

# DJANANGMUM Preschool

## Parent Handbook



**Djanangmum Preschool - Casino Public school**

NSW Department of Education

31 Walker Street, CASINO NSW 2470

T | 02 66621113 E | [casino-p.school@det.nsw.edu.au](mailto:casino-p.school@det.nsw.edu.au)



# JINGI WALLA

## WELCOME





# Jingi walla



My name is Jackie Nilon and I am very proud to be the principal of Casino Public School and Educational Leader, Nominated Supervisor and Responsible Person at Casino Public School Djanangmum Preschool. I would like to take this opportunity to welcome your family to our preschool. We proudly stand on Bundjalung land and acknowledge elders past present and emerging and extend that respect to our children, families and community.

Djanangmum Preschool creates a warm and culturally safe environment to learn where children will grow socially, emotionally and academically as they prepare for the start of their formal educational journey in Kindergarten. We welcome you as educational partners and your children's first teachers.

Thank you for trusting us to support your Jarjums as they start their preschool learning journey.

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# Who Are we?

## Casino Public School - Djanangmum Preschool

Djanangmum preschool is a Department of Education designated Aboriginal preschool. We are uniquely situated on our Casino Public School site, offering a seamless transition to kindergarten.

Djanangmum Preschool has a dedicated and experienced team of educators and support staff who work together to create a stimulating and caring environment that encourage experimentation, exploration and self-discovery.



*Ms Roalfe (Teacher)*



*Ms Charnock (Teacher)*



*Aunty Belinda (AEO)*



*Ms Jodie (SLSO)*



## OUR PHILOSOPHY

### Casino Public School Djanangmum Preschool

We acknowledge all learning at Djanangmum Preschool takes place on Bundjalung land. We respect Elders both past and present and extend that respect to our children, families and community.

At Djanangmum Preschool every Jarjum is supported on their journey to belonging, being and becoming. Each child's learning journey is unique to their individual interests, experiences, and culture.

We believe that children learn best through play. Our program and learning spaces give opportunity for both planned and spontaneous experiences that allow children to explore, investigate and inquire in their own time and own way.

Jarjums are encouraged to be creative and thoughtful problem solvers. Children explore well-resourced play spaces, supported by a team of Educators invested in their growth and development.

We believe that families are a child's first and primary teacher. We aspire to learn from, communicate with and include families in all aspects of their child's learning journey. Supporting families to become advocates and champions of their child's achievements and challenges.

We strive to develop a sense of wonder, belonging and love of nature in all jarjums, so they will become active citizens and develop a respectful attitude towards the environment, ensuring a sustainable future.

We believe positive and well-planned transitions ensure continuity of learning and support the well being of each child. We connect and contribute as part of our wider school community, progressively growing in confidence as we develop connections and relationships within this space.

# Our Program and Documentation

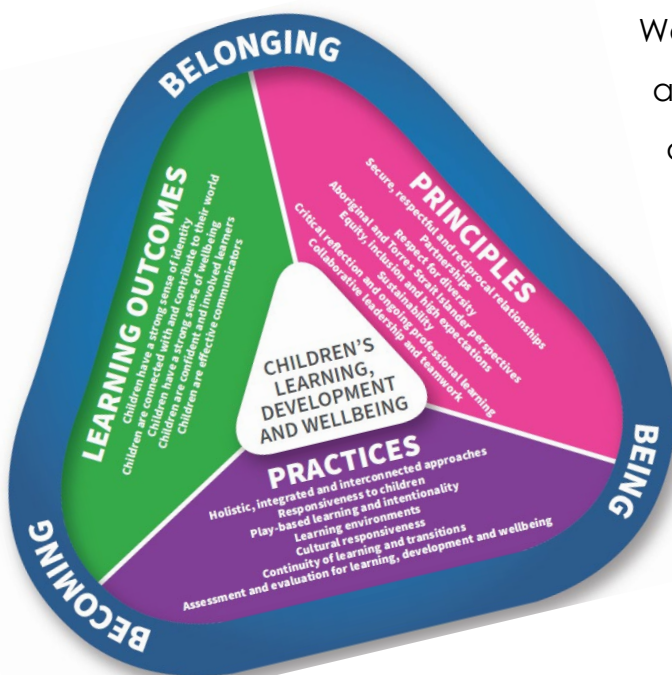
## The Early Years Learning Framework

Our program and documentation are based on the national **Early Years Learning Framework** (EYLF) with reference to the **National Quality Standards** (NQS).

The Early Years Learning Framework includes Principles, Practices and Outcomes. These are embedded in all aspects of our planning and programming.

Our program and daily experiences and interactions with the children reflect and promote the five learning outcomes of the EYLF:

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



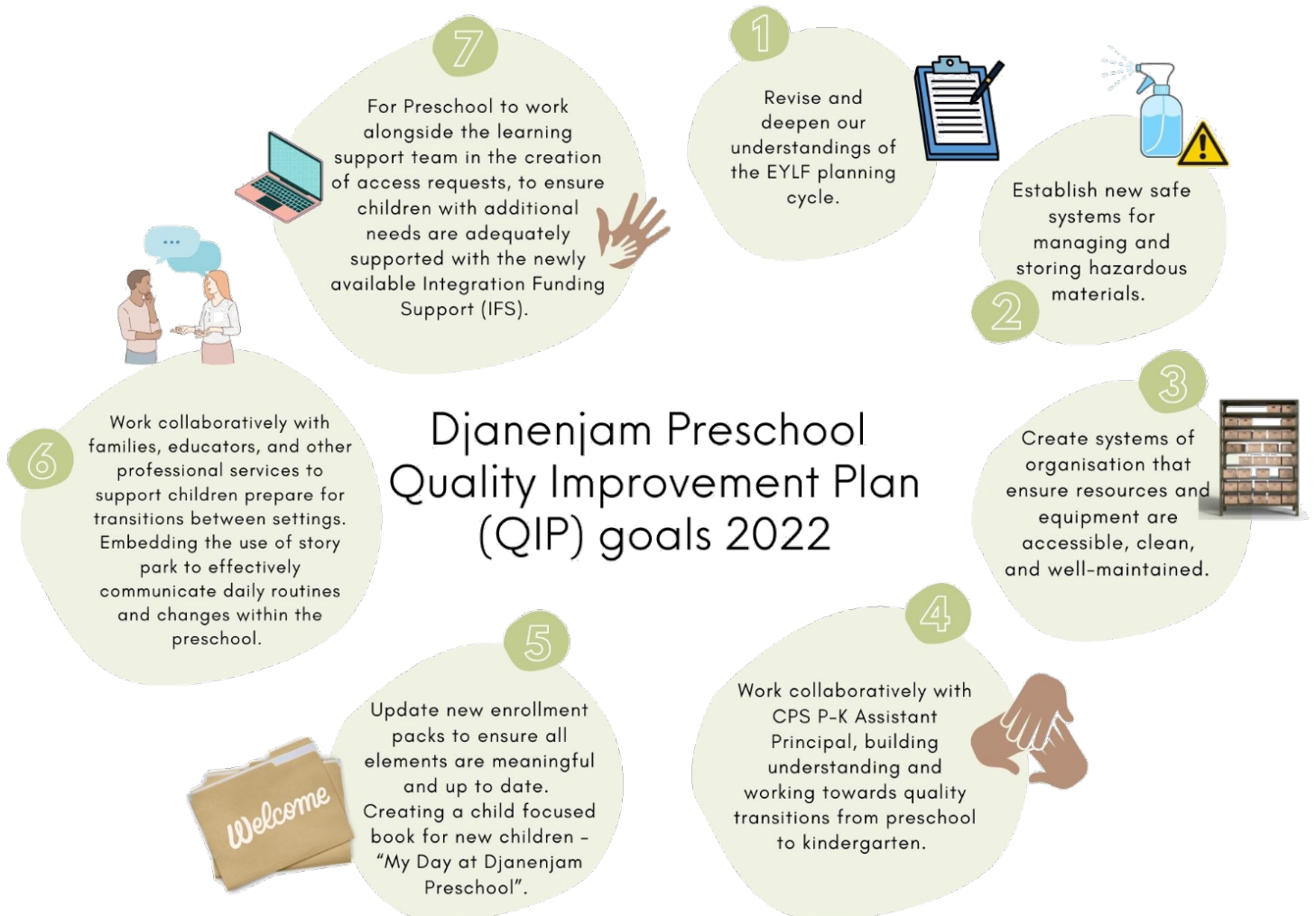
We record observations of children in play and use this information to plan, implement and create experiences that reflect the children's needs and interests. Educators plan for your child's learning through our core curriculum, intentional learning cycle and an inquiry-based learning approach.



# National Quality Standard

Our service operates under the National Quality Standard. Our educators work in partnership with families, children and community members to continually reflect on our practice throughout the year. Through this process, our service strengths are identified and our goals for improvement are recorded in a Quality Improvement Plan (QIP).

Djanangmum Preschool's Quality Improvement Plan is available for families to view in hardcopy or via computer. Our current QIP goals are located in the foyer and our indoor learning space. Suggestions, ideas and feedback are always welcome.





# Planning Cycle

Educators will observe children in play and extend their learning through ongoing experiences relating to their interests. Educators reflect on children's interests and mind map or plan to promote deeper learning through children's interests. Educators engage in an ongoing process of critical reflection on children's learning and their own practice. A snapshot of the children's planning cycle is recorded through storypark and documented in the children's learning journals. These are accessible to families to view in the community space at any time, we welcome input and feedback.



# Bundjalung Learning

Throughout the year, the children engage in a range of experiences that explore Bundjalung culture. Aunty Belinda teaches the children greetings, animals, and body parts in Bundjalung language. Children are encouraged to use and embed this within our routines and their play. Each morning, we start our day with an acknowledgement of country and share around our yarning circle. Children have access to a wealth of Aboriginal and Torres Strait resources and artefacts and aboriginal perspectives are included whenever possible. This is reflected within the program with the inclusion of the 8 ways of learning.

## Communication and documentation of learning

Our Educators use Storypark to communicate all aspects of the children's learning, routines, updates to preschool documents (procedures and QIP), weekly learning updates and general communication. Parents can message their child's teacher through this platform also. Families are asked to refrain from messaging during quiet hours (weekends and school evenings - after 5pm and before 8am). Any messages received during these times may not be answered.

## Our Daily Routine

Our daily rhythm provides a sense of security for our children.

We are responsive to our children's needs and adapt our routines to meet the children's needs. The routine is available to view on the wall of each learning environment, in the book "My day at Djanangmum Preschool" and on storypark. When there are major variations to routine, families will be communicated updates through the storypark platform.





# Handy Information

## Hours of Operation

Djanangmum Preschool is open from **9.00am until 3.00pm, Monday to Friday** during school terms. Care and supervision are not provided outside these hours. **Please ensure your child is collected BEFORE 2.55pm.** For safety, the front door of the preschool will remain locked during the day. Parents and visitors will need to ring the bell for collection or arrival between 9.30am and 2.30pm.

## Parking

Safe parking is available near the preschool at the Band Hall and at the front of Casino Public School. Please avoid parking on the grassed area at the front of the preschool or in the staff car park located beside the Casino Public School Hall. Please also take care if crossing the road; we would prefer you to use the designated pedestrian crossing in front of the main entry to Casino Public School.

## Collection of Children

Children can only be collected by individuals stated on their enrolment authorisation form. Identification will be required for anyone other than a parent or legal guardian to collect a child. Please inform preschool staff if you wish to add another person to your child's authorised collection contacts. Should a situation arise where a child will be collected late, please contact Casino Public School Administration Office on 6662 1113.

## Updates to Personal Information

In the event of any change to your contact or personal details, please update your information by calling Casino Public School's Administration Office on 6662 1113 as soon as possible and communicate these changes to the Preschool Teacher.

## Preschool Groupings

Children are divided into two groups:

Jungbung Group attends preschool on Mondays, Tuesdays and alternating Wednesdays.

Gurrahman Group attends preschool on Thursdays, Fridays and alternating Wednesdays.

## Settling Your Child In

We want you to feel secure in leaving your child with us and we value the relationships with our families. To get to know a bit more about us, we have profiles and photos of our Principal and Djanangmum Preschool educators on the display board at the front door and pinned to the top of our facebook page. Please take the time to read our information and be assured that we see our roles as one of partnership with you, your child and their family.

Many children settle quickly into the preschool setting. We have created a space that is warm and inviting so children and families will have a sense of belonging. Sometimes, children may be upset when their parent/carer leaves. We recommend you spend some time engaging with your child until they are settled. When it is time for you to leave, please tell your child you are doing so and let them know you will be back to collect them in the afternoon. Before you leave, please let an educator know so they can provide comfort and support to your child.

Be assured that children do settle and staff are always ready to comfort your child. Feel free to ring Djanangmum to check on your child's progress for your own wellbeing. Life is busy and sometimes unexpected things happen that may unsettle your child. Please talk with one of our preschool teachers if you have any concerns.

## Orientation and Transition to School

Orientation to Casino Public School occurs all year round. The preschool participates in school events and celebrations. We visit the school library regularly, have year 5 reading buddies and regularly explore the playgrounds, hall, office, canteen, support unit,



bubblers and toilets. During Term 4, we join in the school orientation days, and also regularly visit Kindergarten classrooms.

## Library

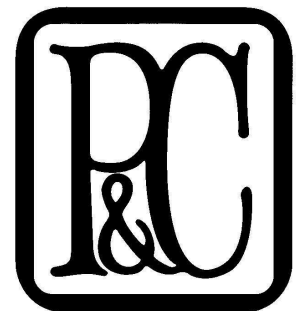
Students will visit the Casino Public School library on alternative weeks. This small in-school excursion is a valuable experience for our children as it enables them to be part of our school community. This year library bags are provided for all children. Children will need to return books in their library bag each fortnight.



Children and families will have the opportunity to purchase from Scholastic Book Club which is issued twice per term.

## Parents and Citizens Association (P&C)

The P & C has an important role to play in many aspects of Casino Public School's planning, management and operation, as well as providing support to the Preschool. The P & C is committed to the continuous improvement of our children's social, emotional and learning needs. The Preschool supports the endeavours of the P & C and promotes their fundraising efforts. Parents and carers are encouraged to attend meetings and take an active role in committees (Canteen and Fundraising) in order to better understand the workings of the school and how these efforts translate into improved facilities, opportunities and experiences for their child.



The Casino Public School P & C meets monthly - alternating between morning and night meetings to accommodate working families. Meeting times and other information relating to the P & C are published in the Casino Public School Newsletter.

# Health, Safety and Wellbeing

## Food at Preschool

We are a **nude food** preschool and encourage families to support us in this endeavour. Ways families can do this is by limiting the amount of packaged food and putting food into containers.



During our afternoon tea, children will need packed fruit and vegetables as their crunch and sip snack.



SCAN ME

We are a **Munch and Move** preschool. Information about Munch and Move can be found online through [NSW Health](#). Munch and Move has provided posters and pamphlets about healthy foods and physical activity and these are displayed in the preschool and copies are available for families at any time.

As we encourage healthy eating practices, children will need a healthy packed lunch. We encourage children to eat food and drink that are low in fat, salt and sugar. In Term 1 we implement the 'Strong Smiles' program and children are taught explicitly about 'everyday' and 'sometimes' foods.

Water will be available all day to children. Water is the healthy drink of choice for Djanangmum Preschool. Families are asked not to pack cordial, soft drinks or sports drinks.



## Clothing

Our business is play, so please be aware that children's clothing needs to be comfortable and suitable for messy play activities. We are a SunSmart preschool so shoulders need to be covered. A clean spare set of clothing must be provided in your child's bag every day for messy play. **Please label your child's belongings.**



We are a Preschool to Year 6 School and children are welcome to wear the Casino Public School uniform. This can be purchased from the Casino Public School Office, any time between 8.30am and 3.30pm.

## Hats & Sunscreen

Both children and staff need to wear a wide brim hat and sunscreen during outside play. As you arrive, please put sunscreen and a hat on your child before entering the outside playground. Hats are required to remain at preschool in your child's tote tray and will be returned home to wash at least once per term.

## Rest Time

Educators recognise the need for children to have restful periods during the day. Educators organise the daily rhythm to ensure there is a balance of active and passive play opportunities. We have provided day beds in both the indoor and outdoor areas to allow for children who feel the need for rest during play. We also have a quiet play period during the afternoon, which includes relaxation and children's choice of quiet activities. During this time there are individual mattresses available for rest if needed.

If a child wishes to rest on a mattress with a sheet during the day we will provide this upon their request. Educators will ask you about your child's rest needs. If your child rest needs change throughout the year, please let the educators know. Educators will also suggest to children they may like to rest on a mattress if educators see that the child is showing signs of being tired.

## Sick Children

If your child becomes ill while at preschool, parents will be contacted and asked to collect or arrange for their nominated emergency contact to pick them up. The child will be made comfortable and kept under close supervision until collected by the parent/carer.

## Infectious Diseases

If your child is suffering from an infectious disease you need to inform the teacher. In this event, your child may need to be excluded from attending preschool for a determined time period and must have medical clearance from a doctor before returning to preschool. If another family member has an infectious disease, we also encourage you to inform the teacher. Parents will be informed of any outbreak of an infectious disease and staff can assist in providing appropriate information if required. A sign will be displayed in the foyer of the preschool.



SCAN ME

## Administering Medication

All preschool educators are trained in administering prescribed medication. If your child requires prescribed medication whilst at preschool, a permission note must be signed by a parent or guardian. Medication must be in original packaging and clearly labelled with name, date and prescribed dosage.

## Additional Learning Support for Your Child

If you have concerns for your child's learning and general development please speak to the preschool teacher as we have support services available to support the learning needs of your child.

Casino Public School offers a Learning & Support Team (LST) of educators who support the learning needs of children with additional needs. The process for accessing this support is to discuss your concerns with the preschool teacher and request a referral to the LST. This team will support the preschool teacher in identifying appropriate services for you and



your child. Djanangmum Preschool also works in partnership with our local early intervention services and allied health care providers.

## Complaints Process

It is best to discuss your concerns with the preschool teacher first. If you remain dissatisfied with the result you may contact the school and make an appointment to see the Principal. If you need an interpreter, it can be arranged if your request is made prior to the meeting. You can request to view the Complaint Handling Policy and Guidelines at the preschool or visit the Department of Education website for further details.

Our preschool also has a localised procedure called 'Dealing with complaints'. This procedure can be found on Casino Public School's website and in our entry foyer. Complaint and compliments forms are located in the preschool foyer on the glass partition.



**SCAN ME**

Complaints can also be made to Early Childhood Education and Care by contacting 1800 619 113 (toll free), Fax: 02 8633 1810 or emailing [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au).

## Child Protection

Educators undertake school-based Child Protection training annually. This process ensures educators are aware of the signs of risks to children and understand the Department of Education's procedures for reporting any concerns for children's welfare. Further information can be accessed online.

NAPCAN (National Association for Prevention of Child Abuse and Neglect) pamphlets are available in our parent library. These pamphlets provide information about keeping children safe, child protection and parenting tips.

## Emergencies

In the event of an emergency, Djanangmum Preschool has explicit procedures and policies to follow. If we are required to evacuate the building for any reason or are required to 'lockdown' please be assured that your child's safety will be of the utmost importance. Your child will participate in regular drills each term for both evacuation and lockdown procedures.

## Policies and Procedures

Djanangmum Preschool follows the policies and procedures of the NSW Department of Education. We also have a Departmental preschools leadership and operations guide and localised procedures that are specifically for the Djanangmum Preschool setting. These documents are available at any time on request to the preschool teacher. The NSW Department of Education's Policies and procedures are available at <https://education.nsw.gov.au/policy-library/policy-library-a---z>. Scan the QR code for a quick link.



SCAN ME

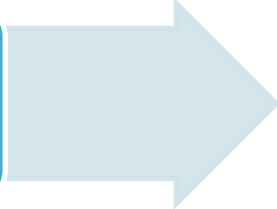


# Helpful links

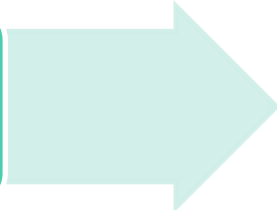
If you wish to have a pamphlet or more information of any of the following links, please call the office on 0266621113 or speak to your child's preschool teacher.



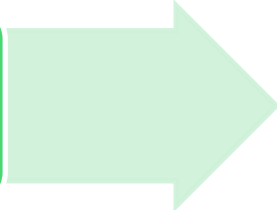
**Immunisation  
schedule and  
information**



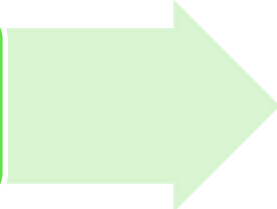
**Djanangmum  
Preschool Sun Smart  
policy**



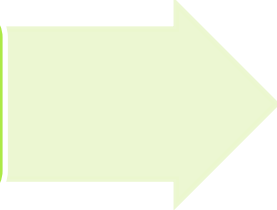
**Munch and Move key  
messages**



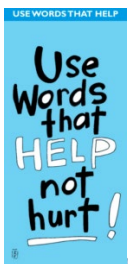
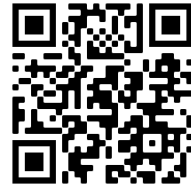
**School A to Z - Too  
sick for School?**



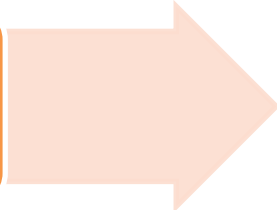
**eSafety in the early  
years**



**Road safety**



**Child Protection  
Information - NAPCAN**



*We can't wait to see you soon!*



Follow us on facebook to keep up to date with events and information.



# WHAT DO I NEED TO PACK FOR PRESCHOOL?



3x spare underwear



My bag



A broad brimmed hat



A water bottle



2x spare outfits



A healthy "nude" lunch box.

## EACH DAY I WEAR:

Comfortable covered shoes



Sun-safe play clothes



Sunscreen



**Don't Forget: Everything I bring to preschool needs a label!**