Dear Parents and Caregivers,

Welcome to Soldiers’ Settlement Public School Preschool for 2013. We have had a great start to the year! The children have quickly settled into their new preschool and are separating well from their families. We are very pleased with how quickly the children have learnt our safety rules and how they are accessing their own learning from our curriculum learning centers. We are also pleased to see the excellent attendance rates optimising the children’s learning potential.

THE PRESCHOOL STAFF (from l to r) Shelley McCarthy, Julie Butterfield and Veronica Miles

Shelley McCarthy is the Pre-school Learning Support Officer (SLSO). Shelley has been at Soldiers’ Settlement Preschool for over seven years. Shelley is passionate about developing strong relationships between her and the children within the preschool. She is interested in the project approach whereby the learning in the preschool follows the children's interests.

Veronica Miles is a School Learning Support Officer. Veronica has volunteered in the preschool since her children attended almost twenty years ago. She has also worked in the preschool part-time for over six years. This year Veronica is with us in the preschool Mondays and Tuesdays and half day on Fridays. Veronica is an amazing cook and she likes to share this experience with the children in the preschool. She has been developing her skills to use the digital camera and computer for digital documentation. She has also been enjoying investigating the use of the iPads and our interactive whiteboard (IWB) as ways to extend the children’s learning in all areas. The children also enjoy playing board games etc. with Veronica in small groups.

Julie Butterfield - I am the teacher at Soldiers' Settlement Preschool. I have been at Soldiers' Settlement for two years. Previously, as well as teaching preschool I have taught Kindergarten, Year One, Year Two and Year Four. I, therefore, have a thorough understanding of the skills required for school readiness and this is one of my main areas of focus. I have a specific passion for wanting the children to love coming to school and enjoy learning. I want to introduce them to a range of experiences in the various curriculum areas which includes: science experiments, early mathematics skills, early literacy skills, developing an appreciation of good quality children’s literature, music, art, sensory experiences, creative and dramatic play. I am particularly interested in implementing ‘Belonging, Being & Becoming The Early Years Learning Framework for Australia’ through a play based curriculum program linked to the children’s interests. The Framework conveys the highest expectations for all children’s learning from birth to five years and through the transitions to school.

The Framework communicates these expectations through the following five Learning Outcomes:

• Children have a strong sense of identity
• Children are connected with and contribute to their world
• Children have a strong sense of wellbeing
• Children are confident and involved learners
• Children are effective communicators.

For further information about 'Belonging, Being & Becoming The Early Years Learning Framework for Australia please visit the following website which explains the Early Childhood National Curriculum in further detail and in other languages:

A good article about the importance of play can be found at the following website:
‘Children Learn Through Play’ by Natalie Hamilton and Jane McFarlane.

If you haven’t already done so, we are asking that you please bring in a 15cmx10cm photograph of your beautiful family to add to our “Belonging” area. You might even want to include the family pets.

PRESCHOOL POLICIES AND PROCEDURES
Our preschool policies are determined by the DEC. These can be viewed online at:
http://www.matravilss-p.schools.nsw.edu.au/our-school/rules-policies/department-policies. Alternatively, if you wish to view a printed copy of the preschool policies please see the preschool staff who will happily provide you with the folder for viewing.

FEES / MONEY COLLECTION
Just a reminder that fees are now due. The fees for 2013 are $45.00 per two and a half days. If a term is ten weeks long, the fees for that term will be $450.00 per student. You will be issued with an invoice at the beginning of each term for the term’s fees. These fees are compulsory and go directly to the State Government. The school accepts cash or cheque only. Please make cheques payable to: Matraville Soldiers’ Settlement Public School. Please pay your fees at the school office to Mary Koulos. Submit your fees in an envelope with your child’s full name and the amount being paid.

It is Government Policy that follow up phone calls are to be made where there has not been a payment made towards the preschool fees.

Fee relief is available for those who qualify. Should you wish to discuss your family’s situation, it is important that you make the time to call Mr Johnston on 9311 1175 about any concerns you may have about your eligibility for fee relief so that an appropriate fee can be arranged for your child’s attendance at preschool. If you have a Health Care card you must bring in the original card to the school office to Mary Koulos. A photocopy of the card will be made at this time.

COMMUNICATION
Just a reminder to please remember to check your child’s communication pocket on a daily basis for school/preschool notices and receipts. In the preschool we use several ways of communicating with parents and caregivers, these include the following:
• Daily visual diary on the IWB which displays photographs of the children’s learning from the previous day (please take the time to have a look)
• School weekly newsletter
• Preschool newsletters
• Daily programming on display in white folder
• Informal chats
• Meetings with parents/guardians
• Messages written on the daily roll
• Children’s portfolios- a copy of which will be given to each parent at the end of the year
• Feedback through surveys.
The latest preschool/school news can be viewed on our school website:

THINGS TO REMEMBER
• Thank you for washing your hands with soap on arrival at the preschool this helps to minimise the spread of germs from home to preschool.
• A huge thank you for remembering that the following items are not permitted on the preschool grounds: peanut butter, nutella, nuts, items containing nut oil or traces of nuts.
• Please remember to leave a jacket packed in your child’s bag- with the fluctuation in weather we seem to get several seasons in one day at the moment.
• Please remember to pack spare clothes- undies, shorts, t-shirt and socks as the children often become very involved in their play and this can lead to unexpected accidents.
• It is really important to remember to sign in and out each day and let the staff know if someone different will be picking up your child. Please remind them that they must bring photo identification with them such as a current driver’s license.

• On rainy days your child can come dressed in wellington boots, however, these can be bulky in the classroom and a tripping hazard, please pack other shoes for your child to change into on arrival.

• Please encourage independence by dressing your child in shoes that they are able to put on and off. Please make sure that your child wears shoes with backs or joggers to school. Sorry NO THONGS or CROCS as they can be a tripping hazard and difficult to climb in. Joggers, sandals or thongs with backs are all OK.

• Thank you for leaving your child’s roll-on sunscreen at school as this needs to be applied before going out in the afternoon. If you haven’t already brought in SPF30plus roll on sunscreen can you please do so soon?

Thank you to those parents who are packing their child's ‘snack’ and ‘lunch’ in separate containers and for guiding your child to put the containers in the appropriately designated baskets. To prevent food poisoning please remember to pack icepacks with all dairy products, meats and sandwiches with fillings such as: tuna, ham, cheese etc. If you do forget to pack icepacks please ask Julie, Shelley or Veronica to place your child’s snack or lunch in the fridge.

Please encourage your child to place their:
• water bottle on the water bottle tray;
• snack container in the ‘snack basket’; and
• lunch container in the ‘lunch basket’.

Don't forget our healthy eating policy- everyone must have a piece of fruit or vegetables for ‘snack time’. If it is really necessary, after fruit, your child can have a healthy snack- yoghurt or cheese and crackers.

Please pack a healthy lunch such as a sandwich with a healthy filling (with icepacks if required). Please remember to pack everything your child needs in their lunch box such as spoons. Remember we are trying to use reusable containers rather than paper and plastic bags/wrap.

WASHING ROSTER
Thank you to the parents from the Wednesday-Friday class who have volunteered to take a load of washing in semester one. If you haven’t already done so can you please add your name to the list? We will ask the Monday-Wednesday class to do this job in semester two. This is a huge help as it means that we can spend money on resources rather than dry cleaning.

SPECIAL REQUESTS
• To help keep our preschool germ free we ask that each child bring in one packet of 'wet wipes’ in term one. Next term with the flu season we will request a packet of tissues from each child.

• We are looking for black and white checked material or checked table cloths (similar to a ‘race finish flag’) if anyone is able to help us in our search please see Julie.

• After the severe weather our scarecrows have literally ‘lost their heads’ and are looking a little sad. If anyone can help us by providing two new Hawaiian shirts, two new hats and a white pillowcase so that we can create a new face for our scarecrow/s we would be very grateful.

• The staff and children are busy working on our garden, but it is a huge job! If anyone has a green thumb and would like to help with our gardening project please see Julie.

IMPORTANT DATES FOR YOU TO REMEMBER IN TERM ONE

**Wednesday 13th March, 2013**

STEPS Vision Screening beginning at 10:00 am. If all of the children from the Morning Class have not been completed by 11:30 am, you will be asked if you would like to have it done at 11:30. The Afternoon Class begins screenings at 12:30 pm.

**Wednesday 20th March 2013**

Soldiers’ Settlement Preschool BBQ: 5:30 pm-6:30 pm

Come along for a sausage sizzle and to meet the other parents and children at our beautiful preschool.

A sausage on a roll, drinks and fruit juice will be provided. Please see Julie if you are able to help with the barbequing on the night.
Friday 15th and Monday 18th March 2013

Please come to preschool dressed in green for St. Patrick’s Day fun! (St. Patrick’s Day is Sunday 17th March 2012)

Date to be confirmed

‘Rangers on the Run’ present ‘Under the Sea’ a fun interactive/hands-on experience. A separate note will go home about this.

Thursday 11th April, 2013

Last day of term one for preschool.

Friday 12th April, 2013

Preschool closed for cleaning.

Monday 29th - Tuesday 30th April

Preschool/school closed for staff in servicing.

Wednesday 1st May, 2013

First day of term two for preschool.

BAG HOOKS

With our switch over to full-days our lockers were no longer big enough for the school bags once the snack and lunch containers were placed inside. Our GA ‘Mr Chris’ kindly installed bag hooks, however, with the size of the children’s bags and the containers that need to go into the bags some children are finding putting their belongings in their bags difficult to negotiate. Ben Barkho a parent from last year in conjunction with Mr Chris our GA are working on a solution to this problem. A big thank you to Mr Chris who works in the preschool and to Mr Barkho- for continuing to be such a generous and helpful parent.

BIRTHDAY CELEBRATIONS

Birthdays are a very special event in your child’s life, we are very happy to celebrate this special occasion at preschool. On the day of your child’s birthday celebration please send in a photograph of when they were born, when they were one, when they were two, when they were three and when they were four (if turning five). We then use these photographs to tell their ‘life story’ so far. **If you wish, you may send in twenty small cupcakes (please no lolly bags or any other treats). Please remember do not send in any cupcakes containing nut or nut products (including peanut oil).** We also love it if the parents can share in this time- please organise this with Julie, we would normally ask that you arrive half an hour before the end of the session to share in this special occasion.

THE PRESCHOOL TIMETABLE

We have trialed our original preschool timetable and made some adjustments to optimise the children’s learning.

**Preschool Daily Routine Mondays, Tuesdays, Thursdays and Fridays**

Parents asked to apply SPF 30+ broad-spectrum water-resistant sunscreen before arriving at preschool. For those who forget SPF 30+ broad-spectrum water-resistant sunscreen is available to apply as they arrive.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:00-10:10</td>
<td>Outdoor Play, Pack</td>
</tr>
<tr>
<td>10:15-10:40</td>
<td>Wash hands Snack</td>
</tr>
<tr>
<td>10:40-11:55</td>
<td>Indoor Play and Pack Away</td>
</tr>
<tr>
<td>12:00</td>
<td>Group Time</td>
</tr>
<tr>
<td>12:30</td>
<td>Wash hands Lunch</td>
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<table>
<thead>
<tr>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>1:00-1:15</td>
<td>Quiet Time (good quality children’s literature on the IWB)</td>
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<tr>
<td></td>
<td>Reapply sunscreen</td>
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<tr>
<td></td>
<td>Transition to indoor play</td>
</tr>
<tr>
<td>2:00</td>
<td>Pack away</td>
</tr>
<tr>
<td>2:05</td>
<td>Outdoor play</td>
</tr>
<tr>
<td>2:40</td>
<td>Pack away</td>
</tr>
<tr>
<td>2:45</td>
<td>Dancing</td>
</tr>
<tr>
<td>3:00</td>
<td>Home / Daily staff</td>
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To keep the children out of the sun during the hottest times of the day in the summer months, we run a seasonal timetable on Wednesdays.
TERM ONE AND TERM FOUR:

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>9:00-9:50</td>
<td>Outdoor Play</td>
<td>12:30-1:20</td>
<td>Indoor Play</td>
</tr>
<tr>
<td>9:50-10:10</td>
<td>Snack</td>
<td>1:20-1:50</td>
<td>Group Time</td>
</tr>
<tr>
<td>10:10-11:00</td>
<td>Indoor Play</td>
<td>1:50-2:10</td>
<td>Snack</td>
</tr>
<tr>
<td>11:00-11:30</td>
<td>Group Time</td>
<td>2:10-3:00</td>
<td>Outdoor Play</td>
</tr>
<tr>
<td>11:30</td>
<td>Home/Staff Meeting</td>
<td>3:00</td>
<td>Home/Staff Meeting</td>
</tr>
</tbody>
</table>

PHONECALLS
If your child is sick please call the school on 9311 1175 between 8:30am-9:00am to let us know that they will not be attending for the day. Between 9:00am-3:00pm our main priority is the safety, well-being and education of your children- for these reasons we cannot be involved in long telephone conversations during these times. In cases of emergency or to let us know that you are running late please call the school on 9311 1175. For all other enquiries please see Julie at 3:10pm.

ADMINISTRATION TIME
Julie’s administration time is each Friday afternoon from 1:00 pm-3:00 pm. During this time Miss Jodie Westcott will be teaching the children.

IF YOUR CHILD IS SICK
Please keep your child at home if they have a temperature, are contagious, are sick or are coughing and sneezing. **If your child has had a contagious illness please remember that they will require a doctor’s certificate to ensure they are safe to return to school.** The doctor’s certificate should state that they are no longer contagious and are fit and healthy to return to the preschool program.

ART
Your child is very welcome to take home their creative masterpieces. We are also collecting the rest of the art work in individual folders which will go home at the end of the year as part of their present to you.

GUIDING BEHAVIOUR
We endeavor to guide or teach the children to act thoughtfully. We believe behavioural mistakes are inevitable. Positive strategies are used to guide children’s behaviour in a positive direction. Children are learning and developing in all areas including their behaviour. Specific teachings and assistance is given to the children to help develop their social/behavioural skills further.


MEDICATION
Children should not attend preschool if they have a temperature, are contagious or unwell. Medication can not be administered at school unless in the original packaging. Prescribed medication is usually sent on a daily basis and in a pharmacy container detailing the student’s name and the prescribed dosage.

**Supply and storage of prescribed medication and ‘consumables’**
Secure delivery and storage of prescribed medication is important for the safety of the student requiring prescribed medication as well as for the safety and welfare of other students in the school.

**Supply of prescribed medication and consumables**
Parents are responsible for supplying their child’s prescribed medication and any associated equipment needed for the administration which is replaced after use (ie consumables). These items need to be provided in a timely way.

**Prescribed medication is usually sent on a daily basis and in a pharmacy labelled container detailing the student’s name and the prescribed dosage.**

In some cases the principal and parent may agree that it is more practical for the parent to send a week’s supply of prescribed medication.

The parent needs to provide written instructions about any special requirements for storage indicated by their medical practitioner or pharmacist.
If the parent is unable to deliver the prescribed medication to school, it is advisable that a responsible person, who is not a staff member, be nominated by the parent to transport the prescribed medication to the school as agreed.

It is the role of parents to:
- cooperate with the school on student health matters
- support their child's health
- inform the school of the health needs of the child when they enrol or when health conditions change
- liaise with the child's medical practitioner about the implications of the child's health condition for their schooling
- where medication is prescribed, ask the medical practitioner whether the medication is available in a form which minimises or eliminates the need to provide the medication during the school day
- convey all relevant advice and information from the medical practitioner to the school
- complete a written request form (supplied by the school) for the school to administer prescribed medication or for other support
- provide prescribed medication and 'consumables' for administration by the school in a timely way and as agreed with the principal
- Collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.

ASTHMA
If your child suffers from asthma, before beginning in the preschool you must provide the preschool with an Asthma Action Plan from either the hospital or your doctor. It must also have a close up photo of your child's face attached. You must bring your child’s asthma medication (puffer), as well as a spacer in a clear lunch box. All items must be clearly labeled. Please check expiry dates before giving to the preschool.

ANAPHYLACTIC REACTION
Where a student is known to be at risk of an anaphylactic reaction, an individual health care plan is developed. Parents will need to provide information from their child's medical practitioner, including an ASCIA Anaphylaxis Action Plan. This information will be used in the development of an individual health care plan. This Anaphylaxis Action Plan and the child’s medication must be provided to the principal before beginning in the preschool. Action Plans for Anaphylaxis: http://www.allergy.org.au/health-professionals/anaphylaxis-resources/ascia-action-plan-for-anaphylaxis

GRIEVANCES
Any complaints are to be directed to the School Principal Mr Maurice Johnston phone: 9311 1175. The School Principal Mr Maurice Johnston is the: Nominated Supervisor, Educational Leader and Responsible person in charge Under regulation 286 this preschool is taken to comply with regulations 107, 108, 115. NSW Regulatory Authority - NSW Early Childhood Education and Care Directorate Phone number: 02 9716 2100 or 1800 619 113 (toll free)

TOYS
Please support us by discouraging your child/children from bringing toys to school. We ask that toys stay at home as children become very upset when they are lost or broken at school.

KINDERGARTEN 2014
If you are considering enrolling your child into Kindergarten at our school and would like a tour of the school or to talk to our Principal Maurice Johnston please see Julie.

If you have any questions or concerns please don’t hesitate to talk to Julie. We are are very excited about the enthusiasm your children have for learning and how quickly they have settled.

Maurice Johnston
Principal
Julie Butterfield
Preschool Teacher