



Stuart Park Preschool

Information Handbook



Ashley St Stuart Park NT 0820

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Email: stuartpark.school@education.nt.gov.au

Website - <http://stuartparkprimary.nt.edu.au/>



2022 Calendar Northern Territory Schools

January

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - New Years
3 - New Years Day holiday
26 - Australia Day
Urban - 28 Teachers Start
31 Students Start
Remote - 31 Teachers Start

February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	Remote - 1 Students Start					

March

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

15 - Good Friday
18 - Easter Monday
25 - ANZAC Day

May

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	2 - May Day				

June

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

13 - Queens Birthday

July

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1*	2	3
4	5	6	7	8*	9	10
11	12	13	14	15*	16	17
18	19	20	21	22*	23	24
25	26	27	28	29	30	31

Show Day
* Regional observances only
18 - Teachers start
19 - Students start

August

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19*	20	21
22	23	24	25	26	27	28
29	30	31				

1 - Picnic Day
19 - Show Day * Regional observance only

September

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

15 - Urban students finish
16 - Remote students finish
25 - Christmas Day
26 - Boxing Day
27 - Christmas Day holiday
28 - Boxing Day holiday

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Welcome to Stuart Park Preschool.

Beginning Preschool is an important stepping stone in your child's learning. Here at Stuart Park we believe every child is unique, with individual needs, interests and characteristics. Your child is important to you and important to us, and we can work together in partnership to help them grow, learn and develop.

We hope this handbook will answer many of the questions you may have about Preschool. If you have any further questions, please feel free to contact us.

... SESSION TIMES ...

The Preschool runs a morning session and an afternoon session. These sessions run five days a week, from Monday to Friday.

Morning session	8:00am to 11:00am.
Afternoon session	11:45am to 2:45pm.

Both sessions are 3 hours long and follow the same teaching program and routines.

... PRESCHOOL STAFFING & QUALIFICATIONS ...

The Preschool adheres to regulated ratios of 1 educator to 11 children. All staff have Nationally Approved Qualifications.

At all times there is a staff member present on site who holds current First Aid, Anaphylaxis, Asthma and Swim Teacher Rescue Training.



... PRESCHOOL PHILOSOPHY ...

Children

We believe children are capable learners, unique and curious by nature. We nurture the whole child to support their wellbeing, fostering respectful relationships with children and adults.

Developmentally appropriate practices are used to build on children's strengths, interests and abilities.

Children's understanding of and connection to the world is extended through play and enriched with intentional, explicit teaching moments.

Families

We value strong and meaningful relationships with our families, striving to create a supportive and inclusive community.

We recognise that families have a deep understanding of their child's strengths, interests and challenges. They are their child's first teachers.

We seek and appreciate family input into our planning and programming, communicating openly with families about their child's learning.

Preschool Staff

We will always act in the best interest of children.

Our team respect, encourage and value each other's unique qualities. We regularly celebrate and share our achievements.

Critical reflection and ongoing professional learning is an integral part of our educational practice.

Ongoing collaboration and sharing is embedded in our practice. This enhances our relationships with families, children and each other.

Learning Spaces and Environments

We strive to provide a safe environment that reflects the interests of children, families and staff.

Learning spaces at our Preschool invite open-ended interactions, spontaneity, risk-taking, exploration, wonder, discovery and a connection with nature.

We have a commitment to a sustainable future and will support children to develop an understanding about their responsibility to care for the environment.

... SCHOOL CULTURE ...

Stuart Park Primary School is a TRIBES School. Tribes is a "way of learning and being together". It is a process that uses a whole-school model to create a positive school climate through improved teaching and classroom management, positive interpersonal relations and opportunities for student participation. The Tribes process consists of five community agreements that are honoured by the staff, students and parents. They are as follows;

Appreciations

(No Put Downs)

Right to Pass

**Attentive
Listening**

**Mutual
Respect**

Personal Best

At Preschool we provide children with strong models of how to negotiate well with others. We aim to help children learn social skills by providing them with appropriate language to express themselves and strategies for conflict resolution. We believe that children who respect and care for themselves, others and the environment, develop self-confidence and social responsibility.



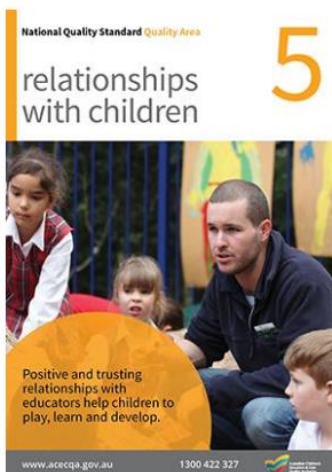
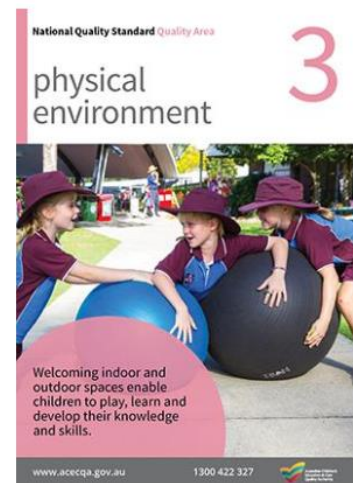
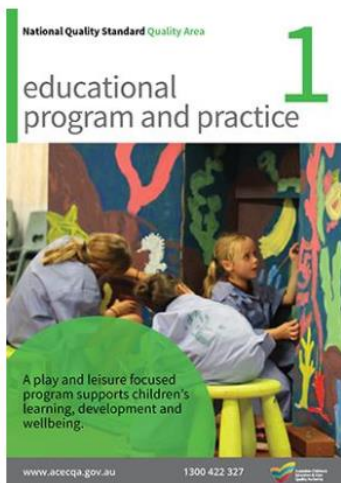
... NATIONAL QUALITY FRAMEWORK ...

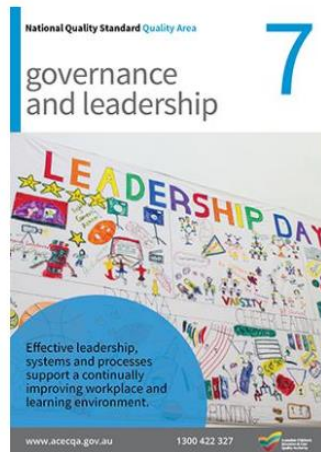
Stuart Park Preschool like all Northern Territory Preschools is governed by both the Department of Education and Australian Children's Education & Care Quality Authority (ACECQA). The National Quality Framework (NQF) upheld by ACECQA provides a national approach to regulation, assessment and quality improvement for early childhood education.

The NQF includes:

- National Law and Regulations
- National Quality Standards
- Assessment and Quality Rating
- National Learning Frameworks

Stuart Park Preschool is rated against the National Quality Standards through an Assessment and Rating Cycle. The assessors spend up to 3 days on site and observe and go through evidence based on the below seven standards:





Our current rating is always on display on the information board. If you have any questions about this process do not hesitate to ask a staff member or visit the following website <https://www.acecqa.gov.au/>

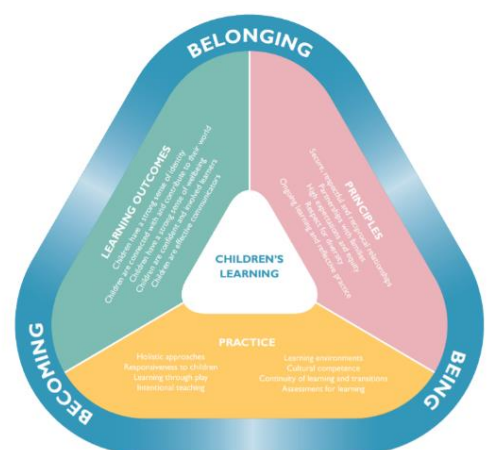
... NATIONAL LEARNING FRAMEWORK ...

Under the National Law and Regulations, we are required to base our educational program on an approved learning framework. This should focus on addressing the developmental needs, interests and experiences of each child, while taking into account individual differences.

The Early Years Learning Framework (EYLF), focuses on belonging, being and becoming, informs our ongoing program. Preschool staff follow the Principles and Practices of the EYLF and the following Learning Outcomes to ensure a quality educational program:

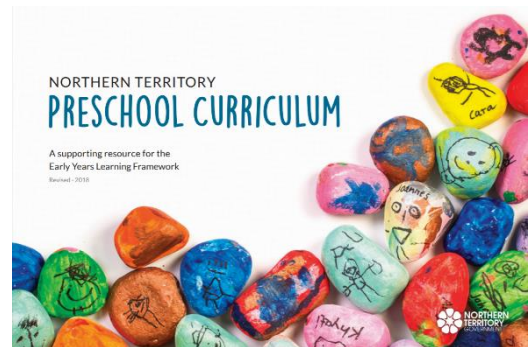
- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The learning environment follows and stimulates the interests children bring with them to preschool. Using the Early Years Learning Framework, educators will observe your child's learning so they can build on it and plan the next steps.



Preschool is important preparation for the development of self-identity, interest in learning and preparation for formal learning.

In addition the **Northern Territory Preschool Curriculum** (NTPC) is a supporting resource endorsed by the Department of Education. The NTPC was developed to directly link to the EYLF but to further deepen and promote literacy and numeracy through intentional play based learning.



... OUR DAY ...

Our daily and weekly routines allow the children to predict where the day or week will lead. This helps to create a sense of being and belonging, that is essential in creating a safe and nurturing environment.

We encourage children to be personally responsible for certain tasks/routines at preschool and we appreciate your support in allowing children to become confident and independent learners. This includes unpacking their bag, putting their lunch box in the fridge and placing their drink bottle on the trolley independently when they arrive each day.

A typical day at preschool might look like this:

AM Session

8:00am - Arrival /Sign In
8:10am - Parents Say Goodbye
8:00-9:00am- Indoor or
Outdoor Learning
9:00am - Whole Class Learning
9:15-9:35am - Snack Time
9:35-10:40am - Indoor or
Outdoor Learning
10:40am- Pack Up/Reflection
11am- Pick Up/Sign Out

PM Session

11:45am - Arrival /Sign In
11:55am - Parents Say Goodbye
11:45-12:45pm- Indoor or
Outdoor Learning
12:45pm - Whole Class Learning
1:00-1:20pm - Snack Time
1:20-2:20pm - Indoor or
Outdoor Learning
2:20pm- Pack Up/Reflection
2:45pm- Pick Up/Sign Out

Depending on the weather we alternate between being in the indoor and outdoor environments and at times even allow children to move freely between both.

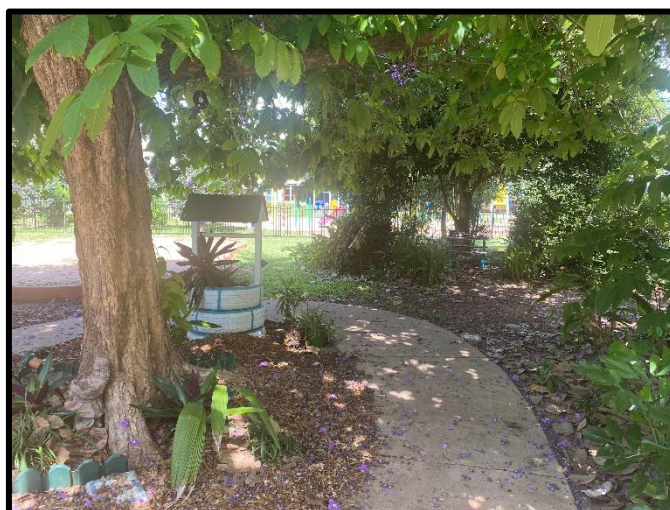
... COMMUNICATION ...

Effective communication is vital for families and the school to work together. At Stuart Park Preschool we have a number of ways to connect.

- ❖ In person, when you drop off or pick up your child (small conversations)
- ❖ By Appointment
- ❖ Via email or telephone.
- ❖ Primary School Newsletters: these are sent electronically or can be requested in hard copy.
- ❖ Seesaw online platform: You will be invited to connect to an online platform. This is where you'll be able to communicate with your child's teacher, view your child's journal, view photos and videos of your child's learning and have updates in real time from the preschool. You can access Seesaw via a computer, tablet or mobile phone. This is specific to our preschool.



- ❖ School Stream app: Download the app and receive notifications about upcoming events and newsletters. You can even notify the school of absences. This is a whole-school communication tool, not specific to preschool.



...GENERAL INFORMATION...

...ARRIVAL & DEPARTURE...

If your child is ill or will not be attending for any reason, please contact the school on 8997 7333. We are required to note the reason children are away and follow up any unexplained absences.

The doors will be opened at 8:00am for the morning session and 11:45am for the afternoon session. Once the teachers have opened the doors you are welcome to sign your child in and leave them safely in our care. It is important that children arrive at preschool on time each day. It can be disruptive to the class and also unsettling for your child if they miss the beginning routines and greetings.

It's also a great time to briefly chat with your child's teachers and educators about anything we should know for the day that may influence your child's behaviour. If we know this information, we can support your child with a clear understanding of their needs for the day.

If you are running late to pick up, which at times can be unavoidable, please phone the preschool office to let us know.

If your child is collected or dropped off by childcare we support this transition by touching base with the educators. This ensures any important information about their time with us or time so far at childcare is shared.

...BACK TO SCHOOL VOUCHER...

The NT Government provides a 'Back to School' voucher to the value of \$150 for each preschool and primary school student. This can be used to purchase the preschool shirt or hat or you may use it to purchase the preschool pack that contains two preschool shirts, a hat, a library bag and in class fitness sessions such as yoga, Zumba or gymnastics. The voucher is redeemable at the primary school office at the beginning of the year.

...CELEBRATIONS/BIRTHDAYS...

We welcome celebrations that are significant to your child and family. If there is anything in particular that you and your family celebrate in the year, or if there are celebrations that you prefer your child not to be involved in, please let us know.



If you are planning to send a special treat along to preschool on your child's birthday, we ask that you let your child's preschool teacher know in advance. As we have children with intolerances, allergies and life threatening anaphylaxis we need to ensure that all food coming in for sharing is safe.

All treats must be individually wrapped from the manufacturer. Sorry, no home baked goods. Icy poles are a good alternative.



... CHANGES TO DETAILS ...

Please ensure your contact details up to date. This includes phone numbers, addresses, medical information and any person who is authorised to collect your child from preschool. This is important so that we can contact you should an emergency arise and to ensure that information being emailed home is reaching you.

Please note that no child is able to be collected by a person who is not listed on their permission to collect form.

... CLOTHING/SUN SAFETY ...

Uniforms are not compulsory at preschool; however, we do sell a Preschool Shirt. These are available at the primary school office.

Stuart Park Primary School has a strict **Sun Safe Policy** children are required to wear:

- Shirts and dresses **with sleeves**
- A **broad brimmed hat** to play outside -No Hat, No Play
- **Appropriate footwear** such as runners. Thongs, slip-ons and high heels are **not** suitable for preschool
- **Sun Smart Swimming Shirt** on swimming/water play days

... CONCERNS...

If you have a concern about your child or the preschool program, please have a conversation with the preschool teacher. You are also welcome to make contact with the Teacher in Charge, Early Childhood Senior Teacher or Principal. This can be done through the main school front office

... EXCURSIONS/INCURSIONS ...

Incursions: At times we invite guests to engage with children in experiences that are beyond our expertise. We also take the children on walks and visits to explore the primary school environment, including our weekly visit to the library.

Excursions: On a rare occasion we may leave the school via bus or walk a short distance to a set location. You will be notified well in advance and will be required to fill in a permission form if we plan to go anywhere that requires us to leave the school grounds.

... FOOD & WATER ...

A small snack from home in a lunch box / container is required daily for your child. These are stored in a fridge.

It is intended that children will spend no more than 15-20mins eating, so please only send something small for your child to snack on.

We encourage healthy eating at Stuart Park Primary School, please avoid sending sweets, chocolates and lollies.



All children are required to bring a labelled drink bottle to school every day. There are cold water fountains available for children to refill their bottles during the session if necessary and they can access their water bottle freely. Juice and milk drinks are not encouraged.

IMPORTANT - At Stuart Park Primary School we have a Nut Aware Policy and request that your child does not bring any nuts or foods that contain nuts. E.g. peanut butter or Nutella spread.

... HEALTH ...

If your child is unwell please do not send them to preschool. They could potentially pass their illness on to other children and staff.

Children with infectious diseases must be excluded from preschool for a specified time. We follow the Department of Health's *Timeout Policy* for infectious diseases. If you are unsure of these we have a quick reference poster that you can refer to at the preschool or it can be accessed at the following link:

https://education.nt.gov.au/_data/assets/pdf_file/0010/731638/time_out_fact_sheet.pdf

There are strict Department of Education guidelines governing the administration of medicines/drugs by school staff. Where possible, medication should be administered by at home before coming to Preschool. If medication is to be administered by school staff please contact ahead of time as there are forms and specifications with labelling that needs to be adhered to for this to be possible.

Emergency Medical Plans for asthma, anaphylaxis etc. must be completed by and signed off by your doctor prior to starting preschool. Any medication listed on these plans such as epi-pens, asthma medication etc. that is required in an emergency must be provided in date and with the chemist label attached. According to National Laws and Policy your child cannot be on school grounds if they do not have relevant medical plans and medication required in an emergency.

A child who becomes ill during a session will be given a quiet area to rest in, away from the group, and a parent or other contact listed on the records will be notified and will be asked to collect the child as soon as possible.

... INJURIES, ACCIDENTS OR INCIDENTS ...

All minor or major injuries, accidents and incidents that occur by law within the preschool must be documented on an Incident Form, communicated with and signed by parents/guardians.

In the unlikely event that a major incident occurs emergency services will be contacted, and the families concerned will be contacted immediately.

... LIBRARY ...

Once the children settle into the preschool routine, we will begin visiting the library in the main school on a weekly basis. All your child will need for the library is a clearly labelled library bag. If you wish to purchase one we have these available at the main school front office and a part of the preschool back to school pack.

Library books can be borrowed for up to 2 weeks and will need to be returned before another book is borrowed.

...PARENT CONTRIBUTIONS...

These contributions are requested by the Stuart Park Primary School Council. The contributions enable us to provide:

- a higher level of resources for our preschool
- excursions/incursions/special events
- specialists from the community to work with the students
- consumable materials such as art and craft, gardening resources and cooking ingredients

Parent Contributions are **\$60 per term**. Please be assured that no resource or facility will ever be withdrawn from a child should you choose not to make this contribution. These contributions can be paid in full at a total of \$240 for the year or term by term. You can pay at the main school front office or by phone.

... PARKING ...

Parking is limited, please take care and park in the designated car parking spaces which are within the preschool carpark or along Ashley Street. Please respect those who may need to utilise the disabled car parking spaces. We also have childcare buses that deliver and collect children that need adequate space.

... POLICIES AND PROCEDURES ...

The preschool has a range of policies and procedures. These are available for parents to view at any time. Please feel free to ask a staff member if you'd like to access these. As policies and procedures are updated we will ask for your feedback and input.

... SCHOOL DENTAL SERVICE ...

The School Dental Service is available to all preschool and primary school children through clinics located in some primary schools. Stuart Park's Dental Clinic is located in the library building to the right of the school administration block.

Please contact the Darwin Oral Health Services on 89226466 if you wish to make an appointment for your child. You will be asked to attend these appointments with your child.

... SCHOOL INVOLVEMENT ...

We look forward to getting to know you and your family as your child starts their school experience.

Throughout the year there will be special events held both here at the preschool and in the main primary school such as assemblies, celebrations and concerts. We encourage you and your family to become involved in these community events.



...TREASURES AND TOYS...

Children are encouraged to bring to Preschool any type of interesting specimen, e.g. rocks, shells, flowers, insects etc. As these can be a rich opportunity for investigation and group discussion. Special photos are also great to share and grandparents and visiting family are always welcome as children love to show them off.

Toys are not permitted at preschool as these often get lost or broken. Precious belongings can also cause disruptions and can be upsetting when the other children want to touch and play with these toys.

... WHAT TO BRING TO PRESCHOOL ...

Children will need to bring the following items with their **name clearly marked on each item**:

- a backpack or bag to hold all their items
- a complete change of clothes
- a plastic bag to store wet or soiled clothes in
- a broad-brimmed hat (no caps please)
- a lunchbox that is easy to open and close with a small snack
- a water bottle with their name on it
- library bag on library days



... WORK COLLECTION FOLDERS ...

Children will be involved in a number of different activities at preschool. Often work is displayed in the classroom before it is sent home for you to enjoy, however, children may choose to take art and craft items home as they complete them. When something is ready to go home, it will be placed in the Work Collection Folders. Please check these regularly so you can share your child's achievements with them.

If notes have been sent home and your child was absent, these may also be placed in the collection folders so you don't miss out.

... A FINAL WORD ...

There are a number of ways in which you can assist us in providing your child with the best possible experience and success at preschool:

1. Help foster your child's self-esteem by encouraging them to try new things, and then celebrate their success and acknowledge their achievements
2. Discuss any problems or concerns directly with the teachers
3. Make regular contact with the Preschool
4. Read the newsletters, notice boards and connect to Seesaw
5. Collect recycle materials for collage and carpentry
6. Offer to share any hobbies, interests or expertise you may have with the children (e.g. playing an instrument, gardening, fabric painting/printing, sewing, pottery, cooking, carpentry etc.)
7. Participate in social events
8. Assist with garden working bees
9. Help with Preschool fundraisers
10. Value what your child does at preschool by asking them what they did that day
11. Get to know the other children and families within the preschool. Strong connections during this time can last the whole of your child's primary school years
12. Regularly look at your child's observations recorded in their *Learning Portfolio* and comment on any special learning and progress your child has made
13. Organise play dates and get-togethers with other preschool families
14. Complete any parent feedback questionnaires

