

# Littlehampton Preschool Handbook



<b>Foyer</b>	
<b>Sign your child in</b>	Remember to sign your child in and out. There is a book for you to write in if someone else is picking your child up. There is no need to write in the book if OSHC is picking your child up.
<b>Children will have designated lockers</b>	Children will have designated lockers. Their names will be on their lockers. They will be sharing the locker with a child from another session.
<b>Library Bag</b>	<p>Your child will need a library bag. This could be any bag <b>big</b> enough to fit <b>2 library books</b> in. This will help your child put their books away independently. Please label clearly on the <b>front</b>.</p> 
<b>Name and put fruit into morning and afternoon fruit baskets</b>	Fresh piece of fruit or vegetable is preferable as there is less spillage i.e. juice from prepackaged fruit. Parents may use masking tape provided to label their child's fruit and put in morning and afternoon baskets. We sometimes go for picnics in the OSHC playground or nature play area so it is good to have all the fruit in one spot. We need a doctor's letter for any dietary needs. **We will have themed cloth bags to hold your fruit that you can order next year through the Preschool as part of our sustainability practices.
<b>Governing council and Parents and Friends.</b>	<p>All parents are invited to join the Governing council and Parents and Friends. You will be able to actively contribute and have your say in the governance of the school. Governing council meet on Monday evenings twice a term.</p> <p>Parents and friends play an important role as well. They help with fundraising and organizing community events. P&amp;F meet on Wednesdays twice a term.</p> 
<b>Pigeon holes</b>  <b>Seesaw and School stream app</b>	<p>Remember to check your pigeon holes <b>daily</b> for notes. Our email is : <a href="mailto:littlehamptonpreschool@outlook.com">littlehamptonpreschool@outlook.com</a></p> <p>Seesaw will be made available next year, where notes and other information can be shared directly with you. Children's learning with photos and videos will be taken and shared with you on the Ap. Seesaw will</p>

	<p>be our main communication tool. Please download the Seesaw Family Ap, and we will provide you with login details early next year.</p> <p>Please download the school stream app. School newsletters and announcements are accessible through there.</p>
<b>Lost Property</b>	<p>Lost property is located under the sign in table in the yellow pig.</p>
<b>Front garden area</b>	
<b>Teachers</b>	<p>The teachers' take turns doing their admin work and non-contact programming time. This year there will be 1 teacher (either Evelyn or Jason) on Monday/Tuesday. There will be 2 teachers on Wednesday/Thursday as this is the bigger group. Dawn will be the SSO on Monday/Tuesday and Josie on Wed/Thurs/Fri.</p> 
<b>Bathroom and outdoor area</b>	
<b>Spare clothes</b>	<p>Please provide your child with at least 2 spare sets of clothing for the whole year. In winter they might get wet from playing in the sandpit and in summer we have a lot of water play. Please <b>label</b> their clothing including socks and underwear as we find these all the time!</p>
<b>Hats</b>	<p>Please provide a hat for your child. Their hats will be placed on the hat trolley. If your child goes to OSHC, please provide them with a <b>separate hat for OSHC</b>.</p>
<b>Shoes &amp; Clothing</b>	<p>Children need to wear proper stable shoes suitable for climbing and balancing. Shoes should be similar to those acceptable at school as we go over to the school grounds quite often. In winter they may want to bring a pair of gumboots to Preschool. However, they need to change into suitable shoes if we go to the playground. Children will be strongly encouraged to put their own shoes on. This being the case please ensure your child is able to do so as some shoes could be very frustrating for little hands to put on.</p> <p>As we are a <b>sun-safe preschool</b>, children will need their shoulders covered. This means <b><u>no spaghetti straps or sleeveless tops</u></b>.</p>

	<p>Clothes worn will often get dirty and sometimes get paint on them so please have your child wearing non precious clothing.</p>
<p><b>Toileting</b></p>	<p>Children are encouraged to toilet themselves eg, wiping, washing hands.</p> <p>Please encourage your child to pull pants down and up by themselves during holidays in preparation for next year. It also might be helpful for your child to have an elastic waistband for ease of toileting.</p>
<p><b>Main area</b></p>	
<p><b>Name badges</b></p>	<p>Children initially find their name badges and put them on in the morning. At the end of the day we will call their names when we see their parent/carer and then take their badge off. After a few weeks name badges will no longer be used and children will instead sign in their name.</p>
<p><b>Children Signing in</b></p>	<p>Initially collecting a name badge will be the way a child signs in. Later children will each have a sign in card with their name, and they will copy their name using a marker each morning. This is excellent practise for them with writing their name and helps build their fine motor skills. This process promotes a sense of belonging in the children. They can either copy their name or trace the letters.</p>
<p><b>Siblings</b></p>	<p>Please keep an eye on younger siblings as our <b>preschool environment is not developmentally appropriate for children under 3</b>. We frequently have small beads, textas, glue, paint and scissors out for preschool children to use. We often set up for the next day. <b>Please respect the set up and help keep little hands from messing it up</b>. Talk to younger siblings about the expectations when coming into the preschool. This will help with the transition for when they start preschool in the future.</p>
<p><b>Programs</b></p> 	<p>We have a weekly programming cycle. Children's interests are the focus of our program and we plan future activities from these interests and children's input. Our program with daily notes is available to look at and have a read. You are welcome to write suggestions on our program. It is meant to be a living document.</p>

	<p>Programs for each group might not look the same as we have different things happening on different days. Some things might not be the same, for example one group might have more parent volunteers to help with cooking, or there might be a concert in the school only on a certain day.</p>
<p><b>Folders</b></p>	<p>Children's profile folders are in the metal book display. They will have work samples they choose to put in their folders. Children often choose work they would like to keep in their folders. There will be skill assessments throughout the year.</p>
<p><b>Lunch</b></p>	<p>As we are a nut aware Preschool, please <b><u>do not</u></b> provide your child with Nutella or nut products. We follow the Right bite eating guidelines and children are encouraged to have healthy food for lunch.</p> 
<p><b>Sustainability</b></p>	<p>Our preschool is working on wiping out waste. We have green, yellow and blue waste containers. Children will learn about what materials are recyclable, green waste "If it grows it goes" and waste that cannot be recycled in the blue bin. As a goal we are working towards not having any rubbish placed in the blue bin. <b><u>We encourage families to use yogurt in tubs instead of squeeze yogurt packets.</u></b></p> 
<p>Routines and program/ Green room</p>	
<p><b>Routines.</b></p> 	<p>After morning sharing, we have our fruit time followed by child-led activities. We interact with the children during these times, observe them and note down their interests. It is important to help and guide children when they use new equipment and tools. Children will be learning to negotiate and socialize with each other. We let the children have a go at sorting out their differences and only interrupt if they cannot find a solution. This is an important skill for children to learn.</p> <p>We will write down what happened during the day and anything of particular interest on the program. Please note that we will not be "hovering" over children as this will often hinder their creative play experiences.</p> <p>At 11.15 a.m the class manager shows the "get ready to stop sign". He/she then shows the "pack up" sign. Everyone works as a team to help pack up.</p>

	<p>We have our group time in the green room. This is our structured time. We do phonological awareness activities such as rhyming, clapping syllables, reading, action songs and games.</p> <p>After lunch we have 15 minutes of quiet relaxation which involves a rest with calm music and a story. We then watch 1 or 2 short movies relating to the curriculum. This happens in the green room while another staff member cleans up the main area.</p> <p>We have child-led activities in the afternoon. If weather permits, we may go to the school playground or for a walk in the kitchen garden to collect herbs.</p> <p>Class manager shows 'get ready to stop', and 'pack up' signs at 2 pm. We have our second fruit at 2:30 pm. Fridays we only have one fruit in the morning as the days finish early (1:45).</p> <p>We have another structured group time before we sing our goodbye song. We farewell children as their parents/carers arrive.</p> <p>Our routines are flexible and are slightly different on library days, computer days and Fridays.</p>
<p><b>Seesaw</b></p>	<p>This year we have decided to use Seesaw instead of Facebook to connect with families online. We are still learning how to use this app so bear with us! If you would like us to post your child's photos on seesaw either individually (only to you) or as a group (seen by other parents with children in the group) please sign the media permission slip we have handed out.</p>
<p><b>Class manager days</b></p>	<p>Each child will have a class manager day. During that day, they may bring <b>one</b> special thing (<u>a photo, a book or a special object</u>) from home to share. We talk about why the object is special, what is in the photo and read the book at group time. The objective of this is for children to gain confidence when speaking in front of the class.</p> <p>In term 3 the children bring a mystery object. They give the class 3 clues and everyone takes turns guessing or asking questions.</p>

<p><b>Friday Sessions</b></p>	<p>Each group attends Preschool every other Friday. This can get confusing from term 1 to term 2 as we follow the school calendar, not the Roman calendar. Each term starts at week 1. Group A (Monday/Tuesday group) ALWAYS attends weeks 1,3,5,7,9 Fridays. Group B ALWAYS attends even Fridays week 2,4,6,8,10.</p> <p>In term 1 we will have 11 weeks followed by 2 weeks holidays. The first week of term 2 will still be week 1 (not week 14). Therefore, Group A will attend the Friday of week 1, second term. This is important to note for parents who will be organizing their work around the Fridays their child will be at preschool.</p>
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## How to prepare your child for preschool:

### Plan more social activities

All preschool children have to get along with other children. If your child hasn't spent much time in a group with other children, then activities such as sharing, taking turns, and playing cooperatively can be very difficult.



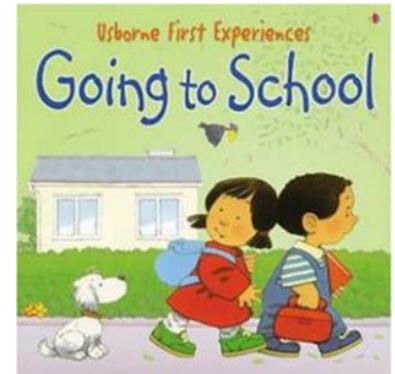
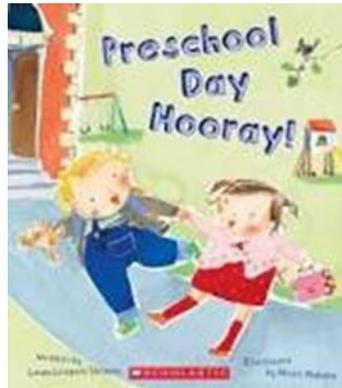
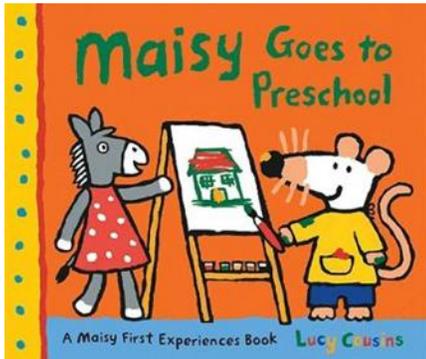
Help your child get used to being part of a group by arranging playdates with one or two peers or enrolling your child in play group.

### Give your child a sense of what to expect

It's the rare child who isn't at least a little anxious about starting Preschool. Resist the temptation to say things like "It'll be the most fun you've ever had," or "There's nothing to be afraid of," and never belittle your child's fears or concerns. Instead, help calm your child's fears with information.

Talk to your child about what to expect when he/she gets to Preschool — where your child will be going, what he/she will be doing, and who will be in the class with your child.

You can also read stories about starting school. Some good ones to try are *Going to School*, by Anne Civardi and Stephen Cartwright, *Preschool Day Hooray!* By Linda Leopold Strauss, and *Maisy Goes to Preschool* by Lucy Cousins.



## **Come up with a good-bye ritual/routine**

If this is the first time your child will be away from you, she/he may worry that you're not coming back, or that you'll get lost and won't be able to find your way back to the school to pick her/him up at the end of the day.

Invent a special parting ritual you do each time you drop your child off — such as a high-five, or saying something like, "I'll be back to get you soon, long before we see the moon".

During the first few days, allow extra time to get your child ready and out the door in the morning. **The calmer things are at home, the easier the separation will be.**

And although you may be tempted to sneak out without so much as a wave when you drop your child off, don't do it. He/she will only be more distressed when he/she realises you're gone.

Instead, make a point of saying good-bye. **Don't drag it out** or let on that you may be upset, too. Just do it matter-of-factly and confidently and your child will learn to do the same.



## **Practice listening skills**

Preschool teachers often encourage their busy young pupils to sit still and listen. You can help your child prepare for this request by occasionally asking your child to sit quietly and close her/his

eyes, and then ask her/him to tell you all the different sounds she/he hears. Talk about what's making the sounds and where the sounds are coming from.

In preschool, children also learn to listen and follow directions that involve more than one step. Start asking your child to do a series of things, such as take her/his shoes to her/his room and put them in the closet. Or go to the bathroom and wash her/his hands and then come and help you set the dinner table.

You can also play games that require your child to listen to directions, solve problems, and take turns. For instance, play **I Spy** in the car or on walks around your neighbourhood.



Give hints about something you see, "I spy with my little eye something that is...tall." Your child has to ask you questions about the object until he/she guesses what it is.

Simon Says is another good listening-and-direction-following game.

## **How you feel:**

How you feel about leaving your child at Preschool will greatly impact on how YOUR child feels. If you are confident, your child will have a great time and enjoy his/her time at Preschool. If you are feeling anxious about your child starting Preschool, please see staff who will support you and your family.

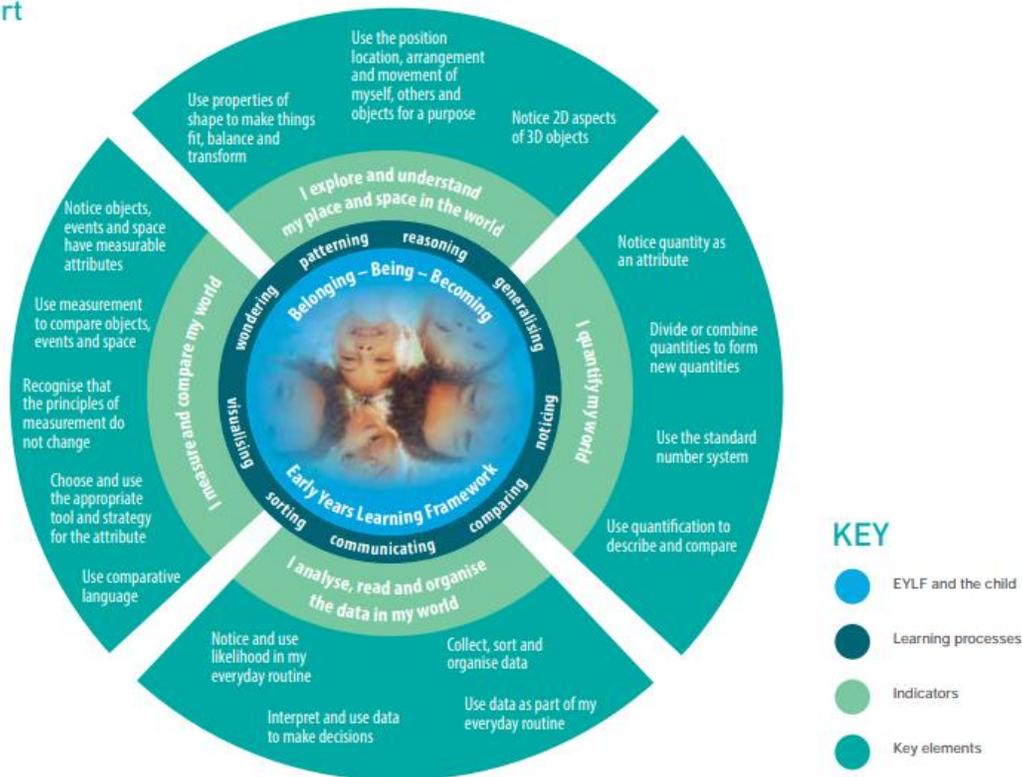
## **Learning injuries**

During your child's time at preschool they may get hurt while playing. We refer to these as **learning injuries**. Each injury is a chance for children to learn about their bodies, about the space around their bodies and learn to be resilient. If first aid is given, we will leave a note in the sign in book informing parents/carers to sign our accident report book. We will call if your child has a head injury no matter how slight.

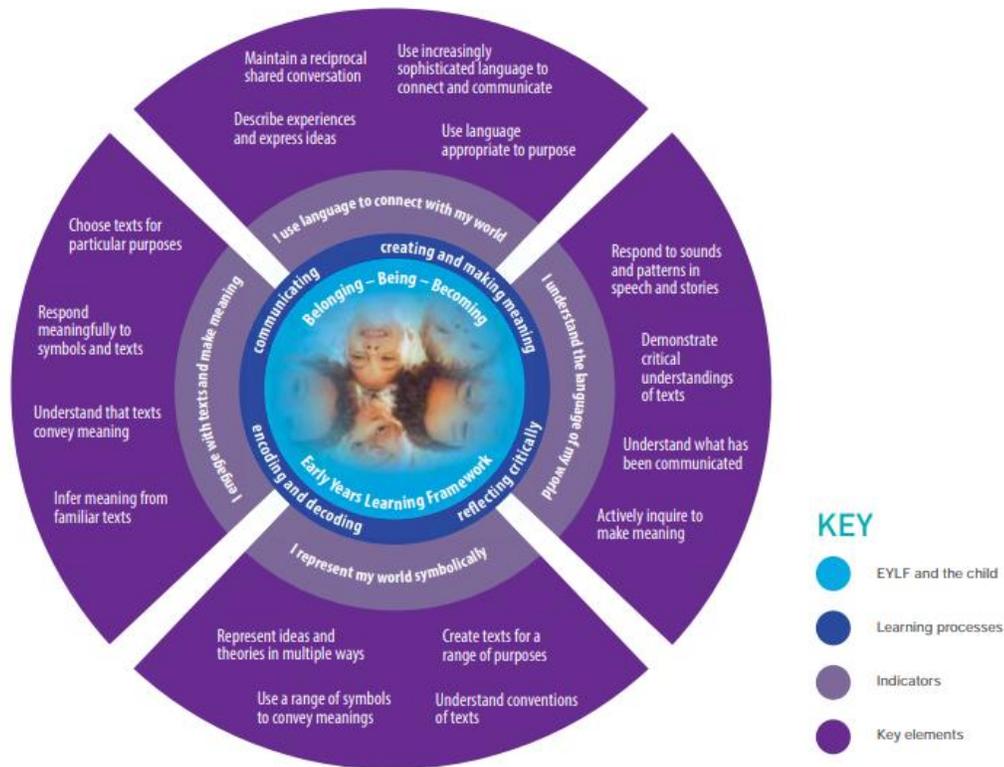
## What learning looks like in Preschool compared to school

We understand that many parents are impatient for their child to learn how to read and write. However, it is important for children to have strong foundations in many other areas. Below is the link to the Early Years Learning Framework, which all Preschools are required to follow. There is also the literacy and numeracy indicators we use to support our reporting on children's learning.

### Numeracy chart



## Literacy chart



[https://www.acecqa.gov.au/sites/default/files/2018-02/belonging being and becoming the early years learning framework for australia.pdf](https://www.acecqa.gov.au/sites/default/files/2018-02/belonging%20being%20and%20becoming%20the%20early%20years%20learning%20framework%20for%20australia.pdf)

**We look forward to sharing a fun and exciting 2021 with you and your family at Littlehampton Preschool.**

Thank you,

Preschool Staff



**Pictures of acceptable hats**