



# Mawson Preschool

## Parent Information Handbook 2021



**Ainsworth Street,**

**Mawson ACT 2607**

**Phone: 6142 2700**

**<http://www.mawsonps.act.edu.au>**

# Principal's Message

Mawson Preschool is located within the buildings of the primary school site. The school opened in 1968 and has provided the local community with high quality education for 30 years. The suburb is named after Sir Douglas Mawson, known for his exploration of the Antarctic region and his contributions to science. It is with great pleasure that I welcome you to Mawson Preschool. Mawson is a truly multicultural school, with students and families from many cultures and backgrounds. 68% of the student population is from a language background other than English. Our school is the only primary school in Canberra that offers a comprehensive Mandarin / English language immersion program.

Our school strives to be an exemplary bilingual school that celebrates diversity and develops international mindedness and cultural awareness in all members of the community. Our focus at Mawson Primary School is on learning: learners knowing they are learners, what learning is and how to be a good learner. Our overarching philosophy is based on the Visible Learning work of John Hattie. As a teaching team we aim to create and maintain a safe, happy and student centered environment in which students are inspired to become lifelong learners. Our team of highly enthusiastic and knowledgeable teachers uses pedagogy based on evidence based best practice.

**Our school motto is *Strive to succeed.***

I would like to congratulate you on choosing Mawson Preschool for the beginning of your child's educational journey.

Warmest regards,

Elizabeth Courtois

Principal

# Term Dates 2021

(Please refer to your child's session days for 1<sup>st</sup> day at Preschool)

- Term 1** New students start      Monday 1 February - Thursday 1 April 2021  
Continuing students      Tuesday 2 February - Thursday 1 April 2021
- Term 2** Monday 19 April   -   Friday 25 June 2021
- Term 3** Monday 12 July      -      Friday 17 September 2021
- Term 4** Tuesday 5 October -      Friday 17 December 2021

## Public Holidays

Tuesday 26 January	Australia Day
Monday 8 March	Canberra Day
Friday 2 April	Good Friday
Monday 5 April	Easter Monday
Monday 26 April	ANZAC day holiday
Monday 31 May	Reconciliation Day
Monday 14 June	Queen's Birthday
Monday 4 October	Labour Day

## School Contacts

Principal	Elizabeth Courtois	6142 2720
Deputy Principal	Laurel Rodrigues	6142 2700
Executive Team	Liz Bujaroski	6142 2700
	Fenella Glynn	
	Duncan Lawler	
Business Manager	Narelle Dix	6142 2704
Building Services Officer	Troy Lockton	6142 2704
Front Office	School Secretary	6142 2700
Principal PA	Susan Kemp	6142 2720
ACT Education Directorate	Hotline <a href="http://www.education.act.gov.au">www.education.act.gov.au</a>	6205 5429
Preschool Phone Number	Contact	6142 2711
Preschool Educators	Talia Paterson	Assistants:
	Nicole Watkin	Debbie Corcoran
	Amanda Friend	Bhawna Kumar
	Mandarin: Sunny Wang & Lee Ying Leong	Xueyan Zhai
School Website	<a href="http://www.mawsonps.act.edu.au">www.mawsonps.act.edu.au</a>	

## Welcome to Mawson Preschool

Welcome to Mawson Preschool. Our school community is looking forward to getting to know you and your child. This information pack will provide you with all the information you need to make the preschool year an exciting and productive one. Please feel free to have a chat with a staff member if you have any questions.

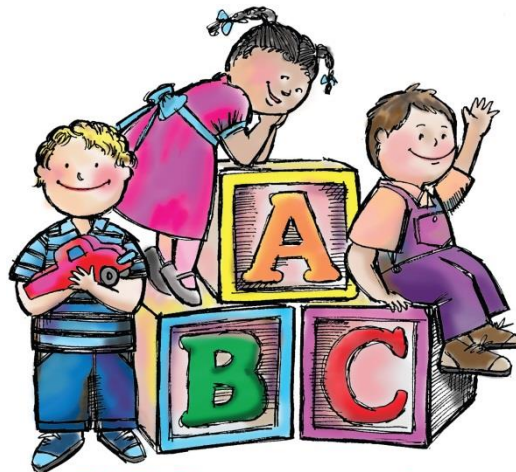
In 2021 there will be 3 preschool groups at Mawson. These will be the Blue and Red groups (Mon, Tues and alternate Wednesdays) and the Yellow group (Thursdays, Fridays and alternate Wednesdays).

The children will make the final decision on their class name early in the term.

What your child needs to bring each day:

- A backpack or schoolbag containing spare clothes to accommodate changes in weather and accidents if needed.
- A clearly labelled drink bottle filled with water
- A lunchbox filled with fruit, a healthy lunch and afternoon snack
- A library bag for borrowing books
- A wide brimmed hat
- A towel or small blanket in a cloth bag for rest time.

Please ensure that all items are labelled with your child's name.



Welcome to  
Preschool

## **Our Philosophy at Mawson Preschool**

### **Play based Learning**

At Mawson Preschool we:

- Encourage children's choice of where they want to play.
- Use deliberate provocations based on our observations of the children.
- Use an indoor/outdoor program.

### **Respect for diversity**

At Mawson Preschool we:

- Promote cultural awareness in all children.
- Support children to develop a sense of place, identity and a connection to the land.
- Build on children's interests, abilities, cultures and previous learning experiences to extend their thinking, learning and development.
- Recognise the connections between aspects of children's learning and development.
- Value family's involvement to share their language, culture, stories and food.
- Foster smooth transitions between home and preschool.
- Encourage the use of home languages in preschool.
- Create a welcoming and culturally inclusive environment where all families are encouraged to participate in, and contribute to, children's learning and development experiences.

### **Bilingual Education**

At Mawson Primary we support our school's vision to be an exemplary bilingual school where everyone is inspired and empowered to do their best.

At Mawson Preschool you will see:

- Educators and children learn a phrase or word in Mandarin each week
- Us embedding basic conversational Mandarin into our daily practice.
- Mandarin group time.
- Mandarin speaking educators working with children.

### **Collaboration**

At Mawson Preschool we:

- Have an open door policy.
- Use families understanding of their children to support shared decision making about each child's learning and development.
- Work collaboratively to share information openly and honestly and plan to ensure holistic approaches to children's learning and development.
- Actively engage families and children in planning children's learning and development.

## **Secure, respectful and reciprocal relationships**

At Mawson Preschool, the educators:

- Ensure that the interests, abilities and culture of every child and their family are valued and respected.
- Encourage children as active participants for sustainability, influencing the quality of life now, and for future generations.
- Respect the views and feelings of each child.
- Initiate warm, trusting and reciprocal relationships with children.
- Provide safe and stimulating environments for children.
- Build on children's prior learning and experiences to build continuity for their learning and development.

## **Partnerships**

At Mawson Preschool, the educators:

- Use families understanding of their children to support shared decision making about each child's learning and development.
- Create a welcoming and culturally inclusive environment where all families are encouraged to participate in, and contribute to, children's learning and development experiences.
- Work collaboratively to share information and plan to ensure holistic approaches to children's learning and development.
- Actively engage families and children in planning children's learning and development.

## **High expectations and equity**

At Mawson Preschool, the educators:

- Support children's learning and development through a combination of child-led and adult-led play based learning, as well as active teacher-led learning.
- Ensure that every child experiences success in their learning and development.
- Recognise that every child can learn, but some children require quite different opportunities and supports to do this.
- Maximise opportunities for every child.
- Provide physical environments to support a range of opportunities for learning and physical activity, both indoors and outdoors.
- Encourage children to explore, solve problems, communicate, think, create and construct.

## **Respect for diversity**

At Mawson Preschool, the educators:

- Promote cultural awareness in all children, including greater understanding of Aboriginal and Torres Strait Islander ways of knowing and being.
- Support children to develop a sense of place, identity and a connection to the land.
- Build on children's interests, abilities, cultures and previous learning experiences to extend their thinking, learning and development.
- Recognise the connections between aspects of children's learning and development.

## Ongoing learning and reflective practice

At Mawson Preschool, the educators:

- Gather information which supports, informs, assesses and enriches decision-making about appropriate professional practices.
- Continually develop professional knowledge and skills to provide the best possible learning and development opportunities for all children.
- Use evidence to inform planning for early childhood experiences and practice.

## Preschool Staffing

Each preschool group is staffed by a teacher and educator. All teachers in ACT Government preschools have a recognised education degree. The educator supports the teacher in the implementation of the educational program and the day to day running of the preschool.

Teachers are responsible for:

- Programs for enrolled children.
- Day to day administration of their unit.
- Working in partnership with the parents and school.

Support for Mawson Preschool is provided through Mawson Primary School. The support is given by the Principal, Deputy Principal and Early Years Executive Teacher.

## Curriculum

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

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

<https://www.acecqa.gov.au>

It is a guide for early childhood educators who work with children from birth to five years. They use the *Framework* in partnership with families, (children's first and most influential educators), to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of *belonging, being and becoming*.

**Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.

**Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' time to play, try new things and have fun.

**Becoming** is about the learning and development that young children experience.



## Communication avenues with staff

Mawson Preschool recognises the importance of positive parent/staff relationships.

We encourage:

1. Sharing of knowledge to enhance the growth and development of your child.
2. Developing positive relationships with families based on mutual trust and open communication.
3. Developing a sense of belonging to the preschool for children, parents and staff.

## Communication with parents:

- Important notices are placed on the preschool notice board and in children's pockets located at preschool.
- Each family receives a Mawson Primary School Newsletter by email each fortnight which contains information for families about the school and preschool.
- Parents receive a term overview to inform families of each term's focus.
- Parent interviews are held twice a year, as well as anytime on request.
- Learning Journeys take place at the end of term 3 and are an opportunity to view the work and experiences that your child has engaged in.
- Reports are sent home at the end of term 2 and term 4.
- Class Dojo app

Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. This ensures valuable insights and understandings can be appreciated about a child's individual developmental journey. If you have any questions or concerns, please do not hesitate to ask for an appointment to meet with the teacher.

## Hours of Operation

Group 1 (Red): Monday, Tuesday and alternate Wednesdays (odd weeks) 8:45am - 2:45pm

Group 2 (Blue): Monday, Tuesday and alternate Wednesdays (odd weeks) 8:45am - 2:45pm

Group 3 (Yellow): Thursday and Fridays 8:45am – 2:45pm alternate Wednesdays (even weeks)

## Clothing

Please dress your child in comfortable clothes. Please name any item of clothing which may be taken off, e.g., hats, socks, cardigans, jumpers and shoes. For your child's safety, footwear should be sneakers, shoes or sandals. **(No thongs, slip on shoes, including CROCS or party shoes please).**

**Please include a full change of clothes in your child's bag every day.** We often have messy play and toilet accidents can occur.

## Hats, coats and sunscreen

Outdoor time is a very important part of the program. The Preschool Sun Smart Policy states that children must wear a sun hat while playing outside at preschool. **Please ensure that your child has a hat every day.** In winter the children also need to bring a named coat to each session. We ask that sunscreen be applied prior to the session, particularly if your child has sensitive skin. We will keep a supply at the preschool and will seek

permission to apply from you. To view the Education Directorate Sun Protection policies visit: [www.education.act.gov.au](http://www.education.act.gov.au)

## Car park safety

It is important that all families ensure the safety of our students is paramount when on school grounds. As there are only a certain number of spaces available in the car park, your cooperation with parking is essential.

Parents are urged to exercise extreme caution in the car parks, especially before and after school when the car park is very busy.

**The primary school has designated areas for family members to stop their car to drop off or pick up children before and after school.** Please **do not park** cars in the drop off/pick up zone.

Families should use the other parking bays if accompanying students into the playground or their classroom. Please do not double-park across the designated parking spaces. When you double park and leave your car to collect children, other drivers are forced to wait until you return to your car as you are blocking their exit.

“ The **red lined** area at the entrance to the car park must be kept clear and is not a parking area.

“ The bus zone must be kept clear.

“ It is the expectation that at all times anyone on school grounds acts in a safe, courteous manner.

This applies to the car park area and your cooperation is greatly appreciated.

## Enrolment procedures

Children seeking to enter school at the preschool entry point should be four year of age on or before 30 April in that year.

Preschool enrolments open on the first day of term 2 prior to the commencement of the preschool year. Enrolment into ACT Public Schools must be completed online:

<https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school/enrolling-in-preschool>

## Early Entry and Early Intervention

Early enrolment for children under compulsory education age is also available to children eligible for English as an Additional Language or Dialect programs, Aboriginal and Torres Strait Islander children as well as children with a Gifted and Talented diagnosis. Children may be enrolled upon meeting certain eligibility criteria. Further information is available on the Directorate’s website at: [www.education.act.gov.au](http://www.education.act.gov.au)

## Delivery and Collection of Children

Regular attendance is important as this allows the children to settle into routines and establish themselves as part of the group.

Please bring your child to the room and wait with them until the door is opened at 8:45am. This is important as there are sometimes unexpected delays to the starting time and on rare occasions the unit may be closed due to unforeseen circumstances.

**Preschool finishes at 2.45pm** and we request that you wait outside the classroom. It can be distracting for the children if parents, carers or siblings come into the room. The children only leave the room when staff have called the child's name and have seen who is picking them up. In accordance with the National Quality Standard, collection of children must be by a parent or authorised nominee.

**Please be on time to collect your child** as preschool staff have to attend whole school meetings. Many children worry if parents or carers are late.

## **When it is time to leave your child**

If your child is upset when they are dropped off at preschool, please speak to us so that we can formulate a plan that everyone is comfortable with.

## **Providing snacks and lunch for your child in preschool**

We encourage healthy food which will enable the staff to assist in the development of lifelong healthy eating habits. A fruit and an afternoon snack need to be in a labelled container, prepared ready for your child to eat. Lunch will need to be provided in a labelled container and could include a sandwich, vegetables, a dairy snack and fruit. Please include an ice pack to keep food cool, particularly when sending dairy food and cold meats. **A drink bottle containing water only should be provided every day.** There will be baskets where the fruit snack, recess snack and lunches can be placed on arrival.

**PLEASE DO NOT SEND ANY OF THE FOLLOWING: sweets, chocolate or chips.**

*Please note: Mawson Primary School is an Allergy Friendly School.*

## **Food safety tips for homemade lunches & snacks**

Healthy lunches and snacks are important for children and help with their concentration and learning. School lunches however are particularly susceptible to food poisoning, especially in the summer heat. Parents and care-givers are reminded of a few simple food safety rules to prepare safe and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should also be washed thoroughly before reuse. Children should also be encouraged to always wash their hands before eating.

Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or vegemite.

When food is stored in a child's lunch box for several hours, the lunch box needs to be kept cool. This can be done by:

- Choosing an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool.
- Perishable foods such as dairy products, eggs and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight.
- If including leftover meals such as meats, pasta and rice dishes, ensure you pack a frozen ice block into the lunch box.

- Healthy drinks, such as water and milk can be frozen overnight and then stored in your child's lunchbox, helping to keep it cold.
- Children should keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.
- We are able to place food items in the fridge but are unable to heat food for students.

For information regarding healthy food and children, visit: [www.education.act.gov.au](http://www.education.act.gov.au) for Fresh Tastes: Healthy Food at School Fact Sheet

## **School bag**

It is advisable to provide an appropriately sized bag for your child to bring to each session for their snack, lunch and a change of clothes and hat. Your child's artwork and important notes will also need to fit in the bag.

## **Labelling**

All your child's personal belongings i.e. clothes, hat, school bag, library bag, lunch box, drink bottle need to be clearly labelled.

## **Voluntary contributions**

Public education is free. A school may offer to facilitate some specific optional items, activities and services for which parents may be asked to pay if they want their child to access them. Such activities may include excursions, performances, in school activities and class photos.

Voluntary contributions assist in supporting and enhancing our quality learning programs through the provision of teaching resources and educational equipment. The commitment and generosity of our parent community is greatly appreciated.

## **Participation of volunteers**

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

To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the *Code of Conduct for Volunteers*. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools. You will also require a working with vulnerable people check. Please talk to your child's teacher for more information in regards to this.

As a volunteer, you are agreeing to do the following:

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students that cannot be delegated or transferred to others. Appreciate also that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.

- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the department's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/department.

## **School Board**

Each government school in the ACT is administered by a school board whose membership comprises the school principal, two elected staff members, three elected members of the parent body and a nominee of the Education Directorate. Elected members normally serve for a two-year period.

## **Mawson Primary School Parents and Citizens Association**

The Mawson Primary School Parents and Citizens Association (P&C) has an important role in school life. All families are encouraged to attend meetings that are held twice a term and are advertised in the school's newsletter. The P&C have a Preschool sub-committee who work to support fundraising opportunities and other practical initiatives.

## **Participation in preschool activities**

Families are welcome to share their special skills, interests and diverse family cultures with the preschool.

Families are encouraged to participate in social activities to enable families to meet each other and form a sense of belonging to the school.

Families can help in the following ways:

- Sharing knowledge and expertise of craft, cooking, music, storytelling, job skills etc.
- Interacting with the daily program
- Assisting with laundry
- Assisting with working bees in the garden etc.
- Fundraising

## **Library bags**

Please supply your child with a library bag approximately 36cm x 30cm with handles (not draw strings) and a name tag. This separate bag is required if your child borrows a book to ensure the correct care of the book. We request that all books be replaced if lost or damaged. A Mawson Primary School library bag can be purchased.

## **Changes to 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 phone numbers. We request that you please keep telephone calls to the preschool during session times for urgent matters only as it is disruptive to the program when staff have to leave the children to answer the telephone.

## **Medical condition management**

### **Immunisation**

The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenzae type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

### **Medical and Accidents**

It is important that sick children are kept at home for their own comfort, as well as the comfort of other children and staff. If a child becomes ill or is injured at school appropriate First Aid will be given and (if necessary) parents will be notified and asked to take their child home. If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free. All students who have an ongoing condition (eg asthma, diabetes, epilepsy) must have a **management plan** completed by their GP and lodged at the school. Plan proformas are available from the Front Office or from a staff member in the preschool.

**Exclusion periods** for infectious diseases such as mumps, German measles, measles and chicken pox are provided at the end of this handbook.

If a child is to take **medicine** whilst at school, written directions and medicine must be left with staff.

**Head lice** are extremely contagious but easily eradicated. Children with head lice will be excluded from school until written evidence of treatment is produced. Please report any cases of head lice to the preschool teacher and school front office.

### **Photography**

Digital photographs are taken regularly at preschool of everyday happenings. They are used as an integral part of the preschool program. You are asked to sign a permission form at the beginning of the preschool year so that the school is able to publish images in the newsletter, as well as ACT Government publications. Please ensure that no images of preschool children are taken without first checking with the teacher or assistant.

To view Education and Training Directorate policies visit <https://www.education.act.gov.au>

### **Physical Activities**

Physical activity is very important for children so educators provide opportunities for structured and unstructured physical activity. During the preschool sessions, your child will be involved in some hands on experiences, both inside the classroom and in the outdoor area. These activities can, at times, be very messy.

Please ensure your child is dressed appropriately so that they feel confident to participate in all the challenges provided throughout the session. In keeping with the sun safe policy, children will need to wear either a legionnaires or wide brimmed style hat. Please ensure that cords on hats are detachable in compliance with Directorate regulations. If children do not have a hat, they will only be allowed to play in the shade. A warm coat and hat is required in winter. The children will be challenging themselves on the climbing equipment so sensible footwear is essential and long dresses and skirts can be dangerous. Please label all of your child's clothing and pack a spare set in case of extremely messy play or accidents.

## **Information on hygiene procedures**

Staff, children and volunteers must adhere to the hand washing procedures.

All children are encouraged to wash their hands:

- On arrival.
- Before and after eating or touching food.
- After toileting.
- After blowing their nose and wiping tears and dribbles.
- When leaving the centre.
- All scratches and cuts must be covered.

## **Excursions**

Excursions are part of the educational program at Mawson Preschool. On enrolment, parents are asked to give permission for their child to go on incidental excursions e.g. walk to the shops. If children use any form of transport, parents will be advised in advance and asked to give permission, in writing, for the child to attend. We follow directorate guidelines on adult/child ratios.

## **Emergency management procedures**

The school has a policy on emergency evacuations and are required to practise evacuation and lockdown procedures. All staff and children participate in these practice sessions.

## **Child Protection practices**

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and /or sexual abuse of children is a criminal offence.

Staff will deliver lessons to children about protective and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

## **Transitions**

Your child is a member of the Mawson Primary School community. By enrolling your child into Mawson Preschool your child will automatically move on to kindergarten in our school. As with all transitions the staff

will ensure that the move from Preschool to Kindergarten is successful. To do this we have implemented a transition program for our preschool children.

This involves:

- Visits to the school library, playground and hall
- Participating assemblies
- Visiting the Kindergarten classrooms in semester 2 for formal transition visits.

For more information about this topic please follow the link to this website for some handy hints:

<https://www.education.act.gov.au>

## **Student Welfare and Management**

At Mawson Preschool, we value that everyone is an individual and that we all have the special qualities that make us who we are. It is important that students are treated with respect and by valuing their uniqueness and what they bring to the school. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The school counsellor works at Mawson on Mondays and Fridays. Families can arrange a meeting by contacting the front office on 6142 2700.

## **Policies**

Preschools are part of the ACT Education Directorate.

Mawson Preschool policies and procedures are available for viewing by parents and carers at any time.

For further information about the Education and Services National Law and Regulations can be found at: [Education and Services National Law and Regulations](#) are also available onsite.

The ACT Education Directorate policies are also available at: <https://www.education.act.gov.au/about-us/policies-and-publications>

## **Parent Support**

Parentlink is a website which parents can use to access:

[www.parentlink.act.gov.au](http://www.parentlink.act.gov.au)

- Parents guides, including electronic order forms.
- A directory of local parenting services.
- Upcoming community events and parenting courses.
- Further readings in relation to the parent guides.
- Links to other useful websites.

## **Sustainability**



Mawson Primary School is a sustainable school which nurtures personal, social and environmental responsibility. Students will have access to the Environmental Centre. The preschool has separate bins for paper, plastic and organic matter.

## Work pockets

Each child has a labelled work pocket. Please check it each day as this is where notes, activity information, excursions and Parent Association news are placed. Frequently there will be children's work they will want to take home and share with you.

## Concerns or complaints

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

Should the need arise the ACT Education Directorate has a policy for complaints resolution.

[https://www.accesscanberra.act.gov.au/app/forms/etd\\_liaison\\_feedback](https://www.accesscanberra.act.gov.au/app/forms/etd_liaison_feedback)

The telephone number is 6205 5429.

## Diseases - Outbreak Procedures and Exclusion Periods

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 diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

The *ACT Public Health Regulations 2000* require children with the following conditions, and children who have been in contact with the following conditions, to be excluded from school, preschool, child care or family day care for the periods specified.

Condition	Exclusion of person with condition	Exclusion of persons in contact with condition
Amoebiasis (entamoeba histolytica)	Exclude until diarrhoea ceases	Not excluded
*Campylobacteriosis	Exclude until diarrhoea ceases	Not excluded
Chicken pox (varicella and herpes zoster)	Exclude until the last blister has scabbed over. The child should not continue to be excluded by reason only of some remaining scabs.	Not excluded Any child with an immune deficiency (eg with leukaemia, or as a result of receiving chemotherapy) should be excluded for their own protection and seek urgent medical advice and varicella-zoster immunoglobulin (ZIG), if necessary.
Conjunctivitis (acute infectious)	Exclude until discharge from eyes ceases.	Not excluded
*Cryptosporidiosis	Exclude until diarrhoea ceases	Not excluded
Diarrhoea	Exclude until diarrhoea ceases	Not excluded

*#Diphtheria	Exclude until— (a) at least 2 negative throat swabs have been taken (the first not less than 24 hours after cessation of antibiotic treatment and the second not less than 48 hours later), and  (b) a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Exclude family and household contacts until approval to return has been given by the Chief Health Officer.
Giardiasis	Exclude until diarrhoea ceases	Not excluded
*# <i>Haemophilus influenzae</i> type b (Hib)	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Hand, Foot and Mouth disease	Exclude if— (a) child is unwell, or  (b) child is drooling, and not all blisters have dried or an exposed weeping blister is not covered with a dressing.	Not excluded
*Hepatitis A	Exclude for at least 7 days after the onset of jaundice and a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Herpes (cold sores)	Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight dressing.	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
*Leprosy	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
*#Measles	Exclude for at least 4 days after the rash appears.	(a) Immunised contacts not excluded.  (b) Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case. (b) Non-immunised contacts immunised with measles vaccine within 72 hours after their first contact with the index case are not excluded after being immunised.  (d) Non-immunised contacts who are given normal human immunoglobulin (NHIG) within 7 days after their first contact with

		the index case are not excluded after being given NHIG.
Meningitis (bacterial)	Exclude until well	Not excluded
*Meningococcal infection	Exclude until adequate carrier eradication therapy has commenced.	(a) Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer. (b) Otherwise, excluded until 10 days after last contact with the index case.
*#Mumps	Exclude for 9 days after onset of symptoms, or until parotid swelling goes down (whichever is sooner).	Not excluded
*#Poliomyelitis	Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	Not excluded
Ringworm, scabies, pediculosis (lice), trachoma	Exclude until effective treatment has commenced.	Not excluded
Rotavirus	Exclude until diarrhoea ceases	Not excluded
*#Rubella (German measles)	Exclude for 4 days after the appearance of the rash.	Not excluded Female staff of child-bearing age should ensure that their immune status against rubella is adequate.
*Salmonellosis	Exclude until diarrhoea ceases	Not excluded
*Shigellosis	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.	Not excluded
*Tuberculosis	Exclude until approval to return has been given by the Chief Health Officer.	Not excluded
*Typhoid and paratyphoid fever	Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.	(a) Not excluded unless the Chief Health Officer notifies the person in charge of the school. (a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.

*#Whooping cough (pertussis)	Exclude for 21 days from start of cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer.	Exclude non-immunised household, home based child care and close child care contacts under 7 years old for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer (whichever is sooner).
Worms (intestinal)	Exclude until diarrhoea ceases	Not excluded