



# JINGILI PRESCHOOL

## Parent Handbook



# **WELCOME**

# **TO JINGILI PRESCHOOL**



Dear Parents/Carers

Welcome to Jingili Preschool. Jingili Preschool is a part of the Jingili School Community. This includes the Primary School and Preschool.

We welcome parent participation and hope you will become involved. Opportunities range from membership on the School Community Council to participation in the preschool program, or just spending time in your child's class. Please do not hesitate to contact the Preschool if you have a concern or a query.

We aim to provide each child with a happy and rewarding Preschool experience.





## 2017 PRESCHOOL STAFF

**Tara Metcalf** – Teacher in Charge and Morning Group Teacher

**Tina Haase** – Two and a half Day Group Teacher

**Amanda Bagley** – Morning Group Assistant

**Julie Ledo** – Two and a Half Day Group Assistant

## PRIMARY SCHOOL CONTACTS

**Carin Symonds** – Principal

**Di Sullivan** – Assistant Principal

## SCHOOL VALUES

*Respect, Responsibility, Resilience*



### MISSION STATEMENT

Jingili Primary School is committed to creating a school community with a safe, supportive and challenging learning environment responsive to the needs and interests of our students. We aim to motivate students to achieve their potential to be productive members of a continually changing society where academic achievement, positive self-esteem and the rights of others are valued and respected.

### OUR VISION

Jingili Primary School will strive to-

- Create an enthusiastic and engaging environment for learning for students and staff
- Provide a quality education with pathways to academic excellence
- Encourage the concept of life-long learning
- Nurture and celebrate Cultural Diversity, Individuality and Personal Achievements
- Challenge our students to be creative problem solvers and independent thinkers by providing innovative programs that incorporate ICT and meet the diverse needs of all students to prepare them for the future
- Nurture a safe and happy environment that supports the wellbeing of all members of the school community
- Support transitions and foster links across the Jingili School Community and different stages of schooling.
- Emphasise the importance of ongoing professional growth for staff
- Be a hub for the Jingili community where all will feel welcome

### MOTTO

*Putting the Child First*

# POLICY AND PROCEDURES OVERVIEW

The foundation for all Jingili Preschool policies and procedures is drawn from the following:

- NT Department of Education – <http://staff.det.nt.gov.au/>
- Quality Education and Care – <http://www.education.nt.gov.au/teachers-educators/quality-education-and-care-nt>
- Early Years National Quality Framework – <http://acecqa.gov.au/national-quality-framework>
- NT Government – <http://www.nt.gov.au>
- Office for the Commissioner for Public Employment – <http://www.ocpe.nt.gov.au>

In addition, Jingili Preschool has compiled a number of procedures to guide staff through the legal, logistical and ethical requirements of the National Quality Framework. All policies and procedures are available to parents (in hard copy or electronic form via email). If you have any questions or issues with a policy or procedure, please do not hesitate to speak with the Teacher in Charge of Preschool or the Principal of Jingili Primary School.

## PHILOSOPHY

At Jingili Preschool, we believe.....

- that all children should feel safe, valued and respected
- in working collaboratively with our children and parents as a community of learners to enable every child to reach their full potential
- in working in close partnership with parents as their child's primary educators
- that play is essential to child development and that children learn best through play
- that each child is a unique individual
- that all children have different learning styles and learn at differing paces
- in providing rich and meaningful play-based experiences that respond to the needs, culture and interests of each child
- that Preschool education should be fun and engaging
- that cultural diversity should be acknowledged and embraced
- that children have agency
- in fostering creativity, curiosity and a love of learning
- that happiness is every child's right
- in further developing the school values of Respect, Resilience and Responsibility
- in providing a child-centred and child-initiated approach to learning

## EARLY CHILDHOOD PROGRAM

Our Preschool program utilises a developmental play-based approach called the Walker Learning Approach (WLA). The Walker Learning Approach was developed and designed to engage children in authentic and meaningful ways so that children would enjoy their learning. It draws upon evidence from neuroscience and human development and reflects and respects the uniqueness of culture, family and relationships. It uses play-based and personalised learning theories as its basis and retains explicit instruction of literacy and numeracy.

There is a strong emphasis on literacy, numeracy and social skills based on outcomes selected from the National curriculum document, "Early Years Learning Framework". We strive to foster a love of literature, an understanding of the elements of print, and encourage confident expression and excellent listening skills. We also emphasise mathematical concepts and conduct science experiments.

The learning environment is an extremely important part of the Walker Learning Approach, as it helps to engage, motivate and create opportunities for children to learn and develop skills. The indoor learning centres presented give children the opportunity to develop good fine motor skills through painting, writing, pasting, cutting, constructing, threading, colouring,

moulding and printing. The experiences that are programmed are chosen based on the children's needs and interests. Therefore, the children's skills develop in a positive and incidental manner. Children are given the opportunity to select the activities they wish to do, and can develop their own time-management skills.

"The WLA emphasises that learning is much broader and richer than just literacy and numeracy and it focuses parents, teachers and children on the 'whole' child. The WLA is a rigorous approach in education requiring teachers to recognise, plan for and implement a range of strategies that clearly identify learning and developmental objectives."

(Play Matters, 2<sup>nd</sup> Ed, Kathy Walker, 2011)

Learning Centres within the environment are part of the choice structure; including dramatic play, sensory, collage, reading, construction, literacy resource, numeracy resource, science nature, painting, drawing, tinkering, and outdoor learning. A wide variety of 'provocations' and learning experiences are available for children to engage with and actively explore.

Outside learning centres are also based on the children's skills and interests with a particular emphasis on gross motor skills, problem solving, and cooperation. We value the children's right to play. Outside learning centres include climbing, sand-play, water-play, bikes, swimming, sensory experiences, relaxation centre, home corner and music centre.

Music is also an important part of the daily program, and includes singing, listening, percussion, dance, movement and rhymes.

At all times children are encouraged to be confident, caring, positive group members. We regularly re-state the Preschool expectations with the children.

## ENROLMENTS



Children who are turning four (4) years of age by before June 30 are eligible to commence at Jingili Preschool from the beginning of the year. Children who turn four (4) after July 1 are eligible to commence after their 4<sup>th</sup> birthday provided there is a position available. If no positions are available after July 1<sup>st</sup>, children will still be able to access a full year of Preschool in 2018. Preschool is not compulsory, but all four year old children are eligible to access 15 hours of Preschool education per week. It provides a strong base and valuable experience in educational skills such as effective interaction and communication, the ability to collaborate, problem solving skills and play based learning.

We ask parents of prospective students to make an appointment to see the Teacher in Charge to complete the relevant forms. This is also a great opportunity to see the Preschool, meet the teachers and find out about the fabulous program we offer. An interview is held with parents to discuss each child's abilities and needs. Important areas such as independent toileting may mean later entry to Preschool. 'Open Days' are held throughout the year, and enrolment sessions are held in Term 4.

To enrol at your child at Preschool, parents are required to complete the enrolment forms (available at the Preschool or the front office of the Primary School) and to supply a copy of:

- the child's original birth certificate or immigration papers
- record of up-to-date immunization from health clinic or doctor
- visa details if arriving from overseas
- any Asthma, Anaphylactic or other medical plans from your GP/Medical Specialist

Children will enjoy their Preschool experience most if they are able to:

- independently use the toilet
- experience little stress when apart from familiar adults e.g. children need to feel comfortable away from familiar adults for 3 hours minimum
- interact with a range of adults around them e.g. carers, neighbours, extended family

- members
- show curiosity in new activities and enjoy new experiences.

## PRESCHOOL TIMES

In 2017 children will be able to attend a morning session or a two and a half day program.



### ***Morning Session:***

One teacher and one educator work together in the morning with one group of children to accommodate a total of 22 positions. On days which coincide with the Two and a half day program there will be some interaction between both groups of children.

The morning session begins at **8:15am** and finishes at **11:15am** from **Monday to Friday**.

### ***Two and a half Day Session:***

One teacher and one educator work for a whole day with one group of children to accommodate a total of 22 students. The class teacher and educator will be released by the AM staff for meal breaks.

The Two and a half Day session begins at **8.15am** and finishes at **2.30pm** on **Wednesday and Thursday and** includes a **Friday morning** session from **8.15am to 11.15am**.

Preschool positions will be confirmed (where possible) on the completion of enrolment documents. Priority will be given to families who live in Jingili and children with siblings who attend Jingili Primary School. We have many requests for placements and would be very grateful if you could let us know of any preferences you may have. Every effort will be made to cater to your family's needs but please be aware that we may not be able to accommodate your first preference of session. Please contact us on 8985 3495, by email at [jingili.preschool@ntschoools.net](mailto:jingili.preschool@ntschoools.net) or simply drop in to see us at 10 Jingili Terrace.

## SIGN IN BOOK

Parents and Carers are required to sign your child in and out of Preschool each day – on arrival and departure. Please also make a note of who will be collecting your child if it is someone other than the usual parent or carer. The sign in/out sheets are located at the front entrance to Preschool.



## ATTENDANCE / ABSENCE FROM SCHOOL

It is a requirement of all teachers to record the daily attendance of children using specific attendance codes provided by the Department of Education. If a child is absent, then the child is recorded as an un-notified absence until a reason for the absence is forthcoming. In this instance, the Preschool staff may phone you to clarify the reason for your child's absence.

We would greatly appreciate you notifying the Preschool of your child's absence by telephone (8985 3495) or email. This information is recorded on the school's Student Administration and Management (SAMS) database.

## OPEN DOOR APPROACH

Our Preschool offers an "Open Door" approach to all parents and carers. Time will always be made available to discuss your child's progress, or any other concerns out of teaching time. Parents/carers are very welcome to attend Preschool sessions and/or join the Parent Advisory Group. Children really enjoy seeing their parents/carers at Preschool and we appreciate the support.

## PRESCHOOL PARENT ADVISORY GROUP

Our Parent Advisory Group is a subcommittee of the Jingili School Community Council. Meetings are held at least once per term at the Preschool and are short, interesting, and a great way to meet other parents. Additionally, it gives you the opportunity to have input into your child's education. All parents are informed of the date and time of each meeting, and everyone is always welcome to attend. Please consider being a part of this parent group. It is possible to join the Parent Advisory Group at any time during the year.

## ABORIGINAL AND TORRES STRAIT ISLANDER CHILDREN

The Preschool has a number of Indigenous children and a full-time Aboriginal and Islander Education Worker (AIEW) is attached to the Primary School. Parents are welcome to drop into the Primary School at any time to talk to the AIEW or to organise a meeting there with the Principal. The AIEW visits the Preschool each week when possible.

## PARENT DONATIONS

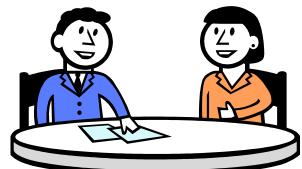
Preschool education is readily available in urban areas in the Northern Territory, and is not compulsory. A **voluntary donation**, financial or otherwise, to your child's non-compulsory preschool education is sought. **A suggested donation of up to \$50.00 per term would be greatly appreciated.** Voluntary donations made to the preschool assist us in continuing to provide a high quality, enriched program for your child. Donations supplement our preschool programs and contribute to the purchase of additional resources such as art and craft supplies, educational play equipment, educational software and library books for the preschool children.

## JINGILI SCHOOL COMMUNITY COUNCIL

The Jingili School Community Council is incorporated under the Education Act. It is made up of representatives of the whole school community who are committed to the school and to involving more parents and teachers in the decision making process.

The council has responsibilities in the areas of:

- advising the principal about the educational needs of the community through the action planning process
- building links between parents, the community and the school
- determining community use of facilities
- budgeting
- maintenance of buildings and grounds
- representation on the selection of senior school staff.



The council meets on the last Tuesday evening of every month. All parents are encouraged to attend meetings although only Council members have voting rights.

The council puts in place 'project teams' as the need arises. The Jingili Kindergarten has representatives and reports at each Council meeting.

## 2016 JINGILI SCHOOL COMMUNITY COUNCIL

NAME	POSITION
Carin Symonds	Principal - Executive Officer
Greg Williams	Chairperson
	Deputy Chairperson
Amanda Hoepper	Secretary
Vicki Grose	Treasurer
Andrea Thomas	Finance and Facilities Officer
Ken Vowles	Invited Member- Local Member (MLA) for Johnston
Carol Quill	Invited Member Kindergarten Director
Tara Metcalf	Invited Member Pre-School Teacher In Charge
Judy Grills	Teacher Representative
Melanie Mayor/Belinda Small	Pre-School Parent Representative (shared position)
Mel Russell	Kindy Parent Representative
Kevin West	Parent Representative & COGSO rep
George Kalidonis	Parent Representative
Glenys Clarke	Parent Representative
Nick O'Laughlin	Parent Representative
Alison Bryce	Parent Representative
Sandra Kendall	Parent Representative
Jane Fryar	Parent Representative

# BEHAVIOUR MANAGEMENT

At Jingili Preschool we have an inclusive approach to behaviour management, designed so all children feel safe. This takes into account children's social development, developmental stages, cultural needs and environmental needs.

It is also flexible in order to cater for the individual needs of each child. Our approach supports children to learn acceptable behaviours through positive reinforcement, role modelling and the intentional teaching of safe and respectful behaviours.

## At Jingili Preschool, we value:

- Listening to the child
- The use of redirecting
- Problem solving skills
- Individual experience
- Establishing a reasonable routine
- Giving reasons for 'rules' and consequences
- A caring attitude towards others
- A child-friendly environment
- Offering choices
- Involving children in decision making
- Offering a right to pass
- Celebrating small steps towards success

## Inappropriate Behaviours

- Interfering with others learning
- Non-compliance with simple instructions
- Physical conflicts with peers
- Disrespecting school property
- Behaving unsafely

## Teacher Response to Inappropriate Behaviour

- Reminder of acceptable behaviour
- Warning of consequence
- Teacher supported time for short period

Unsatisfactory Response to "Teacher Time" or Continued Behaviour

- Teacher to record events/behaviour
- Keep child close with Teacher until they can calmly re-join others.

Unsatisfactory Response To "Teacher Time" or Continued Behaviour

- Parents notified
- If extreme Principal or Assistant Principal called for support

# **EXPECTATIONS AND RESPONSIBILITIES**

## **PARENTS/GUARDIANS**

Although it is not the Preschool's role to insist in any way how parents and guardians care for their children, it is hoped that parents and guardians will recognise that the following areas will assist their children at Preschool:

### Communicating-

- Advising of absence of children.
- Advising teachers of any changes in the child's life.
- Talking through any problems or difficulties parent and/or child is having at any time.
- Providing accurate and current emergency contact information.

### Being prepared for school-

- Providing suitable 'sun smart' clothing, closed or secure footwear and a hat each day.
- Keeping your child at home when ill.
- Arriving on time each Preschool day.



### Taking an interest in your child's learning-

- Join in school activities where possible.
- Talk to the teacher about their learning.

## **STAFF**

### **Expectations**

All staff work together with parents, guardians, families and students to build positive and collaborative school and classroom atmospheres with a challenging, yet appropriate program. This is based on well planned and organised teaching and learning in conjunction with positive reinforcement of appropriate behaviours.

### **Responsibilities**

- Safety of students in their care.
- Response to students' concerns.
- Cater for individual differences in learning and behaviours.
- Provide well thought out teaching learning programs.
- Teach the students about expectations and responsibilities and negotiate according to the needs of the children.
- Have consistency as well as flexibility.
- Be seen to be fair and just for all.
- Teach children how to appropriately challenge teacher decisions.
- Make behaviour Management Policy including class Behaviour Management accessible to all staff for each class and individual students.
- As supervising teacher in any school day context, be responsible for dealing with incidents that occur so that a satisfactory conclusion is achieved.



## **CHILDREN**

### **Expectations**

Academic – All children are expected to participate in all learning to the best of their ability.  
Social – All children need to learn how to cooperate and work with other children and adults in the school.

Safety – That actions are well thought out and children act accordingly to their surroundings.

## **Responsibilities**

- Respect and care for own and other's property.
- Keep our school clean and tidy.
- Allow others to learn as well optimising their own learning opportunities.
- Actively participate in the learning opportunities and activities provided, such as sports, excursions and special events.
- Classroom- Maintain a safe, happy and collaborative learning environment.
- Playground – look after each other, share equipment and play areas fairly.

## **ORAL LANGUAGE**

To foster the development of oral language Preschool children are rostered on as a 'Focus Child' as part of the Walker Learning Approach during Investigations.

## **LEARNING JOURNEYS**

Your child's Learning Journey will be available for viewing at all times. The Learning Journeys are a record of children learning through play while at preschool. It will contain photos or samples of your child's work linked to outcomes that they have demonstrated from the Early Years Learning Framework. Parents/guardians have an opportunity to respond to the Learning Journeys using a parent feedback form. These are of great value both to staff, children and parents.

## **'SPOT' THE PRESCHOOL DOG**

Spot is a knitted dog that helps bridge the gap between Preschool and home. He is amazingly popular. Individual children take Spot home for two night *sleep overs*. They have their own book to record his adventures, as well as other books to read. We have had Spot for several years now, and he continues to be the most loved staff member at Preschool.

## **ROAD SAFETY**

For the safety of your children, Parents are requested to accompany children to the front door and wait with their child until the Preschool session begins. Please use the School Crossing when walking your child to Preschool. Encourage them to wait and make sure the traffic stops before crossing. If you are parking in the car park please watch for vehicles entering and leaving the Preschool. Please DO NOT park in the STAFF CAR PARK at the entrance of Preschool. There is ample parking behind the shops if the first car park beside the shops is full.

## **COMMUNICATION WITH FAMILIES / NEWSLETTERS**

Regular notes and reminders are sent out each week and parents /caregivers are able to nominate to receive written correspondence via paper copy or email. Weekly school newsletters are sent or emailed home each Thursday and the newsletter includes a section for Preschool news. Please check your child's bag or your email account regularly for Preschool correspondence.



## **LIBRARY**

Borrowing from the Preschool library is available between 8.15 and 8.30am each day except Friday. Children are able to independently select a book to take home, but staff are available to assist if needed. Books can be changed daily, weekly or fortnightly – it is up to you and your child. Our library helps to foster a love of reading and we hope you will enjoy sharing the books with your child at home. Each child needs a cloth library bag in order to borrow as this helps to protect the books.

## **ASSEMBLY**

Every Friday morning the children attend assembly at the Primary School. Assembly commences at 8:35am, so the Preschoolers need to leave the preschool by 8:20am to walk there (it's a long way for little legs!) Even weeks are whole school assemblies and odd weeks are Early Childhood assemblies. After Early Childhood Assembly one group returns to Preschool and one group participates in activities in the Primary school including a visit to classrooms, a library session, picnic morning tea, play in the playground and activities in the vegie garden. Each group will have a minimum of two Primary school sessions per term. This interaction with "Big" School makes the move to Transition less daunting as children are already familiar with the environment and teaching staff.

## **SWIMMING**

On Wednesdays and Thursdays during the Preschool session (weather permitting), children are able to swim in our wading pool if they wish. Please apply sunscreen to your child prior to attending preschool. Children must bring a towel, a 'sun smart' swim shirt/rashie and/or bathers to wear in the pool, then change back into their clothes afterwards. We have very limited supplies of plastic bags, so please also provide a bag for your child's wet swimmers and towel. The pool is shallow, has a large shade-cloth cover and is fenced. There may be times when children are unable to swim for health or safety reasons.



The Preschool offers an annual Swim and Survive program run by Royal Life Saving at Nightcliff Aquatic Centre. This is a fantastic opportunity for the children to learn more about water awareness and safety. This year we are booked for Weeks 3 and 4 of Term two.

## **HATS**

We value the Sun Smart ethos at Jingili School. As part of school policy, we encourage every child to wear a Sun Smart hat (wide brimmed, bucket or legionnaires' style) to Preschool every day (clearly named/labelled). Please note that baseball style **caps do not meet** our school Sun Safe Policy.

## **CLOTHING/UNIFORM REQUIREMENTS**

Please ensure that your child is dressed in their Preschool shirt or clothing that they can manage independently, and that they have appropriate footwear. Runners, sandals and crocs are suitable shoes for Preschool, thongs and high-heeled shoes are not. Old clothes are ideal for the children so that 'good' clothes don't get ruined. Preschool is fun and can be very messy! There are smocks available for use at Preschool for painting and particularly messy experiences. Please pack a change of clothes each day for your child, as despite our best efforts they sometimes can get wet or dirty. Children also need a school bag. Please label your child's possessions including their bag, shoes and socks, underwear, pants, shirts etc. with their name.

## **WASHING**

Every Friday we ask a parent to take a bag of Preschool items for laundering. This is mainly towels and spare hats used during the week. At the end of each term we also send home the dress up clothes and pillowslips. We really appreciate your help with this responsibility.



## **SICK CHILDREN**

Normal procedure for children becoming ill or being involved in an accident is to refer them in the first instance to a staff member who holds a current First Aid Certificate. If it would benefit the child to go home, the parent or care giver will be contacted. You may be also be asked to sign relevant documentation related to an accident or illness. A reminder that a *booster*

injection is required when a child is four years old to update immunisation. If your child requires medication eg. Antibiotics, while at Preschool, you will need to complete paperwork to authorise Preschool staff to administer medication. Medical action plans are required for Asthma and allergy medications.

## **HANDWRITING**

It would be beneficial to your child if you could use the Victorian Cursive Handwriting used in all NT schools when modelling writing their name. A sample is included at the back of this booklet.

## **MORNING TEA AND LUNCH**

In 2017 children will be required to bring a packed snack (AM group) and lunch (Two and a half day group) to Preschool each day. All containers will be stored in the fridge to maintain food safety so insulated lunch bags are not required. Please ensure that all food meets healthy guidelines and be allergy aware - we would appreciate it if all food is nut free.



Drink bottles are not required. Cold water will be provided at all snack and meal breaks and the children have continuous access to water from indoor and outdoor drink bubblers.

## **ICE CUP WEDNESDAYS**

The Preschool is proud to sponsor a World Vision child, Mukta Rani in Bangladesh. Every Wednesday we sell ice cups and the money from these sales goes directly to World Vision. You can help to support Mukta by buying ice cups for 50 cents at the end of each Wednesday session. We also request donations of 100% juice and cups to make the ice cups.

## **PRESCHOOL PHOTOGRAPHS**

Each year student photographs are taken. Parents are informed of the date well in advance to help with organisation and payment.

## **DENTAL CLINIC**

Provisions have been made for the children of Jingili School Community to attend the dental clinic at Anula Primary School where the full range assessment and treatment services are available. Please ring 8945 3173 to make an appointment. If this is not convenient, or in the case of an emergency, parents can contact the Darwin Dental Clinic on 8922 6475.

## **CARES – *Transition to School***

Jingili Primary School has a proud tradition of ensuring children have a smooth and successful start to Transition. We have a CARES programme for Children Almost Ready to Enter School. The programme involves a series of visits to the Primary School to familiarise the children with the environment, teachers and older children. Preschool children already visit classrooms, garden and library and we join in on special Primary School events. However, the CARES programme is an intensive programme that builds confidence, familiarity and excitement at the prospect of starting school. Parent information sessions are conducted at the primary school to give further information.

## **JINGILI KINDERGARTEN (*Day Care*)**

The Jingili Kindergarten is a long day care centre which is operated by YMCA Top End. It is located next to Jingili Preschool and children of preschool age who attend the Kindy can

access the preschool program if Preschool enrolment has been completed. Further information about Jingili Kindergarten can be obtained by contacting them directly on 89853696 or [director.jingilikindy@ymca.org.au](mailto:director.jingilikindy@ymca.org.au)

## NT TERM DATES

### 2017

#### Semester One

Term 1	<b>Friday 27 January – Friday 7 April (for urban schools only)</b> (Students resume Monday 30 January) <b>(for urban schools only)</b>
Term break	Monday 10 April – Friday 14 April
Term 2	<b>Tuesday 18 April – Friday 23 June</b>
Semester break	Monday 26 June – Friday 21 July

#### Semester Two

Term 3	<b>Monday 24 July – Friday 29 September</b> (Students resume Tuesday 25 July)
Term break	Monday 2 October – Friday 6 October
Term 4	<b>Monday 9 October – Thursday 14 December (for urban schools only)</b>

# VICTORIAN INFANT CURSIVE

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## LETTER FORMATION

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n o p q r s t u v w x y z



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Jingili NT 0810**

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