



**SMITHFIELD**  
Public School



## Smithfield Public School Preschool

**Preschool Phone:** (02) 9725 3243 (Before 9.00am)  
**School Phone:** (02) 9604 5475  
**School Email:** [smithfield-p.school@det.nsw.edu.au](mailto:smithfield-p.school@det.nsw.edu.au)

<b>School Principal</b>	<b>Jodi Harris</b>
<b>Preschool Supervisor</b>	<b>Linda Matheson</b>
<b>Preschool Teachers</b>	<b>Joanne Haikin</b> <b>Linda Huynh</b>
<b>School Learning Support Officers (SLSO)</b>	<b>Priscilla Fasavalu</b> <b>Jos Newcombe</b>

**The Preschool operates on a 2 or 3 day attendance program.**

**Children enrolled will attend:**

**Possum & Emu : Terms 1 & 2 Monday, Tuesday: 9:00 am – 3:00 pm**

**Terms 3 & 4 Monday, Tuesday, Wednesday: 9:00 am – 3:00 pm**

**OR**

**Koala & Wallaby: Terms 1 & 2 Wednesday, Thursday, Friday: 9:00 am – 3:00 pm**

**Terms 3 & 4 Thursday, Friday: 9:00 am – 3:00 pm**

smithfield-p.schools.nsw.gov.au  
smithfield-p.school@det.nsw.edu.au




O'Connell Street  
Smithfield NSW 2164



02 96045475





Dear Parents and Caregivers:

Welcome to Smithfield Public School! We look forward to your child beginning their first step into formal education at our preschool. The educational program here is simply excellent. It provides opportunities for the development of creativity and imagination as well as the practical skills of social and academic (literacy and numeracy) endeavours.


Our teachers and learning support officers are caring, capable and very experienced practitioners. They understand and have a passion for teaching young children.

As the first teachers of children, parents are welcome to participate in the learning of their children. Please keep an 'eye out' for the many activities and opportunities we will provide throughout the year.

We welcome you to the Smithfield Public School learning community.

Best wishes,

Jodi Harris  
Principal



# Smithfield Preschool Educators

## Teachers

**Miss Linda Huynh**

Emu and Wallaby



- Bachelor of Education (Early Childhood Education).
- Master of Special Education
- Teaching since 2015

**Mrs. Joanne Haikin**

Possum and Koala



- Bachelor of Education (Early Childhood Education).
- Teaching since 2004
- Has Reading Recovery and K-2 experience

## School Learning Support Officers (SLSO)

**Mrs. Jos Newcombe**

Emu and Wallaby



- Certificate 3 Education Support.
- Has worked at Smithfield Preschool since 2016
- Diploma Health Science (Nursing)

**Mrs. Priscilla Fasavalu**

Possum and Koala



- Diploma of Early Childhood Education and Care Services
- First Aid Certificate – HLTAID004
- Has worked at Smithfield Preschool since 2016

## **Smithfield Public School Preschool**

We believe in acknowledging the original custodians of this land, the Darug people and all Aboriginal and Torres Strait Islander people in the community.

At Smithfield Public School Preschool the philosophy is a collaboration of educators and families' vision and beliefs about how children learn. It is based on the Early Years Learning Framework for Australia - Belonging, Being and Becoming. It is the foundation for our decision making in providing quality care and education for children. Values and beliefs educators and families hold strong include respect, honesty, kindness, faith, resilience and self regulation. Incorporating wellbeing practices into our everyday routines is one of the ways we build on these values.

The Early Childhood Australia Code of Ethics and the Principles of the United Nations Convention on the Rights of the Child is the backbone of our understanding and practice. We understand and reflect on our ethical responsibilities and the child safe standards when making decisions to create a safe and positive impact on our children and families.

The early years of a child's life are the most important learning periods in their development. We believe that all children are individuals and as early childhood educators, we recognise the importance in supporting, nurturing and guiding growth and development of all children to promote equity and inclusion.

Play is a vital part of our preschool program as we believe this is how children learn. Through play children learn to create, imagine, discover, problem solve, role play, and explore. Children's ideas, input and interests are represented in the curriculum through observations and open-ended conversations. We also provide opportunities for children to build on their sense of agency, independence and confidence, as they make their own decisions and have the right to be an active participant in their learning.

Smithfield Public School Preschool believes it is important to provide indoor and outdoor physical environments that are engaging and offer a variety of spaces for different learning opportunities and experiences, to cater for all learning styles and stages of development. Recycling and sustainable practices are embedded in our program to encourage children to develop a respect for the natural environment and to promote children's understanding about their responsibility to care for the environment.

We foster positive partnerships with our families by engaging in open communication and encouraging their contribution to their child's learning and wellbeing. Families are supported by having available information and links to services in our community.

We use reflective practice and ongoing professional development to enhance knowledge and provide a high quality educational program. We believe that teamwork is an important part of our Preschool setting by building relationships between educators based on a climate of trust, respect, open communication and recognition of each other's strengths.

**Revised March 2023**

## Activities/Performances

### Incursion

*There will be an incursion each term. There is a cost attached to these activities. 'Henny Penny' and 'The Reptile Man' have already been booked for next year.*



### Excursion



There will be one excursion in Term 3. Each year we visit a venue which is linked to our learning. In 2022, we went to Sydney Zoo. There will be a cost to attend.

## **Arrival/Departure:**

The Preschool hours are the same as the rest of the school, 9am till 3pm. For safety reasons, children must be brought to and collected from preschool, by a parent, carer or other responsible adult who is **over the age of 18**. Children must be signed in and signed out every day. Children must not be left in the grounds without supervision. If you have an older child at the school, it is best to drop them off first then bring your pre-schooler and in the afternoon, do the reverse, i.e. pick up your pre-schooler first and then collect your K-6 child. Please be prompt when collecting your child. Children can feel isolated when they are the last one to leave. Please ring the preschool on 0297253243 to let us know if you are running late. After 3.15pm your child can be collected from the school office.

## ***Birthdays:***

We love to celebrate the children's birthdays at preschool.

### **You can bring:**

20 cup cakes, or donuts or a large plain cake for 20 children.

Please discuss your plans with your child's teacher prior to the day.

**NOTE: Please avoid nuts due to allergies.**



## ***Contact Details:***

It is important to keep the school informed of any change of home address and contact telephone numbers (including work numbers) so that immediate contact can be made if necessary.

## ***Emergency/Evaluation Drills:***

An evacuation procedure is displayed in the preschool. Staff and children practise evacuation and lockdown drills on a regular basis (once a term).

## ***Fees:***

No fees in 2024

## ***Health/Hygiene:***

Please dress your child in play clothes that are comfortable, easy to wash and manageable for your child e.g. track suits with sleeves that are easily pushed up. For safety reasons, joggers should be worn when climbing on the fort. Please do not send your children in thongs or shoes without a strap at the back of the foot. Belts and braces are also difficult for children to manage. All paint should come off clothing if sprayed with stained remover spray.

Children will be free to go to the toilet whenever they wish, so please encourage them to do so and to use the toilet independently and sensibly. Constant reminders about toilet flushing and hand washing are still necessary. It is strongly recommended children be independent with toileting before starting preschool.

## Please help us by teaching your child to:

- Use the toilet correctly and regularly
- Wash hands after using the toilet
- Independently blow/wipe their nose, put all tissues in the bin and wash hands
- Cough or sneeze into their inner elbow



## Illness:

When children attend preschool their exposure to infectious conditions may be increased. Young children have age-characteristic behaviours that may contribute to the spread of infection and need guidance and support to develop good hygiene habits such as washing and toileting skills. The spread of infection is a major issue in early childhood services. In order to minimise the spread of infection, children suffering from certain infectious diseases are excluded from attending preschool.

The **NSW Health** sets guidelines on infectious diseases and exclusion times from preschool attendance. The Smithfield Public Preschool will abide by these for all cases of illness whether child or staff.

(visit the website [www.schoolatoz.nsw.edu.au/wellbeing/health/too-sick-to-go-school](http://www.schoolatoz.nsw.edu.au/wellbeing/health/too-sick-to-go-school) for SOME INFECTIOUS DISEASES of CHILDREN for EXCLUSION PERIODS for VARIOUS ILLNESSES.)

In the interests of other children and staff we ask that your child not attend the centre if he/she has:

- **Diarrhoea:** a child who has watery stools should not return to the centre until he or she has been free of the diarrhoea for 24 hours. If the child has an allergy or medical condition, which regularly causes diarrhoea, please discuss this with staff on enrolment.
- **Vomiting:** a child who is vomiting should be kept at home for a period of 24 hours, after the vomiting has stopped. Micro-organisms which cause vomiting and diarrhoea are highly contagious and will spread to others very quickly.
- Chicken pox
- Conjunctivitis
- Consistently high temperature
- Excessive discharge from eyes, ears or nose
- Impetigo (if not able to be covered)
- Measles
- Mumps
- Productive cough (ie: bringing up mucous)
- Ring worm (if not covered)
- Rubella (German measles)
- Scabies
- Tonsillitis
- Whooping Cough

If you suspect that your child has an infectious condition, or the early symptoms of illness, they should be kept home until you have had them checked by your doctor. If your child is suffering from an infectious disease, it is important that you inform the centre so other parents can keep a watchful eye on their children.

**A doctor's clearance certificate will be required before re-admission to preschool.**

**Please note:** There is a **24 hour exclusion period** from the last attack of **diarrhoea** or **vomiting** (This is a **NSW Health** requirement).

Children who become unwell at school are best cared for by parents. If a child becomes ill while at school, the parent(s) or carer(s) will be contacted and asked to collect the child. The wellbeing of children is the highest priority in the preschool. We realise that it is especially difficult for working parents when a child is unable to attend, therefore we advise that, at the beginning of the year, an alternative carer be arranged in the event of illness.

The school will keep all parents informed about the occurrence of an infectious disease in families or staff at the preschool by way of a notice at the sign on/off book or letters provided by The Department of Health.

It is in the interest of all the children that a sick child is kept at home or with another adult who can give them the emotional and physical support they need.

## ***Medication:***

If your child requires long term medication such as a puffer, parents will need to have an interview with their classroom teacher. A medical plan will be filled out giving authorisation for staff to administer the medication.

If your child requires short term medication such as antibiotics, parents will need to fill out the short-term medication form and authorisation forms.

All medication will need to be in its original packaging. On the box and medicine a label which can be printed from the chemist must have your child's name, D.OB, dosage required.

## ***Newsletter:***

Preschool is an integral part of Smithfield Public School. We work together as a team to provide an excellent learning program for all children. The school newsletter will be sent regularly, and we encourage all parents/carers to be part of the school community and enjoy the recreational and fundraising activities which assist you in building connections and friendships. Preschool parents will receive a newsletter each term to outline upcoming events.

## ***Parent Involvement:***

Parents are welcome to be involved in the program and spend time with their child in the preschool. It is very important for your child to see your interest in his/her activities. This contributes to a holistic approach to learning where all aspects of the child's world are taken into consideration.

Learning is a social experience that involves families and the community. If you have a particular skill or interest, such as the ability to play a musical instrument or cook international recipes, please let us know. We would love to expand the children's experiences in this way. We invite parents to make suggestions for the children's programs and lessons.

We, as a staff, recognise that parents know their children best. Your communication with us is greatly valued. Should you wish to discuss any matter regarding your child's progress and development, please do not hesitate to speak to your child's teacher.



## ***Parking:***

**PARENTS ARE NOT PERMITTED TO DRIVE INTO THE SCHOOL GROUNDS TO VISIT THE PRESCHOOL OR PARK IN THE PRIVATE DRIVEWAY ADJACENT TO THE PRESCHOOL.**

**This is a dangerous practice and could cause an accident.**

Parking is available on O'Connell, Market Street and Neville Street.

The Horsley Drive gate will be locked from 10:00am-2.00pm. If access is needed outside those hours please call 0297253243, or press the door bell.

**Entrance to the preschool is ONLY via The Horsley Drive gate.**

## ***Program:***

Our preschool program is based on the EARLY YEARS LEARNING FRAMEWORK.

The daily program is designed to meet the needs and interests of every child, recognising that all children develop at different rates. Our program is based on play as this is the way most humans, but especially children, make sense of their world.

**PLAY IS CHILDREN'S WORK**

## ***Munch and Move Program:***

Munch and Move is a fun, play based program that supports healthy development of young children. Educators will encourage children's healthy eating and physical activity. This program supports early childhood services to develop and implement policies and procedures that promote healthy eating, the development of fundamental movement skills and limit small screen time. We look forward to working together with families to implement "Munch and Move" at preschool and at home.

## **Portfolios:**

In 2024 preschool will use electronic media ('Seesaw'). Parents will be able to view children's activities. Children's work will also be sent electronically to families. Parents can use an individual QR code to connect with their child's learning throughout the year. Free app can be downloaded from the App Store or Play Store.



## **Requirements:**

**Every day your child will need to bring to preschool:**

**A piece of fruit, vegetable, cheese or yoghurt and a bottle of water for recess.**



**A healthy lunch and a drink (water only).**



**Please pack an icepack with your child's lunch box each day.**

**PLEASE NOTE: WE ENCOURAGE A NUT FREE ENVIRONMENT**

**PLEASE DO NOT SEND LOLLIES, CHOCOLATE BARS, CHIPS, CORDIAL OR FIZZY DRINKS.**

**We encourage the children to develop healthy eating habits.**



**Please provide your child with healthy everyday food options.**

A **bucket hat** or **legionnaire cap** for outside play. The preschool supports a "No Hat No Play" policy.

Children without a hat will be encouraged to play in a shady area.

***Bucket hats with Smithfield PS Preschool's name will be available for purchase for \$10 at orientation and in 2024.***



A **spare set of clothes** (seasonally appropriate).

Not just for toileting accidents, but also when your child has fun with messy activities such as water play.



Shoes with velcro straps



No clogs or shoes without a strap around the heel.



A SCHOOL BAG large enough for children to be able to unpack and pack themselves.



Please ensure that a lunch box, spare clothes, hat and a drink bottle fits into the bag.

**PLEASE LABEL EVERYTHING YOUR CHILD BRINGS TO PRESCHOOL WITH HIS/HER NAME.**

Children do not always recognise their belongings in an unfamiliar environment and your child may have the same lunch box/drink bottle as another child.

You will also be asked to provide each term:

A box of tissues.



A library bag (available from the uniform shop next to the canteen).



A packet of fragrance free baby wipes or antibacterial wipes.



All pictures are available to be viewed on 'Seesaw' all year, it can be saved from your computer or iPad. If you do not have access to Seesaw and wish to have your pictures saved onto a USB please bring in a 8GB USB attached to a key tag (optional).



## Rules:

The preschool children will contribute to the development of the preschool expectations based on the Smithfield Public School Rules of being a Safe, Responsible, Respectful Learner.

We help children to understand that rules are necessary when they are together in a group.

The limits we set are concerned mostly with physical safety e.g. care when climbing, no capes on the slippery dip, bikes to be ridden on the bike track, care of equipment and respect for other children and adults.

We help children to learn by example and to understand the reasons for setting limits. We use a Positive Behaviour for Learning (PBL) which is a whole school approach to improve learning outcomes for all students P-6.

Toys from home are difficult for us to care for and are often difficult for children to share amongst a large group. If you have something you would like to share with us, please discuss it with your child's classroom educator the day before. Please do not let your child bring toys to preschool.

## Sun Safety:

Teachers will encourage the development of positive attitudes towards sun protection and also towards lifestyle practices that can help reduce the incidence of skin cancer.

All children are required to wear a protective hat whenever they are outside.



We have Hat Pockets for children to leave their main hat at school so that it will always be available. Children should also have a second hat in their bag that they can wear on arrival and departure from the preschool to develop healthy sun safe habits.

Staff and children wear sun safe hats that protect their face, neck and ears.

A sun safe hat is a:

- legionnaire hat
- bucket with a deep crown and brim size of at least 5cm, (adults 6 cm)
- broad-brimmed hat with a brim size of at least 6 cm (adults 7.5 cm)

When outdoors, staff and children wear sun safe clothing (e.g. dresses with sleeves and collars) that covers as much of the skin as possible (especially the shoulders, back and stomach).

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.



The preschool asks parent(s) and carer(s) to assist the children in applying sunscreen before leaving home or at preschool (sunscreen near sign on book) each day. Children throughout the day will be reminded to reapply sunscreen.

## ***Use of School Facilities and Resources:***

As our preschool is part of Smithfield Public School, we regularly use the school facilities, as well as offering a highly successful transition program. Some special links within our school include:

- Visits to both playgrounds
- Participation in extracurricular activities and excursions on special days e.g. Harmony Day, Easter Hat Parade, Mother's and Father's Day Stalls and activities, ANZAC and Remembrance Day assemblies
- Visiting performances
- Fortnightly library sessions in the school library, where children may borrow from a selection of books appropriate to their age and development.
- School newsletters each fortnight (available through the school website)
- Access to technology (eg. Smart Board in preschool rooms, iPads, and computers)

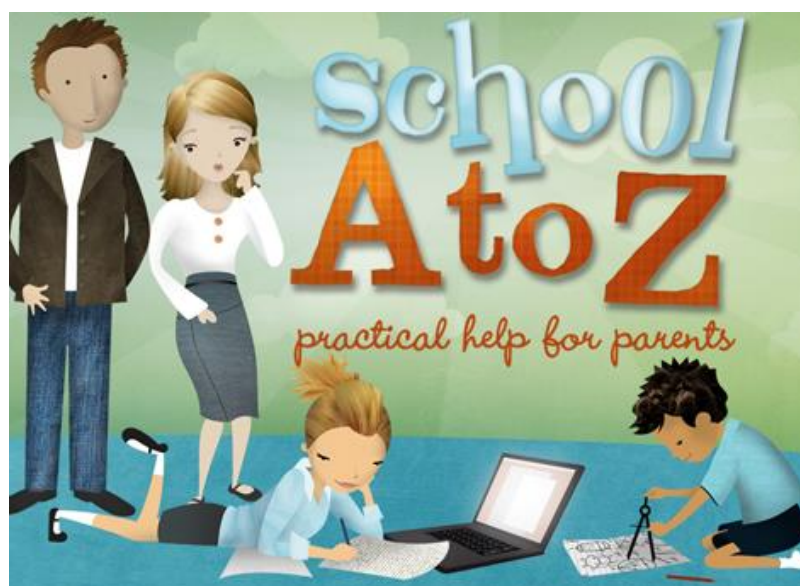
## ***Finally:***

We hope both you and your child find our preschool a warm and caring place. We want to provide a happy loving atmosphere as a comfortable transition between home and school. Your child will be encouraged, as an individual, in all aspects of his/her development.

Please feel free to come into the preschool to discuss any problems you might have, so that together we will help your child really enjoy this important year, and gain the maximum benefit from it.

**School A to Z practical help for parents** is a DEC website designed for parents of all backgrounds. This website answers most parent questions concerning school. All the information can be translated into several different languages. You also have access to free APPS and android devices. [www.schoolatoz.nsw.edu.au](http://www.schoolatoz.nsw.edu.au)

Starting Blocks provides parents with information about early childhood education and care to help them make the best choice for their child and family. <http://www.startingblocks.gov.au/>



## An example of our daily routine.

Time	Experience	Activities
9am	<p><b>Arrival</b></p> <p><b>Story Time</b></p> <p><b>Morning Circle</b></p> <p><b>Group Time: Interest topics/Intentional teaching</b></p>	<p>Children and families are greeted. Children read books independently in the reading corner.</p> <p>Children come to the floor to participate in Morning Circle.</p> <p>Texts and other resources that are relevant to the current topic or investigation may be presented to the children to enhance discussions and learning experiences. Children have the autonomy to participate in this group time.</p>
9:45am	<p><b>Preschool R</b></p> <p><b>Indoor/Outdoor Play</b></p> <p><b>Group Time: Relaxation/ Music and movement (optional)</b></p> <p><b>Progressive Lunch</b></p>	<p>Children are invited to explore the indoor and outdoor play spaces. They can resume activities or projects that may have begun the previous day.</p> <p>During indoor/outdoor play, educators and children come together to discuss interest topics/intentional teaching.</p> <p>Children have the opportunity to engage in relaxation techniques such as yoga and deep breathing or participate in music and movement. Again, children have the choice to participate in this group time.</p> <p>Children are encouraged to be responsive to their body's needs and are welcome to use the eating area at their leisure. Educators role model positive manners, table etiquette and use teachable moments to discuss topics, such as likes/dislikes, healthy/unhealthy foods or allergies.</p>
11 am	<b>Outdoor Play</b>	Children continue outdoor play. Educators will remind children who have not had lunch to eat outdoors on tables/mats provided.
11.40 am	<b>Indigenous Time</b>	We will start our Indigenous Time with the Acknowledgement of Country. Educators and children come together to discuss and learn more about an aspect of the Aboriginal culture.
12.00pm	<b>PALS Social Skills/Fundamental Movement Skills</b>	Educators from Preschool R will implement the PALS program to enhance children's social skills, for example, listening, sharing and taking turns. At the same time, Preschool S will be implementing fundamental movement skills to develop children's gross motor skills. Then the two groups will swap the next day.
12.25pm	<p><b>Preschool S</b></p> <p><b>Indoor/Outdoor play</b></p> <p><b>Group Time: Relaxation/ Music and movement (optional)</b></p> <p><b>Progressive Recess</b></p>	<p>Children are invited again to explore the indoor and outdoor play spaces (as above).</p> <p>Children have the opportunity to engage in relaxation techniques such as yoga and deep breathing or participate in music and movement. Again, children have the choice to participate in this group time.</p> <p>Children are encouraged to be responsive to their body's needs and are welcome to use the eating area at their leisure.</p>
1:40pm	<b>Outdoor Play</b>	Children continue engaging in outdoor play spaces until home time. Educators will remind children who have not had recess to eat outdoors on tables/mats provided.
3pm	<b>Home Time</b>	

Our routine is always flexible and accommodates the needs of our children. This is a great guide to keep you informed of our daily practices at preschool. Our day may also include library visits, sports days and events happening in the main school.