

Preschool Handbook 2023

Chesterfield Circuit
Nhulunbuy NT 0880
PO Box 321
Nhulunbuy NT 0881

Tel: (08) 8987 1056

Email: nps.frontoffice@education.nt.gov.au

Updated August 2022



Location:
Chesterfield Circuit, Nhulunbuy NT



Website:
www.nhulunbuyprimary.nt.edu.au



Postal:
PO Box 321, Nhulunbuy NT



Preschool Handbook:
[www.nhulunbuyprimary.nt.edu.au/enrolments/ NPS Preschool Handbook](http://www.nhulunbuyprimary.nt.edu.au/enrolments/NPS%20Preschool%20Handbook)



Email:
nps.preschool@education.nt.gov.au



Policy and Procedures:
www.education.nt.gov.au/education/policies/preschool-specific-policy



Phone: 08 8987 1056



National Quality Standards
www.acecqa.gov.au/resources/national-registers/services/nhulunbuy-preschool



Acknowledgment of Country

We acknowledge the traditional custodians of this land, the Yolngu people, and give our respect to the land on which Nhulunbuy Primary School is built. We acknowledge the past, present and future elders for they hold the memories, traditions, the culture and hopes of Indigenous Australia.

Nhulunbuy Preschool Philosophy

 At Nhulunbuy Preschool we believe in our children, parents and educators learning together in a happy, safe, caring and stimulating setting, where all the childrens' individual needs, identities, ideas and aspirations are valued.

Through systematic collaborative planning, innovative and exciting program delivery, evaluation and assessment, we will provide developmentally appropriate, personalised learning that provides all children with the opportunity to grow and learn in their own time and way.

*'Learning and Growing Together,
in our own time, in our own way'*



OUR PHILOSOPHY

Our philosophy is built upon our whole school's vision of PRIDE - Persistence, Respect, Integrity, Diversity and Excellence as well as the principles from The Early Years Learning Framework - Respect, Reflect, and Relate.

In our preschool, children are immersed in a play-based learning environment where they are presented with a diverse range of opportunities for learning, reflective of each child's needs and skillsets. They are encouraged to explore, solve problems, communicate, think, create and construct based on their own ideas, interests and prior knowledge.

We acknowledge the individual needs of every child and their different ways of learning. Through our programming and planning, we aim to provide lots of different opportunities for children to learn and succeed.

OUR PHILOSOPHY AND PRACTICE PROMOTES EACH PRESCHOOL CHILD TO:

- Develop rich and reciprocal social skills and interpersonal relationships with peers and educators.
- Extend their own interests, knowledge and skills.
- Become confident and engaged individuals who are involved in their own learning journey.
- Develop their own sense of place, identity and a connection to the land.
- Develop school readiness skills.

OUR PHILOSOPHY AND PRACTICE PROMOTES EACH PRESCHOOL FAMILY TO:

- Be involved in their child's preschool journey.
- Be active in guiding and supporting Nhulunbuy Preschool to be a rich, inclusive and family orientated centre.

OUR PHILOSOPHY AND PRACTICE PROMOTES AND SUPPORT OUR EDUCATORS TO:

- Develop rich, respectful and reciprocal relationships with all children.
- Respect and celebrate each child's identity, culture, beliefs and family.
- Foster a sense of belonging for all learners and their families.
- Encourage, support, guide and celebrate each learner for who they are and how they learn.
- Further build on their early years knowledge and practice that is reflective of creating and maintaining a child centred learning environment.
- Build and develop childrens' prior knowledge and experiences for their learning and development.
- Build on childrens' interests, abilities, cultures and previous learning experiences to extend their thinking, learning and development.
- Promote cultural awareness in all children, including a greater understanding of Aboriginal and Torres Strait Islander ways of knowing and being.
- Provide safe and stimulating environments, experiences and opportunities for all children.

OUR PROGRAM

Our programs are always changing and reflective of the group and individuals' interests. Opportunities for investigating, problem solving, building social connections and expressing what children know about their world through arts, music, play and conversation are key aspects to the weekly program.

At Nhulunbuy Preschool we believe that if you are happy, feel safe, confident and supported you are going to be more productive, involved and receptive to the world and learning around you.

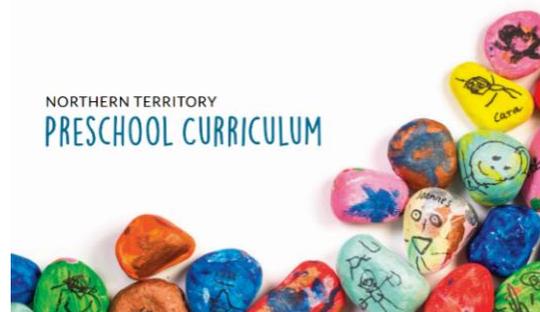
We aim to achieve this through a personalised, investigative play-based pedagogy. This is based on both the Early Years Learning Framework and the Northern Territory Preschool Curriculum. It is a combination of adult-led learning, guided play and learning and child-directed play and learning.



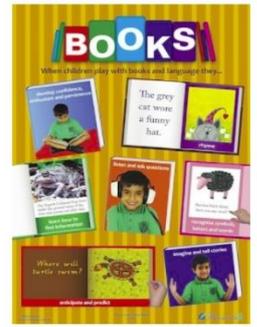
The Early Years Learning Framework (EYLF) is the national framework that aims to “*extend and enrich children’s learning by providing young children with opportunities to maximize their potential and develop a foundation for future success in learning*” (EYLF, 2009, page 5). For the children this means that we all work in partnership to guide them to become successful, confident and creative learners.



The NT Preschool Curriculum has been developed as a practical guide to assist early childhood educators to implement the outcomes of the Early Years Learning Framework (EYLF) for children from three to five years of age.



Both documents are available for your viewing on-line or in the preschool foyer.



Play based learning is central to the Early Years Learning Framework (EYLF) and is an essential part of learning for young children. Through play experiences children learn to lead, follow, cooperate, take turns and wait, develop language skills, build relationships, problem solve and be creative.

At Nhulunbuy Preschool, children will be exposed to a diverse range of learning opportunities and rich and purposeful play experiences. Through strong relationships with children, educators introduce and reinforce concepts in an engaging and age appropriate way and use their natural sense of curiosity and discovery to explore and experience the world around them.

THE NATIONAL QUALITY FRAMEWORK

National Quality Standard



	WHY IS IT IMPORTANT?
1 Educational program and practice A program helps each child to learn and develop. Experiences stimulate and engage each child. Examples of what to look for: • Your child's interests and ideas are included in the program. • Your child is supported by educators to participate in play and learning.	High quality education and care gives children the best start in life
2 Children's health and safety Your child's safety and health are important all day, every day. Your child will be safely supervised and will feel secure. Examples of what to look for: • Your child's service takes precautions to protect children from illness and hazards. • Food and drinks provided by the service are nutritious and appropriate for children.	Families can be confident that their children are in safe and healthy environments
3 Physical environment Indoor and outdoor spaces allow your child to play, learn and develop their skills. Examples of what to look for: • Outdoor and indoor spaces are welcoming and suitable for children. • Buildings, furniture, equipment and resources are safe and well-maintained. • Children can participate in a range of experiences.	Play and learning help develop skills for life
4 Staffing arrangements Qualification requirements and educator-to-child ratios mean greater individual care and attention for your child. Examples of what to look for: • Educators know your child's interests. • There are enough staff to ensure children are adequately supervised and receive the attention they need to learn and develop.	Quality care means your child will be educated and cared for by professionals
5 Relationships with children Your child will feel safe, secure and that they belong. Positive relationships with educators help your children to play and learn. Examples of what to look for: • Your child is made to feel supported and welcomed. • Educators respond to the individual needs and interests of children.	Children need quality care and attention that meets their individual needs
6 Partnerships with families and communities When families and communities are part of a service, your child learns and develops better. Examples of what to look for: • Respectful and supportive relationships with families are encouraged. • Your family's beliefs and values are respected by the service. • The service builds relationships and engages with its local community.	You should feel included and a part of your child's service
7 Leadership and service management The service is well managed and provides a safe and healthy learning environment. Examples of what to look for: • The service has a positive organisational culture. • Educators are valued and have a clear understanding of the service's goals and expectations.	Quality education and care is built on effective leadership

The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn.

The National Quality Framework outlines the legal requirements and sets the standard for quality education in the early years.

The staff at Nhulunbuy Preschool are focused on a continuous journey of growth and development guided by the NQF.

Please visit <http://www.acecqa.gov.au/families> for more information on how the NQS benefits your child

QUALITY IMPROVEMENT PLAN

The Nhulunbuy Preschool Quality Improvement Plan (QIP) guides our continuous improvement. Our service is assessed by the regulatory authorities to ensure we are meeting the National Quality Standard and makes recommendations for further development.

At our last assessment and rating in 2018 our preschool was rated as exceeding the National Quality Standards in Quality Areas 2 and 7 and meeting the National Quality Standards in Quality Areas 1, 3, 4, 5, and 6. Overall our preschool was rated Meeting National Quality Standards.



Meaningful engagement with families, children and the community is integral to the success of the QIP. We encourage you to voice your opinion or give us feedback about aspects that are important to you and your child. Our policies and procedures are also available upon request.

PRESCHOOL ELIGIBILITY AND ENROLMENT

Children are eligible to attend preschool at the beginning of the school year if they turn 4 on or before 30 June.

Parents are required to complete enrolment forms online by following this link: <http://enrol.ntschoools.net/>. Nhulunbuy Primary School manages all preschool enrolments. Please contact the Front Office 8987 0022 for all queries. Once paperwork has been completed, the Preschool Teacher in Charge will contact you for an orientation and interview. Parents will be contacted by letter or email to advise their child's class placement and starting date.

PRESCHOOL LEADERSHIP

Nhulunbuy Preschool has a Teacher in Charge/Educational Leader, responsible for:

- Overseeing the operation of the preschool.
- Maintaining National Quality Standards.
- Collaboratively planning with all staff to create and maintain a positive and appropriate educational environment.
- Assisting educators to provide best practice.

GENERAL INFORMATION

SESSION TIMES

The preschool operates on a model of 30 hours per fortnight to ensure children are provided with the expected 15 hours of a preschool program each week. The preschool will operate on full day sessions beginning at 8:10am and finishing at 2:15pm.

See the session schedule below.

Group 1 and 2		Group 3	
ODD WEEKS 1, 3, 5, 7, 9	Mon/Tue/Wed	ODD WEEKS 1, 3, 5, 7, 9	Thurs/Fri
EVEN WEEKS 2, 4, 6, 8, 10	Mon/Tue	EVEN WEEKS 2, 4, 6, 8, 10	Wed/Thurs/Fri

MORNING ROUTINE

Predictable morning routines are important to promote independence as well as give children responsibility for their belongings.

Please support your child to:

- Carry their own bag into class.
- Get their lunch box, fruit break, hat and drink bottle out of their bag and place these in their lockers or labelled tubs.
- Put their lunch box in the fridge.
- Put their bags outside on the hooks.
- Settle at an activity.

SIGNING IN AND OUT

All students need to be signed in and out of the preschool for each session they attend. The sign-in sheets will be located at the entry area of your classroom – please see your child’s teacher for more information. If a person other than the parent/carer is to collect your child, written authorisation from the parent/carer is required. **If your child attends before or after school care – please notify us of your arrangements during enrolment and if/when your care situation changes.**

STUDENT PROGRESS

All students will have a personal ‘portfolio’ that includes observations, anecdotal notes, photographs, art, stories, and other samples of work. These are available within the classroom for you to access.

Digital portfolios



Child created hardcopy portfolio (example)



REQUIREMENTS

Each child will need to bring the following, clearly labelled items to preschool every day.

- Appropriate size schoolbag.
- Change of clothes in the event of messy play or accidents.
- Closed-in shoes.
- Fruit or a healthy snack for fruit break packed in separate container.
- Lunchbox with healthy recess and lunch.
- Personal water bottle.
- Broad brimmed or legionnaire hat (no caps).

PARKING

Please note that the Arnhem Learning Centre bus has a designated parking area for drop off and pick up times. Please ensure you do not park in the bus zone or behind it. There is a large carpark available to families at the top end of the preschool building.



CARE OF PERSONAL PROPERTY

All articles brought to preschool should be clearly labelled with the student's name. All toys and personal items should be left at home. Nhulunbuy Preschool takes no responsibility for lost or stolen items.

ATTENDANCE

Please ensure that you send a Seesaw message or ring the primary school on (08) 8987 0022 to notify them when your child will be absent from school.

Regular attendance (9 days out of 10) is important for your child to achieve success at preschool. This leads to more success at school so it is important to establish excellent attendance habits while in preschool.

IF YOUR CHILD IS UNWELL.

Please keep your child at home if your child is sick. This precaution not only helps your child, but also lessens the spread of illness amongst other children. Parents should inform teachers when a child has an infectious condition so that risk of spread can be managed within the preschool. If a child becomes ill while at the preschool, parents will be contacted to collect them. In these cases, we request that the child is collected as soon as possible to provide adequate medical attention.

It is imperative that a child suffering any of the following conditions be excluded from the preschool until they are no longer infectious, and well enough to participate in all programmed activities.



August 2013

Centre for Disease Control

Centre for Disease Control (CDC)
PO Box 40596
Casuarina
NT 0811
Fax: (08) 8922 6310

Time Out

(08) 8922 8044 Darwin
(08) 8951 7540 Alice Springs
(08) 8987 0357 East Arnhem
(08) 8962 4259 Barkly
(08) 8973 9049 Katherine

MINIMUM PERIODS OF EXCLUSION FROM SCHOOL, PRE-SCHOOL AND CHILDCARE FACILITIES FOR CHILDREN OR STAFF WITH, OR EXPOSED TO, INFECTIOUS DISEASES

(Adapted from Staying Healthy, 5th Edition, 2013)

CONDITION	ACTION	EXCLUSION OF CASE	EXCLUSION OF CONTACTS*
▶ Campylobacter infection	 if affecting 2 or more persons	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
▶ Candidiasis (thrush)		Not excluded	Not excluded
▶ Cytomegalovirus (CMV) infection		Not excluded	Not excluded
▶ Conjunctivitis		Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
▶ Cryptosporidium		Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
▶ Diarrhoea (no organism identified)	 if affecting 2 or more persons	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
▶ Fungal infections of the skin or nails (e.g. ringworm, tinea)		Exclude until the day after starting appropriate antifungal treatment	Not excluded
▶ Giardiasis		Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
▶ Glandular fever (mononucleosis, Epstein-Barr virus [EBV] infection)		Not excluded	Not excluded
▶ Hand, foot and mouth disease		Exclude until all blisters have dried	Not excluded
▶ Haemophilus influenzae type b (Hib)		Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded. Contact Centre for Disease Control for specialist advice
▶ Head lice (pediculosis)		Not excluded if effective treatment begins before the next day at the education and care service. The child does not need to be sent home immediately if head lice are detected	Not excluded
▶ Hepatitis A		Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded. Contact Centre for Disease Control for specialist advice about vaccinating or treating children in the same room or group
▶ Hepatitis B		Not excluded	Not excluded
▶ Hepatitis C		Not excluded	Not excluded
▶ Herpes simplex (cold sores, fever blisters)		Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible	Not excluded

▶ Human Immunodeficiency virus (HIV)		Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
▶ Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)		Not excluded	Not excluded
▶ Hydatid disease		Not excluded	Not excluded
▶ Impetigo		Exclude until appropriate antibiotic treatment has started. Any sores on exposed skin should be covered with a watertight dressing	Not excluded
▶ Influenza and influenza-like illnesses		Exclude until person is well	Not excluded
▶ Listeriosis		Not excluded	Not excluded
▶ Measles	☎	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded. For non-immunised contacts, contact Centre for Disease Control for specialist advice. All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
▶ Meningitis (viral)		Exclude until person is well	Not excluded
▶ Meningococcal infection	☎	Exclude until appropriate antibiotic treatment has been completed	Not excluded. Contact Centre for Disease Control for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
▶ Molluscum contagiosum		Not excluded	Not excluded
▶ Mumps	☎	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
▶ Norovirus		Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
▶ Pertussis (whooping cough)	☎	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact Centre for Disease Control for specialist advice about excluding non-vaccinated and incompletely vaccinated contacts, or antibiotics
▶ Pneumococcal disease		Exclude until person is well	Not excluded
▶ Roseola		Not excluded	Not excluded
▶ Ross River virus		Not excluded	Not excluded
▶ Rotavirus infection		Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^a	Not excluded
▶ Rubella (German measles)	☎	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
▶ Salmonellosis		Exclude until there has not been a loose bowel motion for 24 hours ^a	Not excluded
▶ Scabies		Exclude until the day after starting appropriate treatment	Not excluded
▶ Shigellosis		Exclude until there has not been a loose bowel motion for 24 hours ^a	Not excluded
▶ Streptococcal sore throat (including scarlet fever)		Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
▶ Toxoplasmosis		Not excluded	Not excluded
▶ Tuberculosis (TB)	☎	Exclude until medical certificate is produced from the appropriate health authority	Not excluded. Contact Centre for Disease Control for specialist advice about screening, antibiotics or specialist TB clinics
▶ Varicella (chickenpox)		Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease. Otherwise, not excluded
▶ Viral gastroenteritis (viral diarrhoea)		Exclude until there has not been a loose bowel motion for 24 hours ^a	Not excluded
▶ Worms		Exclude if loose bowel motions are occurring. Exclusion is not necessary if treatment has occurred	Not excluded

a The definition of 'contacts' will vary according to the disease—refer to the specific fact sheet for more information.

b If the cause is unknown, possible exclusion for 48 hours until the cause is identified. However, educators and other staff who have a food handling role should always be excluded until there has not been a loose bowel motion for 48 hours. Adapted from SA Health Communicable Disease Control Branch <http://www.dh.sa.gov.au/pahs/ygw/index.htm>. Note that exclusion advice is consistent with the Communicable Diseases Network Australia Series of National Guidelines (SoNGs), where available.



Telephone Centre for Disease Control in your district so that immediate preventive public health measures can be undertaken. If you notice a cluster (several cases) of any of the above listed conditions in children or staff at your facility, please telephone Centre for Disease Control for advice and educational materials.

MEDICAL CONDITIONS

Administering Medication at the preschool:

Staff will not administer any medication without the written authorisation from the parents/guardians and a Health Care Plan. All medication is stored in the first aid cupboard out of the reach of children. All medication should have a pharmacist label, displaying the patient's name, the name of the medication, dosage, frequency of administration, the date of dispensing and the expiration of the medication.

Asthma, Anaphylaxis, Diabetes:

To ensure staff are adequately prepared and informed of your child's needs, children with asthma, anaphylaxis or diabetes must have a current action plan from a doctor. This must be provided to the preschool prior to starting.

TOILETING

Toilet training is a tricky new skill for children to learn. We believe toileting is a learning time for each child. Nhulunbuy Preschool staff will interact in a positive manner during toileting procedures and support children to develop independent self-help skills in this area.

We encourage you to speak with us if your child is toilet training or having toileting issues so that we can work together to support your child in developing this skill in a positive and encouraging manner.

FOOD

Please ensure you pack a healthy lunch box for your child, ensuring you pack enough food and avoid unhealthy snacks.

HEALTHY lunchbox snacks



Swap snacks that are high in fat, sugar, salt and low in fibre for quick and easy healthy snacks!

HEALTHY SNACK IDEAS: ✓	X SNACKS BEST LEFT OUT OF THE LUNCHBOX:
<ul style="list-style-type: none"> ✓ Pikelets ✓ Fruit bread ✓ Plain rice cakes ✓ Air-popped popcorn ✓ Wholegrain crackers ✓ Reduced fat yoghurt ✓ Reduced fat cheese ✓ Vegetable sticks eg celery, carrot, capsicum ✓ Cherry tomatoes ✓ Corn cob ✓ Cucumber ✓ Fruit (whole or sliced) eg grapes, orange segments, kiwi fruit, mango slices, pear, apple, banana 	<ul style="list-style-type: none"> ✗ Muffins and cakes ✗ Sweet biscuits ✗ Savoury biscuits ✗ Muesli bars ✗ Sweet rice bars ✗ Fruit straps ✗ Chocolate ✗ Lollies ✗ Potato chips ✗ Corn chips ✗ Processed cheese & biscuits ✗ Soft drink ✗ Flavoured milk ✗ Fruit drinks



swap!

Pack your child a HEALTHY LUNCH BOX



Choose a variety of foods from each food group

Fruit	
+	
Vegetables	
+	
Dairy	
+	
Wholegrains	
+	
Lean meat & alternatives	
=	A Healthy Lunch Box



MAKE WATER YOUR DRINK
 

PACK ICE BRICKS TO KEEP FOOD COOL
 

USE A THERMOS TO KEEP FOOD WARM
 





Resource was developed and designed by the Health Promotion Service, Western Sydney Local Health District, with contribution by South Eastern Sydney Local Health District and Illawarra Shoalhaven Local Health District. This resource was developed and designed by the Health Promotion Service, Western Sydney Local Health District, with contribution by South Eastern Sydney Local Health District and Illawarra Shoalhaven Local Health District.

EXCURSIONS

At enrolment you will be asked to sign an excursion parent consent form. This allows us to take the children to and from the primary school throughout the year as part of our transitioning to school plan. In addition to regular visits to the primary school for PMP. We also attend special 'whole school' events such as:

- Assembly
- Science Fair
- Book Week
- Harmony Day
- Easter Parade

UNIFORMS

Nhulunbuy Preschool encourages students to wear our preschool t-shirts and hats. These are available for sale at the primary school front office, in sizes 4-8.

SHOES

During the wet season the children are required to keep their shoes or sandals on whilst outside as protection against infections, such as melioidosis.

RECYCLING

Just about everything has more than one use. We love to recycle so please bring in your egg cartons, meat trays, cardboard boxes and cylinders, magazines, cotton reels, wool and material scraps, paper and cardboard off cuts, plastic bottles, boxes and more!

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

We also have scrap buckets for food scraps at eating times.



CYCLONES

If a cyclone warning is broadcast outside school hours do not send your child/ren to preschool. If a cyclone warning is given during school hours, parents are to collect their children from the classroom upon advice from emergency services or the media. Students who have not been collected will be taken to the nearest cyclone shelter that is located at the **Gove District Hospital**.

When the township is on CYCLONE WATCH the school will continue to operate as usual. If a CYCLONE WARNING is declared outside of normal school hours, students are not to return to school until the warning is cancelled.

FIRE, BOMB AND EARTHQUAKE

Ensuring the safety and the welfare of our students and staff at Nhulunbuy Preschool is high priority. As part of maintaining this, staff and students practise safety drills throughout the year. These drills allow us to teach the children important safety skills, consistently evaluate our emergency operation plans and improve response skills within the team.

We discuss drills and emergencies with our students regularly within our program and emphasise that by practising safety procedures we will know what to do and how to do it if an emergency occurs and not be afraid when the alarm is sounded.

MOSQUITOE REPELLENT AND SUNSCREEN

Throughout the year, there are times when your child will need protection from mosquitoes. Please ensure you apply a suitable repellent to your child before they come to preschool.

Please also apply sunscreen to your child to ensure protection against the sun.

PARENT INVOLVEMENT

Parents contribute significantly to preschool life in many ways and are always welcome.

At the start of each day, children will have a settling activity on their arrival at preschool. This is an excellent opportunity for parents and friends to share some fun learning time with the children.

Other ways you may be able to get involved/help out are:

- Joining the Preschool Parent Committee
- Sharing your skills and interests e.g. craft, cooking, music, story-telling
- Assisting with laundry/cleaning
- Maintaining and repairing equipment and bikes
- Working bees



Nhulunbuy Preschool Parent Committee



We are looking for parents who would like to join us in making NPS Preschool the very best it can be.

The Preschool Parent Committee will meet every term to discuss the needs of the preschool, plan for the future, organise fundraising ideas and help the preschool connect with the community.

We value and encourage family involvement at NPS Preschool. Information will be sent out via Seesaw during Term 1 with the dates for our Preschool Parent Committee meetings.

COMMUNICATION

Our primary method of communication with caregivers and parents is the Seesaw app. Please see your classroom teacher to gain access to your child's class page.

We encourage you to speak with us about your concerns, successes and perspective related to your child's preschool experience.

Morning times can be busy so if you can't catch us then please book in time after 2:30pm to have a chat. We believe that by working together we will nurture your child's individual development and build their confidence in who they are.

LET'S TALK ABOUT...



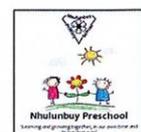
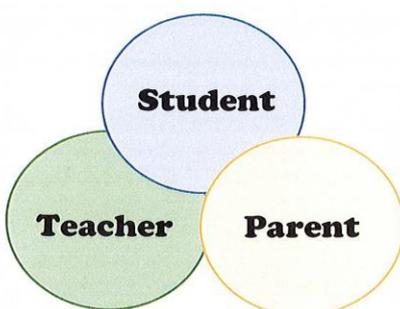
What is Seesaw? Seesaw is an **AMAZING** app that we use at Preschool as a way for your child to share what they are learning as a **DIGITAL** Portfolio!

Seesaw provides a **SAFE** and **creative** way for staff to document your child's learning while not taking away from what they are doing.

Each child will have their **OWN** journal to which photos, videos, drawings and notes will be added to showcase their learning in **AUTHENTIC** ways.

Seesaw is our **MAIN** form of **communication with families** not only as a learning journal but as a form of announcements, reminders and parent-teacher communication.

I love Seesaw because it opens the walls of our classroom and allows **communication** between not only you and I, but your child as well.



STUDENT BEHAVIOUR

Nhulunbuy Preschool is committed to ensuring that every day, every student is learning and achieving within a safe, supportive learning environment. Our preschool promotes a positive and inclusive school community that affirms the rights of all members to feel safe and be safe at school.

We have a commitment to ensuring that self-respect, caring for and respecting the beliefs, rights and property of others is paramount.

RIGHTS AND RESPONSIBILITIES OF STUDENTS:

- All students have the right to learn and play in a safe, positive learning environment, free from negative interference.
- All staff have the right to perform their duties in a safe, respectful, positive environment.
- All parents have a right to be informed and involved in their child's education.
- All people have the right to be treated with kindness, fairness, respect and dignity.

WHAT IS UNACCEPTABLE STUDENT BEHAVIOUR?

Any behaviour that impacts the safety of students and staff or disrupts the teaching and learning is not acceptable. Nhulunbuy Primary School aims to create a learning environment that is free from bullying, aggression, violence and disruption.

Preschool staff are guided by the Nhulunbuy Primary Schools Safe Schools policy.

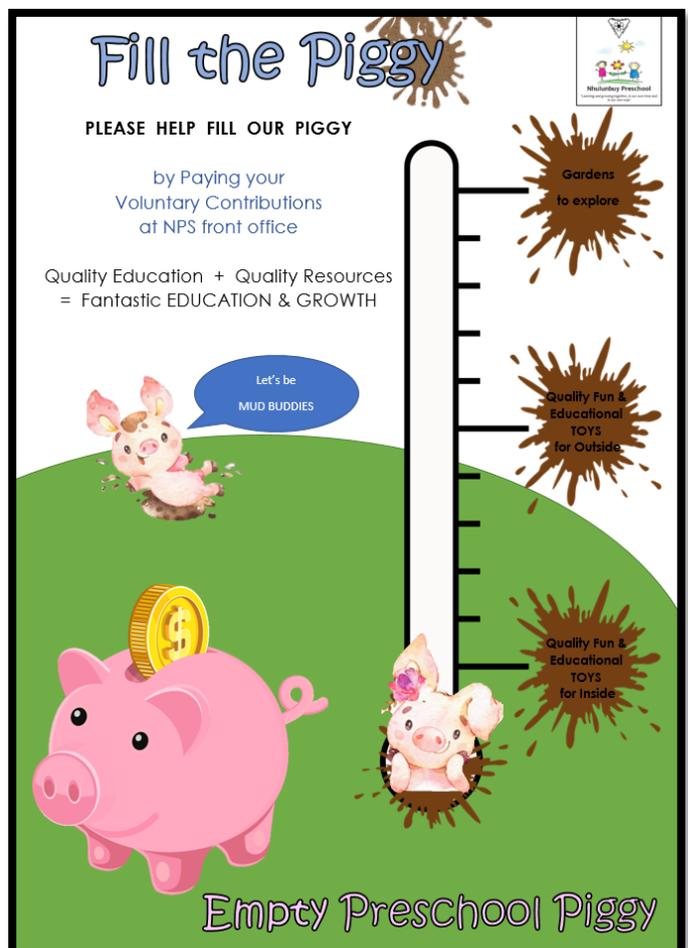
PRESCHOOL PARENT VOLUNTARY CONTRIBUTION

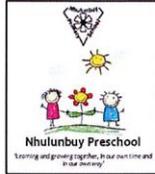
Voluntary contributions are a wonderful way to support your preschool in continuing to maintain high quality programs and rich learning opportunities for your children.

The purchase of many of the resources your children will be enjoying during their time at preschool has been made possible by the voluntary \$100 contribution of families in former years.

Next year we are hoping to continue in our endeavour to upgrade our outside play area and gardens and your contributions will help us reach our goal much faster!

To make your 2023 contribution or to find out more information please contact the front office at Nhulunbuy Primary School.





Getting ready for PreSchool

To prepare your child you can:

- enrol your child in preschool
- encourage your child to be independent
- have a daily routine
- get to know your school
- get involved with your school.

Preschool is not compulsory, but can help prepare your child for school.

Encourage your child to be independent

You should practice all of the following tasks with your child:

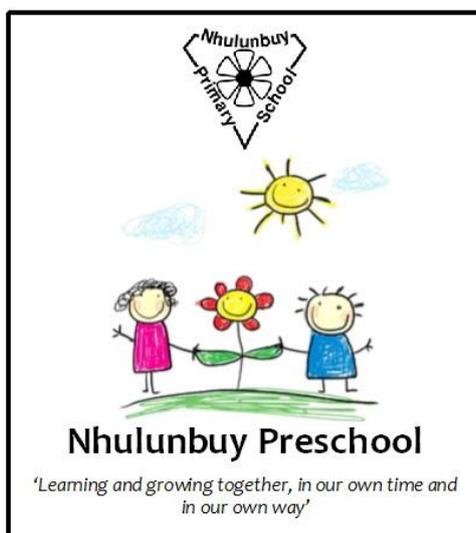
- pack and carry their school bag
- put on their shoes
- manage their clothes
- eat and drink without help
- go to the toilet on their own
- use tissues to blow their nose
- recognise their belongings.

Have a daily routine

You should set up a daily routine that includes all of the following:

- go to bed early
- wake up at a set time with time to get ready
- have a healthy breakfast
- prepare a healthy lunch, including items that may be in your child's lunchbox for school
- talk about what to expect during the school day
- make time for physical activities.

Be flexible, as it may take time for your child to adjust to their new routine.



Thank you for choosing
Nhulunbuy Preschool.

We warmly welcome you and your family
and look forward to sharing this amazing introduction
into schooling with you and your child.

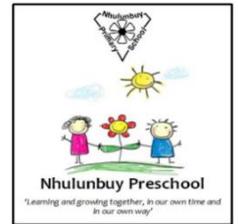
Preschool Enrolment Paperwork

Please use your checklist
on the next page as a guide
to ensure you have completed all paperwork.

Please read and complete carefully
as this information is important.

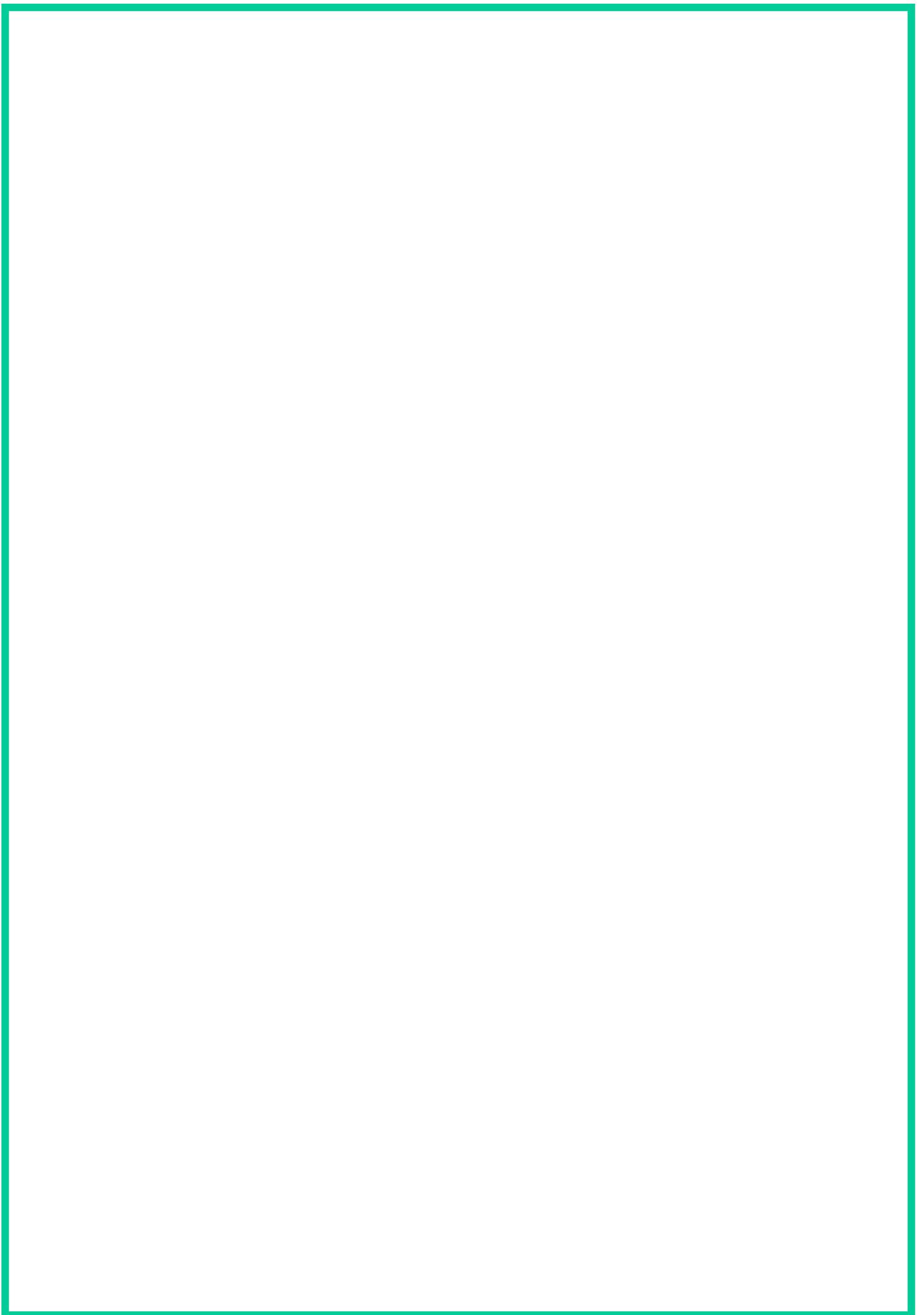
Nhulunbuy Preschool

Enrolment Requirements



Guardian	Office	
		Childs Name:
		Online enrolment completed and saved
		DOB - copy of Birth Certificate
		Copy of Immunisation Records
		Preschool Family Information
		General Consent Form
		Internet: Acceptable Use Policy
		Supplementary Preschool Enrolment Form
		Permission for student to attend excursion - Parent Consent Form
		Vision Checklist
		Hearing Checklist
		Custodial or Guardian information
		Medical conditions / Allergies If yes: copy of required supporting paperwork Please note you are required to supply a valid and current health care plan for your child's medical conditions before your child is able to commence school.
		Special needs / Health care needs / Dietary requirements If yes: copy of required supporting paperwork

Guardians note: Please complete this check list and place on top of required paperwork and return to NPS front office.



2023 PRESCHOOL FAMILY INFORMATION

Please fill in the following pages and return to your child's teacher at your earliest convenience

CHILD'S NAME		DOB	
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FAMILY	FIRST CONTACT		
	Name:		
	Relationship:		
	Contact number		
	EMAIL:		
	SECOND CONTACT		
	Name:		
	Relationship:		
	Contact number:		
	EMAIL:		
SIBLINGS			

EMERGENCY CONTACT AND AUTHORISED PICK UP INFORMATION

FIRST EMERGENCY CONTACT		
NAME:	RELATIONSHIP:	CONTACT NUMBER:
SECOND EMERGENCY CONTACT		
NAME:	RELATIONSHIP:	CONTACT NUMBER:

PEOPLE AUTHORISED TO DROP OFF AND PICK UP YOUR CHILD (PLEASE INCLUDE CHILD CARE SERVICES)	
NAME:	CONTACT NUMBER:
NAME:	CONTACT NUMBER:
NAME:	CONTACT NUMBER:
NAME:	CONTACT NUMBER:

PREFERENCE DAYS	BEGINNING OF WEEK	END OF WEEK
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CHILDCARE	Y	N	WHERE
-----------	---	---	-------

WILL YOUR CHILD BE DROPPED OFF AND/OR PICKED UP BY THE CHILDCARE SERVICE?	Y	N
---	---	---

PLEASE INDICATE DAYS THEY ATTEND CHILDCARE AND PICK UP/DROP OFF

MON		TUE		WED		THU		FRI	
Drop off	Pick up								

CHILD INFORMATION

SPECIAL FRIENDS	
HEALTH/MEDICAL NEEDS	
ANY CONCERNS YOU HAVE (Speech/Social/Emotional)	
LIKES/INTERESTS	

DISLIKES	
ANYTHING ELSE YOU WOULD LIKE TO SHARE WITH US	

OFFICE USE ONLY:

PAPERWORK COMPLETION

Online/paper enrolment completed
Orientation completed
Birth certificate
Immunisation certificate
Any previous school records
Family contact/emergency contact/authorised people/Childcare information



GENERAL CONSENT

Department of Education may record sound and /or vision of a student and their work while they are at school or taking part in a school related activities or performances. Photographs of students involved in activities, and work by students, are often published to enable the student to share their experiences and to enable parents and others to be informed about the schools work. This does not mean that the student loses ownership of the works.

SCHOOL USE

USE OF STUDENTS	SCHOOL FACEBOOK PAGE		PRESCHOOL SEESAW	
PHOTOGRAPH	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
FIRST NAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SURNAME	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
WORK	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please read this form carefully before completing and signing. This consent may be withdrawn at any time by writing a letter to the Principal.
If you have any queries please contact the Principal.

STUDENT NAME: _____

Signed by the parent/guardian:

Name: (please print) _____

Signature: _____

Date: _____



Internet: Acceptable Use Policy

The Conditions –

It is acceptable to:

Use the internet for research on any information that relates to our education at school, and to communicate with your peers, teachers or other persons who are involved in your education.

It is unacceptable to:

Breach any laws, such as copyright (including software) or undertake and unlawful activity as defined in Commonwealth or Territory laws;

Transmit or deliberately access and/or receive material that may be considered inappropriate in that it may be harmful either physically or emotionally to others;

Use material downloaded from a network through your activities;
Interfere with or disrupt any other users on the network through your activities;

Place your personal details or photographs on the Internet or the details of any other person without authorisation;

Reveal your password to anyone not authorised to receive it, nor must you obtain or use anyone else's password.

I declare that I have read and understood this Acceptable Use Policy for Computer Facilities and External Networks at the above named school, that I have explained this to my child in order that he/she is aware of and understands the Acceptable User Policy.

Parent's Surname:	Parent's Given Name:
Parent's Signature:	Date:
Parent's Email Address:	
Student's Full Name:	Class:
Student's Signature: (suggest Year 5 and above only)	Date:

This declaration is made to the Principal of Nhulunbuy Primary School.

Signed: _____ Date: ____/____/____

NB: This is not a legal document; it is intended to keep parents informed, and to help children understand that they must follow certain rules if they wish to use the Internet at school. Students in breach of these rules may lose access to these facilities.

Supplementary Preschool Enrolment Form

Under the Education and Care Services (National Uniform Legislation) Act (NT) and the Education and Care Services National Regulations, preschool records must include other prescribed information and authorisations in addition to the information currently collected on the standard student enrolment form. The below information must be collected for all children enrolling in preschool.

1. Student details		
Surname		
Given name (First name)		
Preferred name (if different from above)		
2. Authorised nominees (a person who is given permission to collect the child from preschool)		
I would like to provide authorised nominees for my child. (If no, go to question 4)	Yes / No	
	Authorised nominee 1	Authorised nominee 2
Relationship to child		
Name in full		
Mobile		
Home phone		
Work phone		
Residential address		
Suburb/town/community		
Postcode		
3. Authorisations for authorised nominees		
I authorise the above listed authorised nominees to give permission for my child in the following circumstances if a parent or guardian cannot be contacted:		
a. Consent to medical treatment of, or the administration of medication to, my child.	Yes / No	
b. Authorise an educator to take my child outside the education and care service premises.	Yes / No	
c. Authorise the preschool to transport, or arrange for transportation of, my child.	Yes / No	

4. Authorisations for Department of Education, principal or school staff

I authorise the Department of Education, principal or school staff to:

a. Seek medical treatment for my child from a registered medical practitioner, hospital or ambulance in an event that such action is deemed necessary.	Yes / No
b. Transport my child by ambulance in an event that such action is deemed necessary.	Yes / No
c. Take my child on planned regular outings which have been communicated to me in advance and are a regular part of the educational program. (A separate authorisation will be sought from parents and guardians for one-off type excursions.)	Yes / No

5. Additional medical details

Does your child have any medical conditions, allergies or health care needs? Yes / No

If you answered yes to the above question:

- ensure you have provided details in [Section 8 of the Student Enrolment Form](#)¹
- work with the preschool teacher to develop a [Preschool health care plan](#)² for your child.

Refer to the [Managing health care needs in preschool guidelines](#)³ for further information about how the preschool will manage your child's health care needs.

Has your child been prescribed medication for a medical condition? Yes / No

Note that the Education and Care Services National Law requires that a child is unable to attend preschool without their prescribed medication.

Refer to the Administration of [Medications to students with notified medical conditions policy](#)⁴ for forms and further information.

Student's Medicare number

Doctor/medical centre name

Doctor/medical centre address

Doctor/medical centre phone

Department of Department of Education



¹ https://nt.gov.au/_data/assets/pdf_file/0005/208985/student-enrolment-form.pdf

² <https://education.nt.gov.au/policies/preschool-specific-policy>

³ <https://education.nt.gov.au/policies/preschool-specific-policy>

⁴ <https://education.nt.gov.au/policies/health-of-students/medications>

6. Cultural Background

What is your child's cultural background?

What is the cultural background of the child's parents (if applicable)?

7. Special considerations

Does the preschool need to be aware of any special considerations for your child, for example, cultural requirements, religious requirements, dietary restrictions or additional needs?

Yes / No

If YES, provide details.

8. Parent signature

Signature of parent/guardian

Name in full

Date

Office use only

If the parent has notified that the child has a medical condition, allergy or other health care needs:

1. Has a member of school staff sighted an existing health care record for the child?

Yes / No

If YES, please provide details

2. Has a meeting been established with the parent/s to develop a Preschool health care plan?

Yes / No

Permission for student to attend excursion – Parent Consent Form

Fields marked with asterisk (*) are mandatory.
Fields marked with caret (^) are office use only.

Excursion details (to be completed by school)

School name	Nhulunbuy Primary School		
Teacher in charge	Sarah Cooper	Class/Year/Subject	Preschool
Likely number of children participating	44		
Likely number of staff participating	4		
Anticipated ratio of educators to children	1:11		
A risk assessment has been prepared for this excursion and is available upon request.			
Purpose of the excursion			
<i>Special whole school celebration days; use of school library; assemblies; buddy reading classes, perceptual motor program sessions and as part of the Transitioning to School policy/program.</i>			
Details of the destination			
Nhulunbuy Primary School			
Times and dates of the excursion			
From date	31/01/2023	Time	8:10am
To date	15/12/2023	Time	2:15pm
Regular outing / reoccurring excursion details (if applicable)			
Date/s	2023	Time/s	
Day/s of outing	Ongoing throughout the year	How often will the outing occur e.g. weekly for 6 weeks	Ongoing
Details of each activity			
<i>Special whole school celebration days; use of school library; assemblies; buddy reading classes, perceptual motor program sessions and as part of the Transitioning to School policy/program.</i>			

Student requirements: e.g. sun protection, running shoes

Shoes, Hat

Accompanying adults

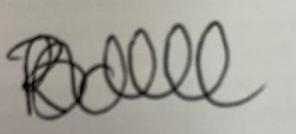
Name	Position	Name	Position
Sarah Cooper	TiC & Group 2 Class Teacher	Assistant Teacher	Group 2 Assistant Teacher
Classroom Teacher	Group 1 & 3 Class Teacher	Assistant Teacher	Group 1&3 Assistant Teacher

Planned transport Walking**Costs associated with the excursion**

Excursion costs (\$)	0	Suggested spending money (\$)	0
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Teacher in charge	Sarah Cooper	Form return date	31/01/2023
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Teacher signature		Date	02/06/2022
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Principal signature		Date	02/06/2022
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Student details (to be completed by parent/guardian)

Please complete all details below and return to the Sarah Cooper by the return date. Failure to do so may result in your child being unable to participate in the activity.

Student's family name		Student's given name	
Student's date of birth		Student's gender	Male/Female
Contact details			
Parent/guardian's name		Emergency contact	
Preferred contact	Work/Home/Mobile	Preferred contact	Work/Home/Mobile
Work		Work	
Home		Home	
Mobile		Mobile	
Student's medical details			
Known allergies e.g. drug reactions			
Dietary restrictions			
Date of last tetanus injection			
Is the student under medication?	Yes/No		
If yes, name medication and attach instructions			
Has your child any special medical condition, physical or psychological limitations or cultural restrictions which may affect her/him whilst taking part in any activities?	Yes/No		
If yes, please provide full details, attach information if necessary. Please provide any other information which you believe may help staff provide the best possible care.			

Parental consent

Your attention is drawn to the following important points:

- Students are under the teacher's/supervisor's authority for the duration of the excursion. A student may be returned home at the expense of the parent/caregiver if the teacher/supervisor considers that circumstances warrant such action.
- The Department of Education has a duty of care for students engaged in school related activities, including excursions and sporting events under its direction or supervision. All reasonable steps will be taken to protect students against reasonably foreseeable risks of injury or harm.
- Financial responsibility for medical and other costs incurred in emergency situations or where a decision is taken to return a student home, rests with the parent/guardian of the student. Parents may wish to take out additional insurance to cover such costs.
- Liability for loss, theft or damage to student property is the responsibility of the parent/guardian of the student.
- Students are not permitted to transport other students in vehicles regardless of written permission being provided.
- The parent/guardian is responsible for informing the school/preschool of any change in consent to their child attending an excursion and of any changes to student medical details.
- Privacy Notice: The Department of Education collects the information on this form in accordance with the Excursions Policy, and may disclose this information to third parties in connection with this excursion. Failure to provide this information may result in your child being unable to attend the relevant school excursion. For further information, or to access the information you provide on this form please contact your child's school.

Permission is given to attend this excursion	Yes/No		
Permission is given for school staff to administer first aid if required	Yes/No		
Permission is given to secure medical attention in case of illness/accident whilst on this excursion and I accept responsibility for any costs involved including ambulance transport if applicable.	Yes/No		
Parent/guardian's name		Date	
Parent/guardian's signature			

Vision Checklist

Child/Student: Date Completed:

School: Completed by:

OBSERVABLE IDENTIFIERS	YES	NO	COMMENT
Appearance of Eyes			
One eye turned in or out			
Frequent blinking			
Squints or screws up eyes			
Red eyes or lids, crusting on lids			
Frequent styes			
Excessive eye movements			
Excessive watering of eyes or light sensitivity			
Behaviour			
Holds book very close			
Avoids close work			
Loses place when reading, skips lines			
Omits words or makes errors when reading or copying			
Closes or covers one eye			
Confuses similar words, fails to recognise same word in different context			
Has a short attention span when reading or writing			
Has a poor or unusual sitting posture when reading			
Tilts head excessively to one side, up or down			
Makes excessive head movements when reading rather than tracking with eyes			
Squints or frowns to see boards clearly			
Rubs eyes frequently			
Thrusts head forward to see distant objects			
Has an obvious tendency to favour one eye			
Is nervous, irritable, tense or restless after maintaining visual concentration			
Makes errors in copying at near or from a distance			
Writing which is difficult to read, dropping off lines, inconsistent print size, drawings where the lines don't meet			
Experiences difficulty forming letters			
Difficulty reading numbers			
Difficulty walking in unfamiliar areas			

OBSERVABLE IDENTIFIERS	YES	NO	COMMENT
Difficulty when moving from dark to light areas or reverse			
Responds excessively to glare (e.g. reluctant to go outside at play/stays in the shade)			
Shows signs of fatigue after reading small amount of text			
Poor eye-hand co-ordination			
Difficulty with depth perception e.g. up/down stairs			
Clumsiness - trips, stumbles or runs into furniture without cause			
Excessive blinking or watering of eyes			
Complaints			
Headaches			
Difficulty seeing clearly at a distance			
Blurring of vision while reading or writing			
Seeing double			
Eye burning or itching during or after close work			

HEARING CHECKLIST

CHILD/STUDENT:

DATE COMPLETED:

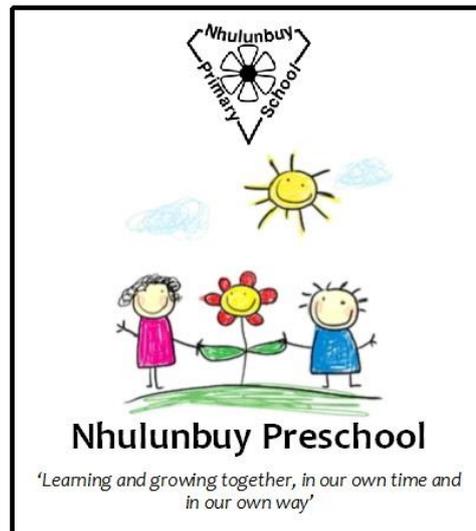
SCHOOL:

COMPLETED BY:

OBSERVABLE IDENTIFIERS	YES	NO	COMMENT
PHYSICAL IDENTIFIERS			
Redness around the ear			
Rubbing or pulling ear			
Cupping the ear			
Runny nose			
Ooze from the ear			
Re-occurring ear and chest infections			
Complaining of sore ears or throat			
Puts head to side as if to shake out fluid			
Is a 'mouth breather'			
Difficulties with balance			
Poor gross motor			
Often tired			
SPEECH LANGUAGE AND COMMUNICATION			
Speaks in a soft or loud voice			
Difficulty in understanding speech			
Difficulty communicating feelings			
Language development below age			
Confusion of words			
LEARNING			
Has learning difficulties			
Demands a lot of teacher attention			
Short attention span			
Poor auditory memory and sequencing			
Poor auditory association			
Poor auditory attention			
Delayed language development			
Delayed gross motor			
Tends to respond to auditory clues only when given visual clues			

BEHAVIOUR			
Fidgets			
Easily distracted			
Appears not to be listening			
Poor socialisation skills			
Aggressive			
Bullying			
Erratic			
Inattentive			
Often says 'what'			
Does not respond to instructions			
Watches other children to see what to do			
Asks peers for confirmation of what has been said			
Sits closest to the TV, etc			
Sits on the outside so no expectation to participate			
'Quiet' voice			
Appears confused when there is lots of noise			
Is upset by sudden loud noises			
Asks for the volume of the TV to be turned up or down			
Mood changes when there is lots of noise			
Has been absent lots of times			
Loses interest during story time or direct instruction			
Erratic classroom behaviour			
Fear of failure			
Reluctance to participate			
Obvious indication that the child watches your face to lip read			

*Developed by Aboriginal and Torres Strait Islander Education support Unit.
Adapted from: 'Do you hear what I hear?' WA Department of Education.



Thank you for completing this paperwork

Please return to

Nhulunbuy Primary School front office