



**YARRALUMLA PRIMARY SCHOOL
PRESCHOOL UNIT**
Loftus Street, Yarralumla ACT 2600
Phone and fax: 6205 6606
Email: info@yarralumlaps.act.edu.au
Website: www.yarralumlaps.act.edu.au



ACT
Government

Education and Training

YARRALUMLA PRESCHOOL PARENT HANDBOOK

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1. Welcome to Yarralumla Preschool

We would like to welcome you to the Yarralumla Primary School community. The first and most significant educators for your child are you, the parents. Your child is about to commence another significant stage in their educational journey with entry into preschool and we are honoured that you have chosen to enrol your child in Yarralumla Preschool.

Yarralumla Preschool is part of Yarralumla Primary School, an Italian/English bilingual school, and we hope that your child will stay with us for the primary school years and share in the rich and rewarding experience of bilingual learning.

Lea Chapuis
Principal

2. Contact Details

ACT Education and Training Directorate Contact Details

- 13 2281 (62070494 TTY)
- www.act.gov.au
- To view Education and Training Directorate policies visit <http://www.det.act.gov.au/>

School Contact Details

- Principal: Lea Chapuis
- Deputy Principal: Marli Ayrton
- Early Childhood Executive Teacher: Derek Synnott
- Preschool Staff: Vanessa Taylor, Rebecca Higgins, Jayne Murray and Anne Birtwistle

- School phone number: 6205 5766
- School fax number: 6205 5746
- Preschool phone: 6205 6606
- Preschool fax number: 6205 5746

Education and Training Directorate Vision

That all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives.

Education and Training Directorate Values

Honesty, Excellence, Fairness and Respect

3. School Vision and Mission Statement

Vision statement

We believe that ALL children have a right to develop, grow and learn in a society where each individual is valued and respected: where each individual in turn values, respects and contributes positively to others and the environment which we all share.

Aims of the School

The School aims to:

- foster each child's positive self-esteem
- encourage an ability to contribute to the needs of others and the environment
- emphasise the importance of healthy bodies and physical skills
- develop each child's skills in literacy and numeracy, in problem solving and creating, to the child's fullest potential
- focus on learning as a joyous, discovery-oriented and lifelong process
- instil a questioning, responsible and cooperative approach to learning
- develop an understanding of change and an ability to cope positively with such change

Through:

- a warm, caring and safe school community
- a happy, stimulating and healthy environment
- the highest quality of teaching/learning opportunities for all children

4. Yarralumla Preschool Philosophy Statement

The Yarralumla Preschool Philosophy builds upon our School's vision statement and the Principles of the Early Years Learning Framework.

At Yarralumla Preschool we build **secure, respectful and reciprocal relationships** with all members of the community. We ensure that the interests, abilities and culture of every child and their family is understood, valued and respected.

We support children in their development of a strong sense of identity. We believe in providing a preschool program and atmosphere in which children feel safe, secure and supported in all aspects of their day, as we initiate warm, trusting and reciprocal relationships with children.

We recognise that children have come from a wide range of backgrounds and experiences so we build on children's prior learning and experiences. We value their growth in terms of independence, resilience and initiative, as they become more confidently involved in both individual and collaborative pursuits.

We encourage, nurture and scaffold caring, empathetic and respectful behaviours and respect the views and feelings of each child. We aim to encourage a sense of fairness in the preschool setting through positive role models and jointly constructed and revised rules to keep everyone safe and happy. This sense of respect also extends to the outside environment as we dedicate designated time to the gardening and recycling program both at the Preschool and in the Primary School garden.

We develop **partnerships** with families which support the learning and development of all children. This partnership is formed right at the commencement of the school year during parent/teacher interviews when the interests and needs of the child and family are discussed and recorded. These interests and needs are then reflected in the curriculum throughout the year. We provide families with information about their children's learning and development, as well as what they can further do to support their children. We believe in the value of children being connected with and contributing to their world of learning, as they develop a sense of belonging to the preschool group and the wider community of the primary school. We acknowledge the significance of all transitions across early childhood services and schools. We have an active role in ensuring that children are prepared for these transitions as they familiarise themselves with Kindy routines, staff and facilities. Educators provide opportunities for children to strengthen relationships with both Kindy peers and supportive buddies in years five and six.

We strive for high **expectations and equity** for all. At Yarralumla Preschool our educators establish high expectations of children's learning and social and emotional development. We support this learning through a combination of child-led and teacher-led play based learning activities with an equal focus on indoor and outdoor activities. The staff display a warm, welcoming, inclusive and respectful manner to all children and members of the community. We expect that children will grow as effective communicators during their time at Preschool, both verbally and non-verbally. We also put equal emphasis on listening and speaking as we model good practice and provide children with many opportunities to revise and improve these skills.

We believe in engaging children with a range of written texts for a variety of purposes as they develop early reading and writing strategies. Focus is also placed on assisting children express their ideas through a range of media including painting, personal diaries and by using the large interactive plasma screen. Symbols, patterns, numbers and letters are introduced through literature, information technology, co-operative games, song, music, dance and storytelling with puppets and props.

At Yarralumla Preschool we also support children in developing responsibility for their own health and wellbeing in terms of exercise, fine and gross motor skills, healthy eating, drinking, hygiene, safety and relaxation habits.

We enhance the learning and development of all children by engaging in **ongoing professional learning and reflective practice**. At Yarralumla Preschool our educators gather information that supports and informs enriched decision making about future effective professional practices. Staff continually improve professional knowledge and skills to enable them to provide the best learning opportunities for all children.

Staff support children in their journey towards being confident and involved learners. Our program is designed with activities and experiences to promote learning dispositions such as curiosity, creativity, persistence and enthusiasm. We establish connections between learning experiences. We encourage children to develop skills and processes such as problem solving, experimentation and enquiry. We provide a wide range of experiences to achieve this such as natural and processed materials and a variety of visitors and excursions.

We have **respect for diversity** in our learning community. Our educators recognise bi- and multi-lingualism as an asset and support these children to maintain their first language and to learn English as a second language. We build on children's interests, abilities, cultures and previous learning to develop in our program a broader understanding of our land and the land of others.

Yarralumla Primary is an Italian bilingual school and as part of the wider school community, we value the development of early Italian listening and speaking skills through input from other staff and community members who are native Italian speakers. The belief behind effective bilingual language learning is that children should be immersed in the language in an engaging and active way. In the early years of learning children learn languages most effectively and enjoyably through song, rhyme, movement, dance and games.

5. Preschool Curriculum

A new, national early learning framework for children from birth to five years has been developed.

The 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 Framework's vision is for all children to experience play-based learning that is engaging and builds success for life. Further details can be found at:

<http://www.deewr.gov.au/Earlychildhood/Programs/EarlyChildhoodEducation/Pages/default.aspx>.

The Framework 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. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Yarralumla Preschool runs a play-based program which engenders a sense of fun in learning and discovery and is responsive to the needs and interests of individual children. It is also placed within the structure of a predictable format.

Inside activities each week may include painting, play dough, puzzles, use of science and maths resources, technology through construction, stories, plasma screen, building blocks, puppet play, song, dance, music, imaginative play in the activity room, art, craft and three regular mat times when learning is teacher directed.

Outside activities each week may include the use of the sandpit, bikes, swings, fixed play equipment, balls, hoops, environmental play in the garden, imaginative and social play with equipment such as tea party sets and the letter box, ball games such as soccer, bowling and basketball, investigative play with the bug catchers and ranger packs and a weekly circuit where children are monitored and assisted with a range of skills.

6. Enrolment Procedures

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

Preschool enrolments open in May prior to the commencement of the preschool year. Enrolment forms may be obtained from the Front Office at Yarralumla Primary School. To be eligible to enrol, you will need to provide your child's birth certificate, immunisation details and proof of residence (eg utilities bill, mortgage document, lease or tenancy agreement).

Early and Accelerated Entry: Early enrolment is available for entry into Early Intervention (Special Education) programs, English as Second language programs and for gifted and talented students. Eligibility criteria apply to early entry. An application must be made through the Student Support section of the Education and Training Directorate. Further information is available on the Directorate's website at <http://www.det.act.gov.au/>.

7. Hours of Operation

The hours of operation of Yarralumla Preschool are 8.45am-2.45pm.

8. 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 right into the Preschool room in the morning when staff greet you at the door at 8.45am. Please note that the time before 8:45am is used as planning and preparation time and no supervision of students is provided. You are welcome to wait in the bag room.

Please train your child to hang their bag on their hook in the bag room upon arrival. Their hook will have their name tag above it. The bag needs to be big enough to fit food, drink, a water bottle and a set of spare clothes. Children commence their morning inside session by putting their name on the Helper's Board. This helps to develop a sense of responsibility.

Children will be dismissed at 2:45pm when staff have sighted parents and carers. Children are to remain on the carpeted area until they are dismissed. Please be prompt in collecting your child.

Collection of children must be by a parent or authorised nominee. If an authorised nominee is to collect your child, parents must fill in the 'variation to collection' book located on the Preschool kitchen bench or advise the Preschool staff by email. If during the day there is a change in the plans as to who is to collect your child, please email and phone the Preschool with the details. If the Preschool staff have not received advice and someone other than a parent arrives to collect your child, staff will endeavour to contact you by telephone to clarify the situation. If there is a court order regarding access to your child, please provide a copy of the order to the Preschool staff.

9. Starting Preschool

Please have a chat with your child about saying "Good bye" and even do a practice run at home based around what will happen when it is time for you to leave your child at Preschool. It is recommended that you stay for approximately ten minutes each morning while your child is practising writing their name, putting their name on the Helper's board and completing a puzzle or two. Your child will also benefit from your involvement in these activities.

Please leave all toys at home so as to avoid them being lost, stolen or damaged.

Children may borrow a book from the Preschool library on any day. They will need to bring a water proof labelled library bag or library bags may be purchased from the Preschool for \$5 with half of the proceeds going to the Preschool.

10. Communication Avenues

Our Preschool recognises the importance of a positive parent/staff relationship. We appreciate the opportunity to talk with parents and carers both informally and in formal situations. This ensures valuable insights and understandings about a child's individual developmental journey can be appreciated.

We encourage:

- Sharing knowledge to enhance the growth and development of your child.
- Developing positive relationships with families that are based on mutual trust and open communication.
- Developing a sense of belonging to the Preschool and the School for the children, parents and staff.

Avenues of communication include:

- Important notices are placed in the children's 'information pockets' or sent via email.
- School Newsletters are produced weekly with a fortnightly contribution from the Preschool with information about what is happening in the Preschool.
- Parent meetings are held twice per term for your input and feedback.
- Parent interviews are held at the beginning of the school year in February before the children commence Preschool. Information on a child's health status eg epilepsy, diabetes, should be provided at this meeting.
- A second round of parent interviews are held in June.
- Written reports on student progress are provided in June and December.
- Feedback about the Preschool program can be provided through feedback slips available at the information table at the Preschool.

If you have any questions or concerns, please do not hesitate to ask for an appointment to meet with the teacher.

It is important that the Preschool has up to date parent and carer contact details so that parents and carers can be promptly advised of any incidents, including injuries or the onset of illness.

11. Voluntary Contributions

Public education is free. A school may offer or 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, class photos, the 'hatching chickens' program and entertainers.

ACT public preschools are only partially funded by the Government. Our Preschool requires both Government and parent funding to function effectively and ensure a quality program for the children. The Government does not provide funds for books, puzzles, sports equipment, coloured paper, paint, craft materials, ingredients for play dough, cooking, musical instruments, CDs, computer software, resources for creative play and similar resources necessary for a rich and varied play-based program.

There are two ways in which parents can contribute to the Preschool funds:

- Firstly there are voluntary contributions which can be paid in total at the beginning of the year or in instalments throughout the year.
- Secondly there is the opportunity to undertake fundraising for the Preschool. Some successful recent examples of fundraising include sausage sizzles, tea towels, raffles and chocolate drives. Fundraising is a great community building exercise as organisers develop connections and friendships and sometimes the profits can be pleasantly surprising. They do require time and commitment.

Voluntary contributions paid early in the year before fundraising events have been organised can be used to purchase resources straight away.

We therefore encourage everyone to contribute in some way for the benefit of their child and the preschool program. For a fundraising committee we require four or more people. The committee needs to meet each term at a time agreed as suitable by the members of the committee. Preschool staff will also attend this meeting to support the committee, although it is not their job to organise fundraising as they have the responsibility to plan and prepare a preschool program for twenty five children.

We urge you to think carefully as to how you will be best able to contribute to our preschool program and we are very happy to answer any questions.

12. 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 students in the daily program. We really appreciate parent and grandparent helpers so if you can assist us for a couple of hours please put your name on the roster on the noticeboard near the front door of the Preschool,
- Assisting with laundry roster which is on the noticeboard.
- Attending excursions. Please note that it is Directorate policy that no siblings may attend excursions.
- Working bees in the garden etc.
- Joining the Yarralumla Preschool Fundraising Committee.

13. Participation of Volunteers

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

To assist preschools 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.

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example volunteers 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 Preschool.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through 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 Preschool staff and seek guidance through clarification where there is uncertainty regarding tasks or requirements. Volunteers may need to become familiar with the Directorate's policies and guidelines on particular issues.

- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by Preschool staff and report to the Preschool staff or school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to the Preschool staff including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the Preschool.

14. Contribution to Decision Making

Families are welcome to contribute to the decision making processes of the Preschool and School through the School Board or the P&C.

Board

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

The Board is the policy-making body of the School. Its major functions are to:

- Determine the educational policies to be implemented at the School, including the Preschool.
- Assess, from time to time, the needs of the School in relation to the provision of buildings and facilities, equipment, funds and teachers and other staff and make recommendations to the Director-General of the Education and Training Directorate with respect to the meeting of those needs.
- Determine the purposes for which funds made available for the School, including the Preschool, are to be expended.
- Make recommendations to the Director-General in respect of the use of the buildings, facilities and equipment of the School for purposes other than School purposes.
- Develop relationships between the School and the community and between the School and community organisations.
- Make recommendations to the Director-General on matters relating to the School.

Responsibility for the implementation of policies established by the Board rests with the Principal and staff.

Parents and Citizens Association

At Yarralumla Preschool we have a Parent Fundraising Committee which is a sub-committee of the School's Parents and Citizens Association. The Fundraising Committee meets once per term to discuss and organise fundraising events for the Preschool. One person nominates to be the Fundraising Officer of this committee and their role is to collect, record and bank money from fundraising events and report this back to the P&C meetings.

The P&C plays an important role within the School. Meetings are generally held monthly and are advertised in the School Newsletter. All parents are encouraged to attend the meetings. As well as its more official activities, the P&C provides an informal meeting ground for parents and teachers and serves a significant fundraising function for the School.

15. Physical Activities

As physical activity is very important for children, Preschool educators provide opportunities for structured and unstructured physical activity.

During the Preschool sessions, your child will be involved with 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 in all months except June and July. 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. In the warmer months please apply sunscreen to your child or all year if you feel this is necessary. If your child is confident applying roll on sunscreen you could leave this in their bag so that they could apply as needed.

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. Singlets, crocs and thongs are not appropriate for Preschool. Please label all of your child's clothing and pack a spare set in case of messy play or accidents.

16. 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 attached to this Handbook. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Illness 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. Please ring the Preschool to inform us that your child is unwell and will not be attending Preschool and bring a written note to explain the absence of your child when your child returns to 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 becomes ill or is injured at Preschool, appropriate First Aid will be given and, if necessary, parents will be notified and asked to collect their child. Parents will always be contacted if a child sustains an injury to the head or the eyes. If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital. For ACT residents, ambulance services are free.

All students who have an ongoing condition (eg asthma, diabetes, epilepsy) must have a treatment plan, including an up-to-date photograph, completed by parents and their GP and lodged at the Preschool. Plan proformas are available from the Front Office or from a Preschool staff member.

If a child is to take a prescription medicine while at Preschool, written directions and medicine must be left with the Preschool staff.

Head lice

Head lice are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from Preschool until written evidence of treatment is produced. Please report any cases of head lice to the Preschool staff.

17. 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.

18. Eating at Preschool

Provision is made for the children to eat during the Preschool session. Parents/carers are urged to provide children with healthy snacks and lunch which will enable the staff to assist in the development of lifelong healthy eating habits. All children will need their own clearly labelled drink bottle with water only. Lunch is at 11am and snack time is at 1.30pm. Please pack two healthy serves of food, one for lunch and one for snack time. As Yarralumla Primary School is a nut aware school, please do not include any nuts or food items that contain nuts. Please discuss with your child which food is for lunch and which is for snack time.

You are welcome to bring along cupcakes to Preschool to help your child celebrate their birthday. If you are concerned that eating another child's birthday cake may exacerbate your child's food allergies, please bring along a few cupcakes for your child which we will place in the freezer and bring out for these special occasions.

19. Food Safety Tips for Homemade Lunches and 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 preschool lunch. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or vegemite.
- Because food is normally 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 iceblock 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.
- Make sure that while at Preschool children keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.

20. Sustainability Practices

The Preschool contributes to the sustainability programs of Yarralumla Primary School. This is evident through:

- Collection of paper for recycling
- Collection of plastic, glass bottles and metal for recycling
- Use of used materials for construction activities as the Preschool
- Collection of food scraps for the compost in the School's kitchen garden
- Turning off the lights, plasma screen and air conditioning when not needed.

21. Changes to Details

Please advise Preschool staff of any changes to address, email addresses, home/work telephone numbers, child care arrangements, medical information and emergency contact phone numbers. However, please keep telephone calls to the Preschool during session times for urgent matters only as it is disruptive to the program when staff leave the children to answer the telephone.

22. Excursions

Excursions are part of the educational program at Yarralumla Preschool. On enrolment, parents are asked to give permission for their child to go on incidental local excursions e.g. a walk around the School grounds. If children leave the School grounds or use any form of transport, parents will be advised in advance and asked to give permission, in writing, for the child to attend. The adult/child ratio is 1:4 on major excursions.

23. Emergency Management Procedures

The School has a policy on emergency management and we are required to regularly practise evacuation and lockdown procedures. All staff and children participate. Families will be advised by email of all evacuation and lockdown events, including practices.

24. Student Welfare and Management

At Yarralumla 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 Preschool. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The School has a

Student Management policy that outlines the steps for addressing student welfare and management issues.

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 in protective behaviour and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

25. Parent Support

Parentlink www.parentlink.act.gov.au is a website which parents can use to access:

- 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.

26. Transition to Kindergarten

Your child is a member of the Yarralumla Primary School community. By enrolling your child into Yarralumla Preschool your child will automatically move on 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 both the Italian and English Kindy classrooms per term from term two onwards and regular buddy activities with the senior primary students.

27. 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 School's Early Childhood Executive Teacher, Derek Synnott, telephone 6205 5766.

Should the need arise the ACT Education and Training Directorate has a policy for complaints resolution. This policy can be accessed at http://www.det.act.gov.au/publications_and_policies/policy_a-z.

28. 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)	Exclude until diarrhoea ceases	Not excluded

histolytica)		
*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

		<p>case.</p> <p>(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.</p> <p>(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.</p>
Meningitis (bacterial)	Exclude until well	Not excluded
*Meningococcal infection	Exclude until adequate carrier eradication therapy has commenced.	<p>(a) Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer.</p> <p>(b) Otherwise, excluded until 10 days after last contact with the index case.</p>
*#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.	<p>Not excluded</p> <p>Female staff of child-bearing age should ensure that their immune status against rubella is adequate.</p>
*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.	<p>(a) Not excluded unless the Chief Health Officer notifies the person in charge of the school.</p> <p>(a) If the Chief Health Officer gives notice, exclusion is subject to the</p>

		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