

Welcome to Preschool for 2022

NEWSLETTER
May 2022

Important Dates.....

- **Billy Cart Derby – Friday 20th May – new date.**
(Friday children only)
- **School Photos – 24th to 27th May.**
- **Jeral Puppets Thursday 2nd June.**
- **Term 2 ends Friday 1st July**

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Steve Retires from Preschool

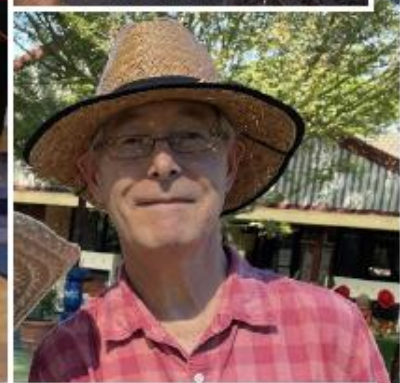


...after 30 years
we say Farewell.
We'll miss you!



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Farewell Steve

This term we have come to the end of a preschool chapter where we have to say with heartfelt sadness *“goodbye”* to one of our longest educators of 30 years and one our most loved **STEVE**. Steve has retired from preschool because he plans to spend more time with his wife Helen, his children and grandkids, as well as working on ‘fixing’ up his house. We can’t put into words what an enormous impact Steve has had on so many children throughout his time at Springwood Preschool. Steve began his career in

Early Childhood while his own children were young. Steve has been a big part of our Preschool and throughout this time he has introduced hundreds of children to board games like ‘checkers’, as well as playing his guitar during millions of group times over his 30 years. However, most of all who can forget about Steve’s famous ongoing chronicles of *“forgetful Fred and cousin Edward”* who Steve brought to life through his storytelling, imaginary descriptions and the never ending tales of these 2 characters.

Steve has never waived from ensuring every child’s preschool journey was filled with a ‘play’ based approach throughout their early years.

Steve’s long connection with the preschool has meant that he has seen several generations come through our preschool. What an amazing life journey Steve has had to be part of so many children’s and families lives within the Springwood Community. Steve will be greatly missed and preschool will never be the same we will especially miss his holey hat with lots of colourful feathers sticky taped on to it.

Thank you and farewell Steve with best wishes from everyone at Springwood Preschool.





We would like to formally introduce you to the newest member of our team, **Dana**. Dana is a Diploma trained educator and will be joining our team in the Wombat room, Monday through to Friday.

We look forward to sharing in all the skills and knowledge Dana brings with her to our Preschool. **Welcome Dana!**

We look forward to a great year ahead.

Friendly Reminder – Please don't put Sunscreen in children's bags.

Unless your child has an allergy to our Cancer Council sunscreen and you have informed an Educator, please do not put sunscreen in children's bags, or lotions or any kind, as this can pose a risk if a reaction occurs and staff are unaware of the cream in the bag or being used by children without Educators knowledge. If your child requires special sunscreen please see your child's educator and arrange to leave a tube with them for use, not in your child's bag please. Thanks for your co-operation.



BILLY CART DERBY - Rescheduled date 20th May.

On **Friday 20th May** 2022 our **Friday children** will be going on an excursion to Springwood Public School for their rescheduled Annual Billy Cart Derby Day. As this is a rescheduled date we have a new permission note for families so please see an educator for the latest permission note. **Please return it no later than Thursday 19th May 2022.**

We plan to leave the preschool at 9.30am and will return back at approximately 10.30am. Please be at preschool by 9am at the latest so we can leave right on 9:30am.





The Original Pre-School Photographers

At Fotek we are dedicated to YOU!
We pride ourselves on creating the best experience for our centres and the best environment for the children that we photograph.

ORIGINAL PACKAGE 6 page photo album



Album Cover



1x 20x25cm colour portrait



2x 15x10cm colour portraits



black and white portraits



1x 20x25cm colour portrait



1x 20x25cm colour portrait



Group photo - image size 14x21cm with names and the centres logo



6 colour wallet portraits

6 page

photo album

Photos may be purchased separately from \$5-\$65.

SPECIAL OFFER

WITH PURCHASE OF THE FULL PACK for an additional \$35 receive soft copies of the **3 INDIVIDUAL IMAGES** shown in your pack uploaded to your email address

Preschool Photos -

Tues 24th to Fri 27th May

Photo times will commence from **9am**. If you wish for your child to be part of the group photo please ensure you **arrive by 9.15am**. The photographer recommends that you do not use sunscreen before photos as it causes shiny patches on the face. Sunscreen can be applied at Preschool after the photos are completed.

NO PAYMENT is required until the photos are returned for viewing. Payment will be made ONLINE direct with Fotek where you can make your selection of photos to purchase. You can then collect your photos at preschool.

Sibling Photos: If you have more than one child enrolled at Preschool please advise **BEFORE** the photo day if you choose to purchase the **Sibling Share pack option**.

Pre Paid Family Photos: If you would like Family photos you will need to complete an order form/envelope which can be collected from the office and book a time/day for the photo. You must include correct payment with the completed Family envelope **before** the photo day.



Child Protection – NSW Child Safe Scheme

In February 2022 the NSW Children's Guardian implemented the **NSW Child Safe Scheme** and from this came **10 Child Safe Standards** recommended by the Royal Commission to protect children from abuse. To support this our preschool has formed a **sub-group** between both Springwood & Glenbrook Preschools where we will meet to address each of the **10 Child Safe Standards** and how they might look within our preschool environment. Over the next 12 months this group of educators aim to reflect on our current procedures and practises to ensure all 10 Child Safe Standards are embedded within our preschool. If any parent feels this might be something they can contribute to and would like to join this group, please see either Deb or Jes. This is one of our 2022 service goals for Quality Improvement Plans for ACECQA. Thankyou.





Policies currently under review.....

Immunisation and Infectious Diseases Policy

Legislation:

Education and Care Services National Law Act 2010
 Education and Care Services National Regulation 2018
 Public Health Amendment Act
 Health Act 1958
 Information Privacy Act 2000
 Health Records Act 2001

Quality Area 2: Children's Health & Safety

Education and Care Services National Regulations: **77; 88; 168**
 Education and Care Services National Law Act 2010: Section 167

LINKS TO OTHER POLICIES/ DOCUMENTS

- Enrolment and Orientation
- Infectious Diseases
- Incidents, Injury, Trauma and Illness
- Cleaning and Maintaining the Environment
- Workplace Health and Safety

Rationale:

It is important to work towards maintaining the health and wellbeing of the children both at Springwood and District Preschool Kindergarten and in the community. Taking steps to minimise the spread of disease and infection is a responsibility of all. The Public Health (Amendment) Act 1992 requires parents of all children enrolling in child care facilities and preschools from 1994 to provide documented evidence of the child's immunisation status and if not immunised to keep their children away when there are cases of vaccine preventable diseases at the facility.

The NSW Parliament passed a Bill to amend the Public Health Act to strengthen vaccination enrolment requirements in child care (also known as early childhood education and care) to be implemented from 1 January 2018.

Aim:

- To clearly communicate that a child must be immunised or be on a catch up plan to enroll at preschool.
- To implement clear procedures for identifying, notifying and exclusion of children at risk of harm from infectious diseases.
- To ensure the safety and wellbeing of staff.

Procedures:

Immunisation Details

- Children are **not** able to enrol at preschool if **unvaccinated** unless they have documentation to state they are on a catch up.
- It is the ongoing responsibility of families to maintain their child's immunisation record.
The NSW government requires all Early Childhood services to keep record of every child's immunisation. A photocopy will be taken of this document for the personal file.
- Under the NSW Public Health Act 2017, an immunisation record **must** be provided in order to enrol your child/remain enrolled as follows:
 - An **Immunisation History Statement** showing your child's immunisations are **up to date**.
 - If your child has a medical contraindication for a specific vaccine(s) or is on a recognised catch-up schedule, an **Immunisation History Statement** with these details noted will still be required.

Infection Control Procedures:

- Wear gloves at all times when assisting a child with soiled or wet their clothing,
- Cover any cuts, abrasions, dermatitis or open skin on hands with a water resistant dressing
- Effectively manage bodily fluid spills and accidents. Blood of bodily fluid spills will be isolated with barricades until the educator can remove the spill hygienically. The educator will: avoid direct contact with the spill; use personal protective equipment; contain the spill as far as possible using paper towel, disposing of it in a sealed plastic clinical waste bag; clean the spill using neutral detergent;



dry of ventilate the area; notify the work cover authority if there has been exposure to bodily fluids that may present the risk of the transition of blood borne diseases

- Administer first aid to any educator who has blood or bodily fluids splash into their eyes or mouth by irrigating the eyes for 5-10 minutes and/or blow nose and spit out and rinse out the mouth.
- Store and dispose of soiled items appropriately as per toileting policies. Soiled items not belonging to an individual child or family that have been exposed to bodily fluids will be rinsed in water and bagged for home.
- Encourage children to cover their noses and mouths when sneezing or coughing and to wash and dry their hands afterwards. Model this behaviour.
- Use every precaution to minimise the risk of infection within the education and care service environment for themselves, the children and the families.
- Details of the child’s immunisation will be kept on child’s personal file and regularly checked and updated when necessary by reminding parents throughout the year.
- The Department of Health Directive ‘Notification of Infectious Diseases under the Public Health Act 1991’ mandates that notifiable diseases must be reported to the Public Health Unit. The Director must notify the Public Health Unit as soon as they are aware that a child at the preschool has contracted a vaccine preventable disease (confirmed by a medical practitioner) – this includes diphtheria, measles, mumps, pertussis (whooping cough), poliomyelitis, rubella (German measles) and tetanus. The Public Health Unit will investigate and provide advice about steps to take. See Attachment 2 for list of Disease Notification List current January
- The Public Health Unit website will be checked each year when this policy is reviewed to determine currency.
https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/IB2013_010.pdf
- If any child at the preschool contracts an infectious disease, a notice will be displayed advising the parents of the illness, the signs, symptoms and incubation period.
- ‘Staying Healthy in Child Care’ fact sheets will be provided to keep families well informed at all times as well as regular newsletter items and information displays (For the prevention and spread of disease please see both the Illness Policy and the Hygiene and Infection Control policy)
- A clearance from a medical practitioner will be required before returning (see Illness and Exclusion policy).
- An Illness Log Book is kept detailing all illness of children at the preschool, not only vaccine preventable diseases to help determine patterns of cross infection and possible sources. The Illness log is kept in the office.

Families can obtain an **Immunisation History Statement** at any time by contacting Medicare:

- using your **Medicare online** account through the **myGov website** or **Express Plus Medicare mobile app**.
- By telephone on **1800 653 809**

PUBLIC HEALTH UNIT:

Penrith Office	PO Box 63, Penrith 2751 Ph: 02 4734 2022 Fax: 02 4734 3300 / 3444	Ph: 02 9845 5555 (Westmead Hospital) - ask for Public Health Officer on call
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NB: this policy applies to children and adults.

Links to National Quality Framework Standards:

Quality Area 2	Children’s health and safety
Standard 2.1	Each child’s health and physical activity is supported and promoted.
Standard 2..1.1	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
Standard 2..1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
Standard 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
Quality Area 6	Collaborative partnerships with families and communities
Standard 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	Collaborative partnerships enhance children’s inclusion, learning and wellbeing.

Source:

ASCIA: Australian Society of Clinical Immunologists and Allergy



Scan the QR codes to find us



www.allergy.org.au
http://www.community.nsw.gov.au/DOCS/STANDARD/PC_100973.html

Australian Immunisation Handbook

<https://immunisationhandbook.health.gov.au/>

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging, Being, Becoming: The Early Years Learning Framework for Australia*. Canberra:DEEWR

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

National Health and Medical Research Council. (2013) *Staying healthy in Child Care* 5th ed. Staying Health in Child Care. Preventing Infectious Diseases in Child Care (5th ed.)

<https://www.nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>

NSW Children's Services Health and Safety Committee and Early Childhood Australia (NSW Branch)

New South Wales Government Department of Health

<https://www.health.nsw.gov.au/immunisation/Publications/parent-childcare-brochure.pdf>

https://www1.health.nsw.gov.au/pds/ActivePDSDocuments/IB2013_010.pdf

<https://www.health.gov.au/health-topics/immunisation>

UNSW – (2004) *Health and Safety in Children's Services – Model Policies and Practices* 2nd ed



Excursion Policy

Legislation:

Education and Care Services National Law Act 2010

Education and Care Services National Regulation 2018

Quality Area 2: Children's Health & Safety

National Regulations :

98, 99 Children leaving the education and care service premises

100 Risk assessments must be conducted before excursion

101 Conduct of risk assessment for excursion

102 Authorisation for excursions

Also including Regulations 98, 123, 136, 158, 159, 167, 168, 170, 171, 357

New and amended provisions within the National Regulations – commencing from Dec 2021

- Definition regular transportation – regulation 4(1)
- Transport risk assessment must be conducted before service transports child – regulation 102B
- Conduct of risk assessment for transporting of children by the education and care service – regulation 102C
- Authorisation for service to transport children – regulation 102D
- Education and care service must have policies and procedures (transportation) – regulation 168(2)(ga)
- Definition regular outing – regulation 4 (1)
- Risk assessment must be conducted before excursion – regulation 100
- Conduct of risk assessment for excursion – regulation 101(2)(d)
- Authorisation for excursions – regulation 102(4)

Work Health and Safety (WHS) Act 2011

Work Health and Safety (WHS) Regulation 2011

Policy Statement ;

Our education and care service is committed to providing excursions that are well considered and planned, provide meaningful experiences and ensure the health, safety and wellbeing of children at all times.

Rationale:

It is recognised that excursions form a valuable part of the curriculum allowing children to experience a variety of experiences. The Education and Care Services National Regulation sets out clear guidelines for excursions. It is a requirement of Springwood and District Preschool Kindergarten to adhere to these Regulations.



Aims:

- To provide children with a variety of experiences to help create contextual basis for program and planning the curriculum.
- To offer children opportunities to share experiences in a relaxed and enjoyable atmosphere which is both safe and stress free for both children and adults.
- To adhere to the Education and Care Services National Regulation and stated guidelines when on any excursion.
- To provide above minimum standards, especially in relation to educator: child ratios.
- To provide developmentally appropriate content in children's experiences.

Procedure:

- An excursion is any planned activity in which children at Springwood and District Preschool Kindergarten are taken from the premises by a delegated supervisor for recreational or educational purposes.
- An excursion in this policy does not include:
 - Transporting children directly to and from their homes
 - Transporting children directly to and from school
 - Transporting children for medical attention.
- Firstly, a delegated supervisor must be assigned. This person is responsible for organising and following the set out procedures and guidelines.

Risk assessment

- A risk assessment will be conducted before any excursion is undertaken to:
 - Identify and assess risks that the excursion may pose to the safety, health and wellbeing of any child
 - Specify how the identified risks will be managed and minimized
- The risk assessment will consider:
 - The proposed route and destination
 - Any water hazards
 - Transport to and from the proposed destination
 - Number of adults and children involved in the excursion
 - The educator to child ratio and whether a higher ratio of adults to children may be appropriate to provide supervision given the possible risks posed
 - The proposed activities
 - The likely length of time of the excursion
 - The items that should be taken on the excursion, including a mobile phone and list of emergency contact numbers for children on the excursion

(Education and Care Services National Regulation Division 6 – Collection of children from premises and excursions – Regulation 99, 100, 101 and 102).
- An excursion must be planned in such a way as to:
 - Maximise both children's developmental experiences and their safety
 - Reflect the age, capability and interest of children
 - Be properly supervised, and
 - Have fully informed parental permission.
- Children must wear (in a visible location) an identification badge indicating the name, address and telephone contact number of the preschool. Children's names are not to be displayed.
- Children should be dressed in appropriate clothing considering the weather and activity of the excursion. Sturdy footwear should be worn (thongs, gumboots should not be worn for the excursions requiring children to walk any distance). A jumper or cardigan must be taken for each child in case the weather turns cool.
- Hats must be worn on all excursions both summer and winter.
- Staff are to take a small first aid kit including a Band-Aids, a small bandage and fasteners, clean gauze.
- Wet Ones, tissues, spare clothing and a towel should be included.
- Children are to be organized into small groups in the care of a particular adult. Adults are responsible for the careful supervision of their own group of children.
- Children must have a partner for the excursion who they should hold hands with during most of the day. Children should only be encouraged to move independently of their partner where staff can ensure that there is no danger of them wandering off alone. Partners are essential when walking along the street, or in crowded places.
- When it is not possible or appropriate for the whole group to move together, small groups should be organised including two adults. Before small groups disperse, a meeting place and time is organised for the larger group to meet back together.



- When getting on and off buses staff are to arrange themselves so that one staff member is first on/off to ensure that no child is left behind.
- Adults are to be aware of the number of children in their small group and count them continually. All staff are to be aware of the total number of children on the excursion and assist in the counting the larger group at regular intervals.
- All volunteers will be asked to ensure their mobiles are turned on and with their mobile numbers on a data base for the purpose of the excursion.
- Certified Supervisor will ensure the all volunteers have both the preschool phone number and the preschool mobile phone number logged into their mobiles for the purpose of the excursion.
- In the unlikely event that small groups become separated, adults are to meet back at a prearranged meeting point as soon as possible
- In the event that an excursion is delayed and will be late returning, the adults are to contact the preschool and advise the approximate time of arrival.
- If an emergency occurs, the person in charge of the excursion is responsible for the making alternative arrangements to ensure the safety and well being of the children and contact the center as soon as possible.
- There is to be no change to the planned itinerary of any excursion unless the person in charge of the excursion decides that it is necessary for the safety and well being of the children.
- Parents must be advised of any incident or change of itinerary on the day of the excursion where possible.
- Before children leave Springwood and District Preschool Kindergarten there must be a signed authority for children to go on specific excursion on specific date.
- List of children must be left at the preschool and a copy carried by Delegated Supervisor.
- Emergency contact details for each child is to be taken on the excursion to refer to in case of an emergency.
- Notice to be prominently displayed at Springwood and District Preschool Kindergarten with itinerary and timetable.
- Excursion notes to parents to contain itinerary and excursion details.
- Any vehicles used must be fitted with suitable child restraints for all children, within the meaning of Regulation 110G of the Motor Traffic Regulations (1935).
- Supervision of children must be adequate to ensure safety and well being of children. All risks and hazards must be taken into account.
- Children must always be accompanied by a minimum of two adults regardless of adult ratio
- Adult-to-child ratios at Springwood and District Preschool Kindergarten will be as follows:
 - minimum adult-to-child ratios for excursions which do not involve water and recognised hazards is 1 adult for 2 children under 3 years of age, and 1 adult for 4 children over 3 years of age
 - minimum adult-to-child ratios for excursions which involve the use of motor or other transport or crossing a major road is 1 adult for 2 children under 3 years of age, and 1 adult for 4 children over 3 years of age, and
 - Springwood and District Preschool Kindergarten believes in maintaining high adult-to-child ratios. The above ratios are a minimum only and whenever possible higher ratios will be maintained.
- All excursions should comply with the requirements and exclusions of the Public Liability Insurance held by the Centre.
- All staff, volunteers and family members will comply with the Education and Care Services National Regulation for conducting an excursion. In addition all staff, volunteers and family members in attendance will adhere to all Centre policies especially in relation to our 'Smoke, Drug and Alcohol Free Workplace Policy.

Authorisation

- Written notification of an impending excursion will be provided not less than 2 weeks prior to undertaking the excursion.
- Written authorisation from each child's parent will be required prior to taking children from the premises. The authorisation will state;
 - The child's name
 - The reason for the excursion
 - Date of the excursion
 - Time period of the excursion including departure from Springwood and District Preschool Kindergarten, arrival at destination, departure from destination and arrival back at Springwood and District Preschool Kindergarten
 - Description of the proposed destination
 - Method of transport or walking itinerary to be used
 - Proposed timetable and activities to be undertaken during the excursion
 - Approximate age group of the children attending the excursion
 - Number of children attending the excursion
 - Ratio of educators to children
 - Number of staff members and other responsible persons who will accompany and supervise the children on the excursion



- First aid staff members
 - Contact number whilst on the excursion (mobile phone number)
 - Contingency plans for wet weather
 - Clothing and equipment needed
 - That a risk assessment has been prepared and is available at Springwood and District Preschool Kindergarten (Education and Care Services National Regulation 100)
- NOTE: if the excursion is a regular outing, the authorisation is only required to be obtained for this outing, once in a 12 month period.

Water

- Children will not be taken on any excursion when near water.

Links to National Quality Framework Standards:

Quality Area 1	Educational Program and Practice
Standard 1.1.2	Each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program.
Standard 1.2	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
Quality Area 2	Children's Health and Safety
Standard 2.2	Each child is protected.
Quality Area 4	Staffing Arrangements
Standard 4.1	Staffing arrangements enhance children's learning and development
Standard 4.2	Management Educators, co-ordinators and staff members are respectful and ethical.
Quality Area 5	Relationships with children
Standard 5.1	Respectful and equitable relationships are maintained with each child.
Standard 5.2	Each child is supported to build and maintain sensitive and responsive relationships.
Quality Area 6	Collaborative partnerships with families and communities
Standard 6.1	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
Standard 6.2	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.
Quality Area 7	Governance and Leadership
Standard 7.1	Governance supports the operation of a quality service.
Standard 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
Standard 7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.

Source:

Arthur, L., Beecher, B., Death, E., Dockett, S., & Farmer, S. (2008) *Programming and Planning in early childhood settings (3rd ed.)* Victoria:Thomson

Community Child Care Co-operative (NSW)- Environmental Sustainability

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *Belonging, Being, Becoming: The Early Years Learning Framework for Australia.* Canberra:DEEWR

Department of Education, Employment and Workplace Relations (DEEWR) (2011) *Education and Care Services National Regulation*

Department of Education, Employment and Workplace Relations (DEEWR) (2009) *National Quality Standard for Early Education and Care and School Aged Children* Canberra:DEEWR

Fleer, M., Edwards, S., Hammer, M., Kennedy, A., Ridgway, A., Robbins, J., & Surman, L. (2006). *Early childhood learning communities: Sociocultural research in practice.* NSW: Pearson Education Australia

Milikan, J. (2003) *Reflections: Reggio Emilia principles within Australian contexts.* NSW: Pademelon Press

