Preschool

Parent Handbook 2017
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Welcome to Bishop Tyrrell Anglican College

Welcome to Bishop Tyrrell Anglican College, a co-educational independent school that offers children the opportunity to complete their entire education journey (Preschool to Year 12) on the one campus. Educating the whole child — physically, intellectually, emotionally and spiritually — as a unique individual with their own God-given talents is at the heart of what we do here at Bishop Tyrrell Anglican College.

The College was founded by the Anglican Diocese of Newcastle in 1998. Our founding vision of a Christian learning community remains core and is embedded in the fabric of the College as we strive to inspire students to learn, lead and serve in a caring, Christian environment.

Our values-based education philosophy ensures the College consistently produces graduates of outstanding character who aspire to make a positive difference in the world. A Bishop Tyrrell education is a gift for life — an education that empowers students to learn for life, lead for life and serve for life.

Academic excellence is at the centre of all we do here. We value intellectual development in the broadest sense, and we offer an outstanding range and quality of co-curricular activities, as well as excellent pastoral care to support and sustain our pupils throughout their time at Bishop Tyrrell Anglican College and beyond.

We are also very lucky to have such an inspirational environment to live and work in: few schools can offer such a magnificent backdrop to shape the character of the education they provide.

Our College motto, ‘Seize the Day’, represents our school philosophy that there is always something to be thankful for, no matter the challenges we face. We look forward to embracing both challenges and opportunities as we continue to seize the day — each and every day.

We believe the values of a Bishop Tyrrell Anglican College education will stay with our pupils for the rest of their lives. We hope they will leave us having achieved the very best they are capable of, having found out what it is that they love and are good at, having learned to challenge themselves, how to work as a team, to value other people, and to learn, lead and serve. But most of all, we want every boy or girl who comes to Bishop Tyrrell Anglican College to believe that this is their school, and to know that each of them has a unique part to play in its story.

Peter Moulds
Principal
Section 1: Introduction

Bishop Tyrrell Anglican College Preschool is located within the grounds of Bishop Tyrrell Anglican College and licensed by The Department of Education Services. It is an inclusive environment and we openly welcome all children and families.

The Preschool educators are committed and passionate about providing quality care and education for children aged 3 - 5 years. Priority is given to children aged 4-5 years who turn four by the 31st July. The Preschool curriculum encompasses the National Quality Framework and Early Years Learning Framework. The curriculum is play-based with a focus on developing each child’s social and emotional skills, assisting with a smooth transition to Kindergarten.

Our Preschool Philosophy

Our philosophy of ‘Laughter, Love and Learning’ is based on providing an environment of caring where each child feels safe, happy and comfortable so they are ready to learn. The young Bishop Tyrrell Anglican College students in the Preschool are seen as having preparedness, potential, curiosity and interest in the construction of knowledge as demonstrated through their considerable learning before entering school.

Principles of the Reggio Emilia philosophy for learning underpin our innovative, colourful and adventurous curriculum that leads the College’s youngest students along a learning pathway designed to engage the whole family as part of the College community.

With Respect to the Children and the Environment

Laughter

We believe laughter and having fun is important and essential to learning and teaching. By creating an environment that incorporates friendly, amusing experiences on a daily basis, the children will want to become involved, contribute, play and learn. When having a laugh with fellow educators and parents, children experience a relaxed atmosphere to embrace their learning.

Learning

We believe play is the basis for learning. The children are encouraged to explore and learn from our environments, both inside and out. We believe that the physical environment is the third teacher where children can independently explore their environment with imagination, curiosity and enthusiasm, in order to learn and build on ideas and interests. We provide opportunities for children to explore, experiment and problem solve through active involvement and discovery of our natural environments. We inspire the children to respect and care for themselves, each other, each other’s property, their space and our earth. Sustainability is embedded in our daily practice and we encourage respect for all living things and the environment.

Love

At Bishop Tyrrell Preschool we pride ourselves in the philosophy of ‘Love, Laughter and Learning’. We believe if a child feels happy, safe, cared for and supported, they will be confident and motivated to
explore, interact and challenge themselves within the natural environment. If they feel love and security, they will learn. We strive to nurture and encourage each child’s potential in a compassionate Christian environment.

As early childhood professionals, we encourage and appreciate each child’s unique qualities, abilities and experiences, being passionate about equity and inclusion. **Belonging, Being and Becoming** are the key elements of the National Early Years Learning Framework for Australia.

- **Belonging** - Knowing where and with whom they belong. We aim for each child to feel like they belong to our Preschool, by communicating regularly and respectfully with their family, by displaying photos, works and documentations of their experiences at Preschool, home and of their interests. A sense of belonging can shape who children are and who they can become. We aim to create a home-like educational atmosphere which has meaning and purpose where the child feels welcomed and supported.

- **Being** - Recognizing the present moment, where we are and what we are doing now, is important. We aim to build relationships, engage children in the joys of life and explore the challenges of everyday life. We believe in valuing each person for who they are now, showing respect and acceptance of the individual, their background and their culture.

- **Becoming** - Allowing children to become individuals who are appreciated, encouraged and fostered to develop and become the individual they seek to be.

**With Respect to the Community**

We believe our close connection with the Bishop Tyrrell Anglican College school community is valuable to the children in our Preschool as they can have contact throughout the day with their siblings who attend the school. Preschool children may see their siblings when attending Music, Library or assemblies and get to know familiar faces for the transition to school. Local community participants are invited into our service to share special skills and interests. We value the promotion and contribution of our Preschool within the community and it is exciting to establish long lasting, ongoing relationship with past children and families as they progress through Bishop Tyrrell Anglican College.

**With Respect to the Families**

We believe that by acknowledging the child’s family as the child’s first and most influential teachers and by respecting, supporting and building meaningful, trusting relationships, confirms to the child that the Preschool environment is a dependable and secure one. We believe in the importance of open communication by having daily contact with each child’s parent/carer. We respect traditional practices, beliefs and values of our families and celebrate cultural events and traditions. We value the traditional land owners Australia’s Aboriginal and Torres Strait Islander cultures.

We encourage families be contribute to our program in any way they choose, to relay information to educators in regards to their child’s interests and aspirations so we can provide opportunities for each child that are familiar and important to them. We will provide ongoing information to families regarding their child’s development and readiness for school.

**With Respect to Our Curriculum**

Our daily program is based on the children’s interests and experiences are displayed in the Preschool environment documenting the children’s ideas, problem solving, research and participation in the learning process. Documentation reflects individual and group learning during projects and daily interactions with others. Our educational programs are reflective of emergent curriculum and adhere to
guidelines set by ACECQA, National Quality Framework and The Early Years Learning Framework. The learning experiences offered to the children will be drawn from a variety of methods including observation of children’s needs and interests, spontaneous happenings and intentional teaching.

Throughout our play-based program we provide opportunities for pre-writing and pre-reading activities as well as a variety of intentional teaching experiences. Group times are offered based around inquiry where the children are active participants contributing to the direction of their learning. We believe by offering the experience of participating in weekly lessons with specialist College teachers and being involved with Primary assemblies, each child will be provided with understanding and familiarity to assist them with their transition to Kindergarten.

We also equip each child with an appreciation of effort by introducing Bishop Tyrrell Anglican College’s ‘You Can Do It’ program. Educators work in collaboration with Bishop Tyrrell Anglican College Kindergarten teachers to give the children with the best possible opportunities for their commencement to school, with the aim of developing each child into a passionate lifelong learner.

**With Respect to Ourselves as Professionals**

We believe that qualified, dedicated educators are critical to the development and maintenance of a quality Early Years Program. As educators, we reflect on our practice daily and are committed to continuous quality improvement and attendance at regular professional development opportunities. We recognize we all bring a diverse range of skills, knowledge and life experience to the workplace and we collaborate by sharing skills and ideas to support each other. This ongoing professional dialogue benefits staff as well as the children and families of Bishop Tyrrell Anglican College Preschool. We believe that valuing each person for who they are enables them to feel welcome and respected.

**The Team**

We have a team of highly skilled professionals who have many years’ experience creating warm, welcoming and educational programs for young children.

Our educators are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Cooke</td>
<td>Director Teacher</td>
<td>Bachelor of Education (Early Childhood)</td>
</tr>
<tr>
<td>Jacqui Soto</td>
<td>Director Teacher</td>
<td>Diploma in Teaching (Early Childhood Education)</td>
</tr>
<tr>
<td>Jodi Horner</td>
<td>Educator</td>
<td>Diploma of Children’s Services</td>
</tr>
<tr>
<td>Michelle Neylan</td>
<td>Educator</td>
<td>Diploma of Children’s Services, Certificate III in Community Services (Disability Work)</td>
</tr>
<tr>
<td>Carly Magnisalis</td>
<td>Educator</td>
<td>Certificate III in Early Childhood Education and Care</td>
</tr>
<tr>
<td>Madeleine Mills</td>
<td>Educator</td>
<td>Certificate III in Children’s Studies</td>
</tr>
</tbody>
</table>

All educators have completed First Aid, Asthma and Anaphylaxis Training.
Section 2: Preschool Curriculum

Our Preschool day changes with the season. In summer outside learning and discovery play occurs at the beginning of the day and in winter the routine is reversed with inside learning and discovery play occurring at the beginning of each day as the weather is cooler. The routine is flexible and subject to the children’s interests and concentration.

Example Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Preschool opens.</td>
</tr>
<tr>
<td>8:00am -10:45</td>
<td>Outside learning and discovery. (obstacle course, ball skills, sandpit, fundamental skills, balancing, jumping, hand-eye co-ordination,)</td>
</tr>
<tr>
<td>9:15am – 10:15</td>
<td>Progressive morning tea. (children choose when to have their morning tea in small groups)</td>
</tr>
<tr>
<td>10:45am – 11:00</td>
<td>Fundamental movement skills. (leaping, hopping, galloping, side stepping, star jumps, running, ball skills, skipping)</td>
</tr>
<tr>
<td>11:00am – 11:30</td>
<td>Literature group-time. (stories, discussions, picture talks, finger plays, puppets)</td>
</tr>
<tr>
<td>11:30pm – 12:50</td>
<td>Inside learning and discovery (painting, collage, playdough, construction, science, puzzles, cognitive, drawing, writing, books, dramatic play)</td>
</tr>
<tr>
<td>1:00pm – 1:20</td>
<td>Lunch (lunch as a whole group with educational leaders)</td>
</tr>
<tr>
<td>1:20pm – 1:40</td>
<td>Relaxation Time (listening to stories, music, yoga)</td>
</tr>
<tr>
<td>1:40pm – 2:40</td>
<td>Quiet table activities (peg boards, geo boards, puzzles, drawing, science)</td>
</tr>
<tr>
<td>2:40pm - 3:00</td>
<td>Music group-time (circle games, movement, rhythm, tone, pitch, songs, finger plays, musical instruments, dancing)</td>
</tr>
<tr>
<td>3:00pm – 3:15</td>
<td>Packing bags</td>
</tr>
<tr>
<td>3:15pm – 3:55</td>
<td>Outside play</td>
</tr>
<tr>
<td>4:00pm</td>
<td>Preschool closes</td>
</tr>
</tbody>
</table>
**Intentional Teaching**

Each day Bishop Tyrrell Preschoolers are encouraged to participate in and contribute to two whole group experiences. At these times the children come together to learn and develop skills in Literacy, Numeracy, Music and Science. These group times include:

**Literacy**

In our language and literature lessons the children learn:

- The importance of listening
- How to ask and answer a question
- How to best co-operative with others
- To listen to stories and ideas
- About recall and comprehension
- To respect similarities and differences
- To recognise and discuss feelings
- How one's actions can affect others
- To recognise how to act with kindness and compassion
- To share stories and have discussions on interesting topics
- How to use reflective thinking to consider why things occur and what may happen next
- How to speak confidently in front of the group.

**Math**

During these times the children learn to:

- Recognise patterns and the connections between them
- Sort, categorise, order, compare and measure
- Count by rote and one to one correspondence
- Identify numbers
- Coding using technology blue bots

**Music**

In our Music lessons children learn:

- How to belong to a group
- To listen to each other, to melodies, musical instruments and instructions
- To move their body and objects such as scarves and bean bags
- Self-regulation and how to be confident
- Songs, dances, beat, tone and rhythm
- To celebrate other cultural dances and songs and appreciate diversity in the community
- How to use musical instruments and identify their sound as well as circle games/songs, cooperation, turn taking and sharing
- How to perform in front of a group.

**Science**

- Science is incorporated into the day through activities, experiments and exploration. Some of the Science terms Bishop Tyrrell Preschool children may learn are: full, empty, opposites, floats, sinks, displacement, mixing colours, weighing objects, life cycles etc.
Bishop Tyrrell Anglican College Preschool children participate weekly in:

- Music lessons with the College Music teacher;
- Italian lessons with the College Languages teacher;
- Attend the College Library;
- Divinity lessons with the College Chaplain at the College Chapel.

The Bishop Tyrrell Anglican College Preschool curriculum also involves the children attending special College events such as assemblies, Book Week parades and College Musicals. In Term Four, the children visit the College canteen, have lunch in the Primary playground and visit Kindergarten classrooms.

Section 4: Operational Information

**Accidents/Incidents**

If your child has an accident/incident at Preschool then First Aid will be given. All staff are trained in First Aid. If the injury is serious, families will be contacted.

**Arrival and Departure**

*It is a legal requirement that all parents/carers sign their child/ren in and out of the Preschool.* The main table on the verandah has a Sign in/out folder where parents are required to sign their child in and out on a daily sheet. For safety reasons we request that Preschool children are dropped off after older siblings and collected prior to older siblings. We request that older siblings do not come into the Preschool at drop off/collection time as this time is busy and the classrooms and playground can become too crowded.

NOTE: Only people specified on the child’s enrolment form as authorised contacts will be permitted to collect your child from Preschool. People collecting a child for the first time will be required to show proof of identity. By law, we cannot refuse a natural parent access to their child unless we have proof of custody from the Court. Please inform the Director should you need to discuss this further.

**Birthdays**

Birthdays are a special celebration for children and families alike. We celebrate your child’s birthday by singing together and presenting a special birthday certificate to the birthday boy/girl. Parents are able to bring cupcakes or lemonade icy poles for their child to celebrate their birthday with their Preschool friends. Any cupcakes must have the ingredients listed on the container in which they are delivered to Preschool. Parents of children who have allergies are asked to provide a supply of cupcakes to freeze for their child to enjoy when birthdays are celebrated. Please no nuts are to be present in the baking of the cakes.

**Children’s Health**

Families are asked to keep a sick child at home. If a child attends Preschool when sick they can become distressed and may run the risk of infecting other children and staff. The Director is authorised to refuse a child admission to Preschool if they feel it is in the best interest of the child and the Preschool.
A child starting a course of antibiotics must be kept at home for at least 24 hours from the start date of the course of medication.

All medication must be handed to an educator and a medication form completed. Prescription medication must be in its original container, showing the child's name, name of medication, administration instructions and expiry date.

Children with asthma or epi-pens must have an accompanying letter from their doctor and an Action Plan. These must be current, updated every 12 months and presented to the Preschool Director. Preschool students with asthma and epi-pens must have their medication/epi-pens with them every day that they are in attendance at Bishop Tyrrell Anglican College Preschool.

Other medications must be accompanied by a letter from the child's doctor authorising it and include details of administration.

If your child becomes ill at Preschool we will call you. If you cannot be contacted then the emergency contacts indicated on your enrolment documentation will be contacted to collect your child.

**Child Protection**

All staff at Bishop Tyrrell Anglican College Preschool have a Working with Children Check and have completed training in child protection. Staff are mandatory reporters and have a responsibility to protect and ensure the safety, welfare and well-being of all children in contact with our Preschool.

**Complaints, Issues and Problems**

We believe that open and honest lines of communication are important. If you happen to have a complaint, issue or problem whilst attending the Preschool please approach your child's educator. You may wish to follow up with the Director. We encourage you to keep the topic of concern confidential as we will treat any concern confidentially in order to solve the issue as quickly as possible.

Bishop Tyrrell Anglican College has a Grievance Policy and Procedures which set out the steps to be taken if the issue is of great concern. It is based on a number of fundamental principles. This policy is available on the College website under Caleb and a hard copy is available on the sign-in desk.

**Enrolments**

It is a requirement of the College that **before** your child attends Preschool the Preschool Enrolment Form is completed and submitted to the College Office along with a copy of your child's Birth Certificate and Immunisation record.

If there are any reports that are relevant to your child's Preschool education such as speech reports, occupational therapy reports and pediatrician reports, please attach them to your child's Enrolment Form.

**Fees**

Bishop Tyrrell Preschool is classed as **Registered Care** for Child Care Benefit. Families may be able
to claim for **Registered Care** at the end of each term by contacting Newcastle Anglican Schools Corporation and submitting the receipts provided to Centrelink.

The Preschool operates from: 8:00am - 4:00pm and **is closed in school holidays**. An equipment fee of $50.00 per child will be charged at the beginning of each year or upon commencement.

Additional costs may apply for excursions and special events.

Preschool fees are charged on a **term basis** with an account being issued at the commencement of each term. Full fees will be charged for all days of absence (such as illness or holidays outside College term dates). Fees are not charged for Public Holidays.

Bishop Tyrrell Anglican College has a strict policy regarding overdue fees. Please speak with the Principal if you are experiencing difficulties.

**Excursions**

Parents will be notified in advance of any external excursions conducted from Preschool. They will be accordance with the Education and Care Services National Regulation guidelines. Parents/carers are welcome to attend on the day. Our Preschoolers are part of the Bishop Tyrrell school family and visit and utilise the school's resources and facilities on a regular basis. The children will be involved in visits each week throughout the College such as walking to Library, Chapel, school assemblies or performances.

**Parking**

Bishop Tyrrell Anglican College Preschool has a dedicated car park. This car park is for parents who are dropping off and picking up their Preschool children only and operates a strict **five minute** pick up/drop off zone. We ask that parents with older siblings at the College do not park in the Preschool car park whilst picking up older children.

**Policies**

The Preschool has developed a detailed Policy Manual. It is vital you familiarise yourself with our policies so you are aware of our operations. A hard copy of the Preschool Policies is accessible on the sign in/out desk at Preschool or an electronic copy is available through the College website under Caleb.

**Rest**

Some children, especially at the beginning of the new year, become tired during the day. Children need a relaxation time where they can rest and unwind ready for the remainder of the day. Each day the children will have stories, poetry, yoga and relaxation activities provided for a short period. If your child requires sleep please inform educators and we can accommodate your child’s needs. Children who require sleep need to bring a fitted cot sheet and flat sheet for resting.
Settling your child into their Preschool day

An interview and Orientation session will be arranged before your child commences Preschool. This is important to familiarise your child with their new school setting. We encourage parents to be positive; a new and exciting phase is about to begin. Enthusiasm and positivity can be infectious, children can pick up on reluctance or apprehension from parents very quickly.

Encourage your child to carry their own bag to and from Preschool as this is setting them up for future years and encouraging independence. We want to inspire self-help skills, so please direct your child to unpack their own bag, place their lunch in the fridge, their morning tea (with ice bricks) in the morning tea bucket and their water bottle in the bottle holders in your child’s room.

Your child may become upset or clingy approaching your departure. Please be confident in your delivery. Reassure them you will be back to collect them, you love them, then take them to a familiar educator or get them involved in a favourite activity with a friend. Then say “goodbye”. Only say it once or twice, as the more times you say it and the longer you stay, the more unsettled your child may become. It is important that you do say goodbye. Please do not sneak off when your child is settled or distracted as this will only increase their separation anxiety. After you have said goodbye you should leave. If your child becomes upset, please do not return, as this can make their anxiety worse. We will phone you, or you may call us to be reassured that your child has settled. We will not allow your child to become overly upset, as this is unhealthy. Be at ease that they are in an environment that is safe, caring, supportive and empathetic.

Vaccinations

Your child is required to be fully immunised to attend Bishop Tyrrell Anglican College Preschool. You will be asked for your child’s immunisation records or conscientious objection upon enrolment. All parents must provide their child’s immunisation register status prior to commencement at Preschool. This is a requirement by law.

What to Bring

- Bishop Tyrrell Anglican College hat (clearly labelled).
- Change of clothes (all clothing items, including socks and shoes must be clearly labelled).
- Healthy lunch and morning tea. The guidelines of Munch and Move are followed at our Preschool. Only healthy food is to be sent. Preferably no packet snack foods as some contain very high quantities of sugar and salt. Please check food labels. We ask that no chips, chocolate, lollies, sweet biscuits, roll-ups or yoghurt covered muesli bars are sent to Preschool.
- **No nut based foods** are to be sent to Preschool e.g. peanut butter, Nutella, nut muesli bars. The Preschool has students in attendance with severe allergies to peanuts and nut products. We aim to be ‘nut free’.
- **Two labelled lunch boxes** – **one container** for morning tea with **an ice brick** included is to be placed in the Morning Tea container upon arrival. **Another container** for lunch which is placed in the fridge upon arrival.
- Please ensure that your child can open their lunchboxes and water bottles.
- Water bottle (no juice, cordial, soft drinks or flavoured milk).
What to Wear

The children attending Preschool wear the Bishop Tyrrell Preschool Uniform.

- All year the children are to wear Bishop Tyrrell Preschool Polo shirts and the College bucket hat.
- In summer, children are to wear their polo shirt and navy blue shorts (or skort for girls).
- In winter, the children are to wear the polo shirt with a plain blue, red or white long sleeved t-shirt underneath, a navy jumper or jacket and navy track pants.
- Children are to wear closed in shoes and socks, and in summer may wear a supportive sandal (no thongs or crocs).
- Bishop Tyrrell Anglican College bag. Please ensure your child’s bag is big enough to hold all of the above plus their paintings. We encourage self-help skills and if a child’s bag is too small then the child may become frustrated, discouraged and disappointed. We recommend the College backpack for children who will be attending Bishop Tyrrell Kindergarten the following year.

Please note:

- ALL ITEMS BROUGHT TO PRESCHOOL MUST BE CLEARLY LABELLED.
- All Preschool uniforms are available at the College Uniform shop (open from 8:15am – 10:00am Monday – Friday).
- Children are not to bring toys from home, as they can get broken or lost.

We welcome you and your child to the Bishop Tyrrell Preschool and our delightful environment of love, laughter and learning.