volunteering on a committee or helping out at events.

## Changes to Personal Details

Please keep staff and the school informed of any changes to address, home/work phone numbers, child care arrangements, medical information and emergency contact details. Please keep telephone calls to the preschool during session times for urgent matters only.

**UPDATE  
YOUR  
DETAILS**



## Emergency Management Evacuations/Lockdowns

The preschool has a procedure on emergency evacuations and lockdowns and is required to practice these procedures regularly. Evacuation drills and lockdown drills are conducted once per school term. The preschool also joins in with whole school lockdown and evacuation drills. Educators will notify families prior to conducting any Emergency Management practices.

## Health Care Plans

Individual Health Care / Management Plans will be prepared for children with diagnosed medical conditions like asthma, anaphylaxis, diabetes, epilepsy, etc.

Please notify staff upon enrolment into the preschool of any serious medical concerns.

## Concerns or Complaints

If you have any concerns about your child's education and/or development please have a conversation with the preschool teacher. You are also welcome to make contact with an Executive Teacher or our Principal. They can be reached by contacting the main school office on 4256 1405.

## Sun Smart Practices

Oak Flats Preschool is a sun smart school. Children are required to wear a broad brimmed or legionnaires hat outside all year.

During warmer months, parents are encouraged to apply sunscreen to their child before preschool. During the day students are encouraged to apply sunscreen themselves. The UV index is checked daily and the time we conduct outdoor play reflects the level of UV exposure. All tops, dresses and shirts worn to school must have sleeves. Children will be asked to play in the shade if they are wearing singlet tops or shirts with cut off sleeves.



## Daily Routine

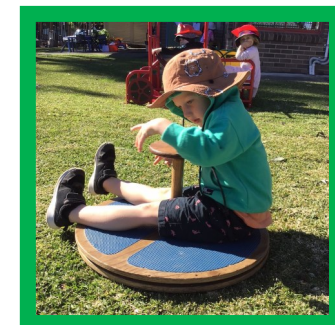
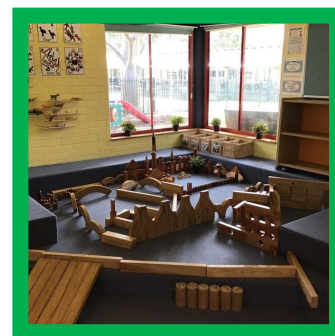
- 8:30 Educator set up indoor/outdoor learning environment  
Preschool teacher to conduct environment check
- 9:00 Educator opens door, welcomes children and converses with families
- 9:15 Morning circle time – Welcome, children sign in/mark roll, weather/date days plans and Acknowledgement of Country (**Music Monday and Friday**)
- 9:30 Safety check with the children, outdoor learning and munch and crunch by child choice
- 10:50 Transition to lunch – wash hands, collect lunchbox, water bottle and sit on the mat outside
- 11:00 Lunch
- 11:30 Relaxation, medication, reading books
- 11:40 Meeting mat for intentional teaching (**Library Monday and Thursday**)
- 12:10 Indoor play
- 1:15 Play pause or tidy the environment, transition to afternoon tea
- 1:30 Afternoon tea
- 1:45 Outdoor play
- 2:10 Outdoor tidy up
- 2.20 Game/ Show and Tell
- 2:40 Open front door - families to enter & engage in conversations
- 3:00 Educator daily reflection and planning
- Environment check and record that all children have left the service with their authorised family member or carer.





## Daily Routine—Wednesday 2024

- 8:30 Educator set up indoor/outdoor learning environment  
Preschool teacher to conduct environment check
- 9:00 **Bilima**—Educator opens door, welcomes children and converses with families
- 9:15 Morning circle time – Welcome, children sign in/mark roll, daily documentation, days plans and Acknowledgement of Country
- 9:30 Safety check with the children, outdoor learning
- 10:30 Educators and children tidy up the outdoor environment.  
Hands washed, lunch box and water bottle collected by children for afternoon tea. Children’s personal belongings packed for departure
- 11:15 Front door is open for families to enter and engage in afternoon conversations
- 11:30 Educator daily reflection and planning  
Environment check and record that all children have left the service with their authorised family member or carer.
- 12:30 **Gurawara**—Educator opens door, welcomes children and converses with families
- 12:45 Afternoon circle time – Welcome, children sign in/mark roll, daily documentation, days plans and Acknowledgement of Country
- 1:15 Safety check with the children, outdoor learning (children are encouraged to play in the shade)
- 2:15 Educators and children tidy up the outdoor environment  
Hands washed, lunch box and water bottle collected by children for afternoon tea. Children’s personal belongings packed for departure
- 2:40 Front door is open for families to enter and engage in afternoon conversations
- 3:00 Educator daily reflection and planning  
Environment check and record that all children have left the service with their authorised family member or carer.



## Hours of Operation and Term Dates

Attendance at the preschool has been developed to facilitate the 15 hour Universal Access by offering an option of 2 group attendance patterns.

The preschool operates during NSW Department of Education school terms. Term dates can be found on the NSW Department of Education website [www.education.nsw.gov.au](http://www.education.nsw.gov.au).

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Bilima Group</b> 9am – 3pm	<b>Bilima Group</b> 9am – 3pm	<b>Bilima Group</b> 9am – 3pm Week 1	<b>Guruwarra Group</b> 9am – 3pm	<b>Guruwarra Group</b> 9am – 3pm
		<b>Guruwarra Group</b> 9am – 3pm Week 2		



## Daily Attendance

Oak Flats Preschool has a duty of care to the children that attend the centre. A part of this duty of care is to ensure that access to a child attending the centre is limited to persons authorised by the parent / carer and this includes collection of the child from the preschool.

### Drop Off

Children are not to be left prior to the centre opening at 9.00 am

On arrival the adult bringing the child is responsible to sign the child in on the attendance sheet next to the child's name and indicate the time of arrival.

The person dropping off the child must ensure that a staff member receives the child/ren before leaving the centre and that any information pertaining to the child is communicated to the staff.

### Collection

Children must be collected by 3.00 pm. (door opens at 2:40pm)

Preschool children **must** be collected before older siblings/students.

If the person collecting a child is unfamiliar to the preschool staff, photo identification will be requested and checked against the authorisation register.

The authorised adult collecting the child must sign the attendance sheet next to the child's name and indicate the time of departure.

The authorised person must ensure that a staff member is aware that they are departing the preschool with the child.

If the child is to be collected by a person whose name is not on the enrolment form as a person authorised to pick up the child, parents must have personally informed the teacher prior to pick up. The adult picking up the child will be requested to show photo identification to the teacher before departing.

Children that are not collected by 3pm will be walked over to the school office. They will be supervised there until an authorised person collects them.



## Items required for preschool

Please label all belongings—ask your child to help you pack the following:

- School bag
- Water filled drink bottle
- Change of clothes
- Library bag
- Warm jacket / jumper for cooler weather
- Brimmed hat
- Munch and Crunch: Fruit or vegetables
- Lunch: Fresh fruit, vegetables, sandwiches, wraps, dairy
- Recess: Healthy snack
- On wet days the children may bring raincoats and gumboots.



## Birthdays

We are happy to celebrate your child's birthday with their preschool friends. Small individual cupcakes may be sent in to share with the other children. We are a nut free service and ask that no nut products are used in cakes. As a fundraiser our school canteen can make cupcakes or ice cream sundaes for your child's birthday for a fee. If your child has food allergies or any cultural needs relating to birthdays, please talk to the staff to arrange a "substitute" food item.



## Family Donation Requests

At the beginning of the year, we collect donations from the families of everyday resources such as tissues, wipes, glue sticks and marker pens. Please ask the preschool team for ideas on what you can donate.

## Recycled Donations

We encourage washed recycled donations, for example:

Cereal boxes, cardboard rolls, paper, cotton reels, cards, giftwrap, plastic bottles and lids, cardboard boxes.

We cannot use toilet rolls, tins or glass.

## HYGIENE PROCEDURES

### Hand Washing

We ask that all staff, children and volunteers adhere to the hand washing procedures.

All children are encouraged to wash their hands:

- After handling or feeding animals
- Before and after cooking activities
- Before and after eating or touching food
- After toileting
- After blowing their nose and wiping tears and dribbles
- After playing outdoors.

All scratches and cuts must be covered appropriately.



### Cough/Sneeze Etiquette

When coughing or sneezing, use a tissue to cover your nose and mouth. Dispose of the tissue afterwards. If you don't have a tissue, cough or sneeze into your elbow. After coughing, sneezing or blowing your nose, wash your hands with soap and water.



## Children's Clothing

Children are offered a range of valuable sensory experiences at preschool, both inside and out. While wearing smocks and pulling up of sleeves are supported by staff, clothing showing evidence of children's fun is often unavoidable. Families are advised to send children in 'play clothes' that enable them to immerse themselves in these valuable experiences without being restricted by concerns about getting their clothes dirty.

Physical play including running, climbing, balancing, jumping, kicking balls is also a planned part of the program. Ensure your child's clothing and footwear supports these activities and enables them to safely challenge their physical skills. Footwear such as thongs and open sandals affect children's stability and grip and can also be dangerous, particularly when participating in climbing activities.

For sun protection, children need to wear clothes that cover their shoulders and upper arms.

**Please label all of your child's clothing** and pack a spare set in case of very messy or water play or accidents.

## Healthy Eating

Please support our Healthy Eating Policy by providing healthy lunches and snacks for your child. We are an allergy aware preschool and will inform our families of any food allergies that exist in our preschool service and how we can work together to avoid the risk of an allergic reaction.

To raise awareness of environmental issues we encourage families to send in "Nude Food". Nude food is any food that has no packaging i.e. fruit is natural nude food, sandwiches and snacks may be put into containers.

We encourage the children to drink water at preschool.

No food or drinks are shared with the group.

Avoid: LCMs, Roll Ups, Ropes, chocolates, lollies, sweet biscuits, flavoured chips, donuts, cakes and sweet pre-packaged food.

For lunch box ideas please see the following attachment from Healthy Kids.

<https://www.healthykids.nsw.gov.au>



For safe food handling practices please see the following attachment from NSW Food Authority. <https://www.foodauthority.nsw.gov.au/>

## Fact Sheet

# HEALTHY LUNCHBOXES



There are many foods that can be used to pack a healthy lunchbox.

### Fruit & Vegetables

Fruit and vegetables will provide a good daily source of vitamins, minerals and dietary fibre.

All chopped fruit and vegetables can be easily packed into small containers for the lunchbox, making them quick and easy to eat.

#### LUNCHBOX IDEAS:

- cucumber, carrot and celery sticks (steam carrot and celery until tender for younger children), corn cob, snow peas, green beans, cherry tomatoes, capsicum strips.
- fresh fruit eg apple, pear, kiwi fruit, strawberries, orange, grapes and bananas
- tub of diced fruit in natural juice
- dried fruit *occasionally* – eg mini box of sultanas or a few dried apricots or apple rings
- salad filling in a sandwich, wrap or roll (eg lettuce, grated carrot, avocado, cucumber)



### Meat & other protein foods

Meat and other protein foods provide protein and iron. Limit the use of sausages and processed luncheon/deli meats (eg devon and salami) as they are high in saturated fat and salt.

#### LUNCHBOX IDEAS:

- cold roast beef, lamb, pork, chicken, tuna or salmon as a filling in sandwiches, rolls and wraps or added to salad
- hardboiled egg in salad, sandwiches or for a snack
- baked beans, lentil patty
- left-over casserole, rissoles, meatballs, bolognese sauce, stirfry with tofu

### Dairy Food

Dairy foods, such as milk, yoghurt, custard and cheese are an important source of protein and calcium. Reduced fat milk and dairy foods (approx. 2% fat) are suitable for most children over 2 years of age.

#### LUNCHBOX IDEAS:

- cheese slice, cheese stick or cubes of cheese as a snack with cucumber slices and cherry tomatoes
- cheese in sandwiches, rolls and wraps or on crackers or rice cakes
- yoghurt or custard (small tub or pouch)
- plain milk (small UHT poppers of plain milk are easy to add to lunchboxes)
- calcium-enriched soy alternatives (soy milk, soy yoghurt)

### Breads & Cereals

Bread, grains and cereal foods provide important nutrients and energy for busy, growing children. Wholegrain or wholemeal varieties are the best choices.

#### LUNCHBOX IDEAS:

- sandwiches, rolls, wraps, pita bread
- fruit bread, scone, pikelets
- crackers, corn and rice cakes, breadsticks
- rice, noodles, pasta



For more information and ideas on healthy eating and physical activity go to [www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au)



## Fact Sheet

# HEALTHY LUNCHBOXES CONT.



### Water

Water is the best thirst quencher and the best choice of drink for every lunchbox. Tap water is safe so you do not need to buy bottled water.

#### LUNCHBOX IDEAS:

- freeze a water bottle overnight; it will help to keep the rest of the lunchbox cool
- pack a water bottle even if you are sending milk – the milk can be consumed at morning tea or lunchtime and the water at other times of the day when your child is thirsty



#### TIP:

Don't pack too much food or too many choices, as this may be overwhelming for a young child. You only need to provide enough food and drink for 1 snack and 1 main meal. If your child is at the service for extended hours, pack enough for 2 snacks and 1 main meal.

### Food and drinks to leave out of the lunchbox

Snack foods and drinks that are high in added sugar, saturated fat or salt are generally low in nutrients. They also provide a lot of kilojoules that can contribute to children becoming overweight or obese. We call these 'sometimes' foods and drinks because they should only be consumed sometimes and in small amounts. Sticky, sweet foods can also cause tooth decay.

#### Sticky or sweet foods:

- lollies, chocolates, jelly cups
- cakes, doughnuts, sweet muffins
- plain sweet/cream-filled biscuits
- muesli /cereal bars
- fruit bars and fruit straps

#### Salty, high fat foods:

- potato chips
- corn chips
- cheesy balls, twists
- small oven-baked savoury biscuits
- devon and salami

#### Sweetened drinks:

- cordial and soft drink
- fruit juice
- flavoured mineral water
- fruit juice drinks
- sports drinks

It is best not to pack these 'sometimes' foods and drinks in lunchboxes. If you do occasionally put a 'sometimes' food or drink in the lunchbox, keep it to a very small portion only.

**Note about food allergies:** Some services may ask families not to pack specific foods to ensure a safe environment for children with severe food allergies. Please discuss these needs with your service staff.

For more information and ideas on healthy eating and physical activity go to [www.healthykids.nsw.gov.au](http://www.healthykids.nsw.gov.au)







NSW Food Authority  
safer food, clearer choices

# Food brought from home



Safe food handling at home is important. Young children and babies do not have fully developed immune systems, so they are more likely to become sick from eating unsafe food than healthy adults with a mature immune system.

Food handling includes activities such as preparing, storing and transporting food for children.

If food is prepared at home and taken to the children's service, it is a good idea for parents to work together with staff to provide safe food for their children.

## Preparing

- Wash and dry your hands properly before preparing food
- Encourage everyone at home to always wash and dry their hands before eating or cooking, after using the toilet, after touching animals, after sneezing and coughing, and after handling rubbish
- Don't prepare food if you are have an infectious illness
- Wash fruit and vegetables thoroughly in clean, drinking-quality water just before preparing
- Use a clean chopping board and knife each time, or thoroughly clean them between different food types (eg between raw and ready-to-eat food)
- Keep raw foods (eg raw meat, chicken, eggs) separate from cooked foods (eg frittata, cooked chicken) or ready-to-eat foods (eg sandwiches, cut fruit) to avoid spreading harmful bacteria through cross contamination

- Check 'use-by' dates so you don't use food that is out of date

## Serving

- Make sure your fridge is set at 5°C or lower and that your freezer is working properly
- If you make lunch the night before, store it in the fridge overnight



## Transporting

- Pack food in an insulated lunch box or a cooler bag
- Place a frozen drink bottle or ice block inside to help food stay cool
- Or pack food that doesn't need to be kept cold, eg sandwiches with shelf stable sandwich spreads (eg 100% fruit spread or Vegemite™), UHT dairy products and whole fruits (not cut up)

## Supplying breastmilk or infant formula safely

Breastmilk or infant formula should be supplied in clean and sterilised bottles that are clearly labelled with the child's name and date of preparation.

Formula bottles that will be made up at the children's service should have the correct amount of boiled water or formula powder measured out (follow manufacturer's instructions carefully).

Breastmilk bottles or prepared formula bottles should be stored in the main part of the fridge (not in the door) until ready to be transported. They should be transported in a cooler bag or esky with an ice brick.



## Transitions

Your child is a member of the Oak Flats Public School community. As with all transitions, the staff will endeavour to make the move from Preschool to Kindergarten is successful. To do this we have developed a transition program for our preschool children. This involves:

- a primary school 'buddy program' which involves developing individual relationships
- participating in relevant primary school activities
- utilising the primary school site and outdoor facilities so that children develop familiarity with the setting
- ordering from the canteen in term 4
- fruit Break in the Kindergarten area
- fortnightly Kindergarten classroom visits starting term 3
- weekly visits to the main school library for book borrowing
- regular visits to other learning environments in the school including the technology room, buddy class, school hall, Stage 1 Cola as well as other places.

## Communication with Families, Assessment and Reporting

Assessment is part of an ongoing cycle that includes planning, documenting and evaluating children's learning and includes the voice of the child, families and educators. Assessment is linked to the Early Years Learning Framework Outcomes. Children's learning is displayed or communicated in a variety of forums including:

- Written and visual posts via the Kinderloop app
- Displays of the children's learning
- Daily conversations with educators
- Formal parent teacher interviews
- Children's individual portfolios
- Transition to School Statements detailing each child's progress towards the learning outcomes. With parent / carer permission these are forwarded onto your child's Kindergarten teacher to facilitate a positive transition to Kindergarten.



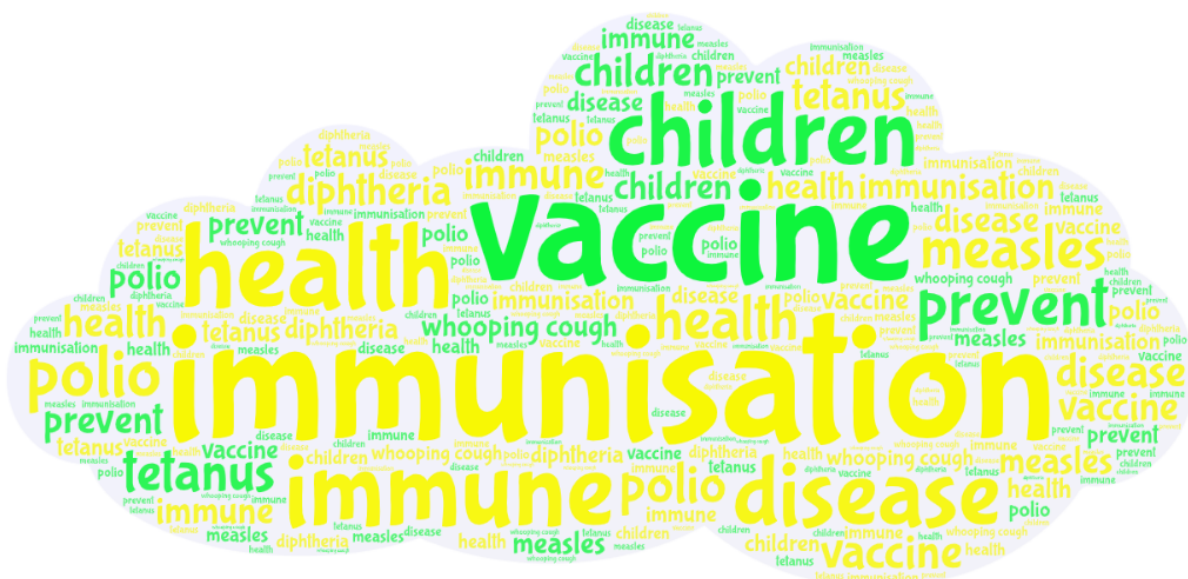
## Immunisation

The NSW Department of Health advises that all children attending school should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenza type b). We ask that you check your child's present immunisation status to see whether it is complete for his/her age. Regulations require schools to request **proof of up to date immunisation** when enrolling. (then again after any updates such as 4 year old vaccinations)

A school cannot enroll a child in preschool unless the parent/guardian has provided an approved immunisation certificate that shows the child:

- Is fully immunised for their age, or
- Has a medical reason not to be vaccinated, or
- Is on a recognised catch-up schedule.

Only approved Australian Immunisation Register forms can be accepted.



## **Illnesses or Accidents at Preschool**

If a child becomes ill or is injured at school appropriate first aid will be given and if necessary parents 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.

## **Prescribed medication**

If your child is being prescribed medication that needs to be taken during the day, please inform us so that arrangements can be made for the medication to be administered. You will be required to sign a permission form consenting to the administration of medication and supply the medication in its original box with the chemist label attached detailing dosage directions.

## **Allergies**

If your child has been diagnosed with an allergy, it is important that you tell the teacher as soon as you become aware of it, or if your child's allergy changes. If your child is diagnosed at risk of an anaphylactic reaction an individual health care plan is developed that includes strategies to minimise the risk of a severe allergic reaction.

## **Managing complex health needs**

An individual health care plan is developed for each student with complex health needs. The plan supports students with severe asthma, type 1 diabetes, epilepsy, anaphylaxis and those at risk of an emergency or requiring the administration of specific health care procedures.

## **Ear Infections**

Otitis media is a common middle ear infection which may cause fever or vomiting. If undetected, a child may suffer from hearing loss and their learning could be affected. Most ear infections respond readily to treatment. If concerned please seek medical attention and keep your child at home.


## **Infectious diseases**

There are many infectious diseases that affect children and young people. Schools and parents should contact their local health network for advice regarding infectious diseases. Personal hygiene measures such as hand washing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhea are important means of limiting the transmission of a number of common infectious conditions.

For recommended exclusion periods, see <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines/managing-infections> or visit <https://www.nhmrc.gov.au>.

# Preschool PBL Matrix

## PRESCHOOL PBL MATRIX

	SAFE	RESPECTFUL	RESPONSIBLE	ACTIVE LEARNER
	Behaving in a way that benefits everyone	Being kind to others and having good manners	Making good choices to do the right thing	Doing your personal best at all times
INDOOR LEARNING ENVIRONMENT	<p>We:</p> <ul style="list-style-type: none"> <li>walk</li> <li>play and pass toys low</li> <li>use kind hands</li> </ul>	<p>We:</p> <ul style="list-style-type: none"> <li>follow instructions the first time</li> <li>listen to others</li> <li>play gently</li> <li>be respectful of cultures</li> </ul>	<p>We:</p> <ul style="list-style-type: none"> <li>stay together</li> <li>pack away when asked</li> <li>pack our belongings in our lockers</li> </ul>	<p>We:</p> <ul style="list-style-type: none"> <li>follow instructions the first time</li> <li>participate in activities</li> <li>remain seated when learning</li> </ul>
OUTDOOR LEARNING ENVIRONMENT	<ul style="list-style-type: none"> <li>walk on concrete</li> <li>keep sand and dirt low</li> <li>take care of preschool property</li> </ul>	<ul style="list-style-type: none"> <li>use kind words</li> <li>include everyone in play</li> <li>leave others to complete their games</li> <li>be respectful of cultures</li> </ul>	<ul style="list-style-type: none"> <li>play in the correct area</li> <li>care for our gardens</li> <li>throw rubbish in the bin</li> <li>Recycle and feed the chickens</li> </ul>	<ul style="list-style-type: none"> <li>follow instructions</li> <li>try new skills</li> <li>cooperate with others</li> </ul>
TRANSITIONS AND INCURSIONS	<ul style="list-style-type: none"> <li>stay with our teachers</li> <li>walk in lines together</li> <li>wait for our families to collect us</li> </ul>	<ul style="list-style-type: none"> <li>listen to instructions the first time</li> <li>use kind words when we interact</li> <li>say goodbye before we leave preschool</li> <li>be respectful of cultures</li> </ul>	<ul style="list-style-type: none"> <li>stop, look and listen when we hear the tambourine</li> <li>take care of our belongings</li> <li>pack away when we are finished</li> </ul>	<ul style="list-style-type: none"> <li>take turns and allow others to learn</li> <li>work as a team when we move between activities</li> </ul>
EATING TIME	<ul style="list-style-type: none"> <li>wash our hands</li> <li>remain seated</li> <li>show teachers our lunchbox</li> <li>keep our hands and feet to ourselves</li> </ul>	<ul style="list-style-type: none"> <li>use manners</li> <li>put rubbish in the correct bin</li> <li>use a quiet voice</li> <li>be respectful of cultures</li> </ul>	<ul style="list-style-type: none"> <li>pick up what we drop</li> <li>eat our own food only</li> <li>pack away our belongings</li> </ul>	<ul style="list-style-type: none"> <li>eat our healthiest food first</li> <li>open our own food</li> <li>drink and refill our water</li> <li>talk about healthy food choices</li> </ul>
TOILETS	<ul style="list-style-type: none"> <li>tell a teacher before we go</li> <li>use, flush, wash and leave</li> <li>one child, one toilet</li> </ul>	<ul style="list-style-type: none"> <li>keep our area clean</li> <li>keep our hands and feet to ourselves</li> <li>wait for our turn</li> <li>be respectful of cultures</li> </ul>	<ul style="list-style-type: none"> <li>always flush</li> <li>dress ourselves</li> <li>place paper towel in the bin</li> </ul>	<ul style="list-style-type: none"> <li>turn taps off</li> <li>use one squirt and one paper towel</li> <li>ask for a teacher when we need help</li> </ul>

## PBL Focus

Positive Behaviour for Learning, known as PBL is a whole school program that actively promotes positive behaviour. It supports students in the early childhood years through to the upper primary years of schooling. PBL addresses the diverse academic and social needs of every student at Oak Flats PS to support them to be successful.



### Code of Conduct

We SHARE our Responsibilities

As a successful member of our Oak Flats  
Public School Community

I will,

**S**trive for better things

**H**elp by following instructions

**A**lways work and play safely

**R**espect all people and property

**E**njoy and care for our environment



We hope you and your child have a wonderful fun filled year at Oak Flats Public School Preschool, where a lifelong love of learning as well as lasting friendships are formed.

Every effort will be made by staff to ensure your child has a happy, safe, rewarding and memorable time.

Please feel free to become fully involved in all aspects of the preschool program as this will give you greater insight into your child's learning and your contribution will be greatly valued.

We look forward to working in partnership with you to provide a stimulating educational program for your child.