# Contact Information:

**Personnel**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Mr John Koletti</td>
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<tr>
<td>Assistant Principal</td>
<td>Mrs Dion Birkett</td>
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<tr>
<td>Assistant Principal</td>
<td>Mrs Karen Ta</td>
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<tr>
<td>Assistant Principal</td>
<td>Mr Bruce Augustine</td>
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<tr>
<td>Preschool Teacher</td>
<td>Mrs Charlene Holland</td>
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<tr>
<td>Preschool SLSOP</td>
<td>Mrs Sonia Schinella</td>
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<tr>
<td>Administration Manager</td>
<td>Ms Sharon Nelson</td>
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<tr>
<td>Administration Officer</td>
<td>Mrs Tracey Carlsson</td>
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<tr>
<td>Administration Officer</td>
<td>Mrs Serina Tocock</td>
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</tbody>
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**Address**: Sheriff Street Ashcroft 2168

**Telephone**: 9607 8202

**Fax**: 9608 4695

**Email**: ashcroft-p.school@det.nsw.edu.au
Session Times:

Morning session
9.00am to 11.30am
The rear perimeter gates on Maxwells Avenue and the Ashcroft Shops (Carpenter Lane) are locked at 9.15am. The Carpenter Lane gates are opened at 11.30am for morning session pickup then locked again at 11.45am.

Afternoon session
12.30pm to 3.00pm
The gates are re-opened at 12.30pm for afternoon session drop off for 15 minutes, and then locked again until 2.30pm. When rear gates are locked access to the school is via the Office on Sheriff Street – front entrance of Ashcroft Public School.

If you are going to be unavoidably late, please contact the school office on 9607 8202 as soon as possible.
Children must be brought to and collected from preschool by a parent, carer or other authorised adult. On enrolment, you will be asked to provide written details of all adults authorised to collect your child. Adults authorised must sign their child in and out of each session in the arrival and departure register located in the preschool foyer. ID must be shown if requested.

Please note, UNAUTHORISED adults will not be allowed to collect your child. No person under 18 years of age will be permitted to collect preschool children. These are legal requirements which the school must adhere to.

Siblings from the primary school will not be allowed to visit during session times. The front door to the preschool is locked and will not be opened for any students during session times unless they are under teacher direction. If parents have advised primary school siblings to meet them at the preschool after school – we ask that they wait outside the preschool gates. **Please pick up preschoolers before school children, as preschoolers need to be signed out of the preschool no later than 3pm.**
Enrolment and Change of Address:

- The enrolment form and student information card which is completed by parents contains information which is essential. If you change your address or telephone numbers it is essential that you inform preschool staff as soon as possible, so we can update our student information card in case we need to contact you urgently.

- Please note that single parent situations, custody and conditions of custody should be made clear in writing to the Principal. Any associated court orders need to be provided to ensure compliance by the school.

*Please keep the school up to date with any changes.*
Regular Attendance:

• Regular attendance is important. If your child is likely to be absent for more than a week, please inform staff.
• Your child’s position may become vacant in the case of prolonged, unexplained absences.
Illness & Infectious disease:

• Children who are unwell should be kept at home. In cases of illness at preschool, we may contact you to collect your child.

• If your child develops an infectious illness such as measles or chicken pox, please let us know so we can inform other parents that exposure may have occurred.

• There are strict guidelines we must adhere to before your child is allowed to return to school. You will need to provide a medical certificate in order for your child to return to preschool.
Medication:

- The short nature of our preschool sessions should mean that parents can give their child any prescribed medicine before or after preschool hours.

- Children with asthma, allergies or medical conditions will need to have individual health plans, based on information provided by their parents. Parents will need to provide a set of puffers and spacers for use if needed. Asthma medication will be administered by school staff in accordance with the child’s health plan.

- Please notify preschool staff and record in the arrival and departure register if you have given your child any medication prior to their session at preschool.
A fee for attendance of $35.00 per week per child is payable in line with the NSW Government Policy ‘Preschool Class Fees in Government Preschools’. The fee for Aboriginal students and students of families which hold a current Commonwealth Health Care Card is $15.00 per week per child. In exceptional circumstances parents are able to apply for a full fee exemption. The Principal will be able to exercise his discretion and grant a full fee exemption where the child would not otherwise be able to attend Preschool.

**How will I pay my contribution?**

- Money envelopes will be put in your child’s personal pocket located in the foyer of the preschool every **Monday**. Please fill in payment details, insert money then return it to the money collection box located in the foyer by **Thursday**. You will be provided with a receipt the following week.
What do I need to provide for my child each day?

- **Fruit Break** – morning or afternoon tea each day
  Some examples – Banana, apple, orange, grapes, strawberries etc. A drink is also important - juice or water only **NO soft drink**. Water will be provided for children during the session. Please note chocolates, chips and lollies are not allowed at Preschool.

  Our Preschool is a **PEANUT FREE ZONE** due to allergies.

  Children only have 10 minutes to eat so please only pack one small piece of fruit cut up ready to eat, oranges peeled etc. and a drink for your child.

- **A spare set of clothes** for accidents should be placed in your child’s bag clearly labeled.

- **A sun hat** for outdoor play is required. Your child will need to remain in the shade if a hat is not provided. **Sunscreen** should also be applied at home before your child comes to preschool.

- A box of tissues from each child at the beginning of the year would be appreciated.

- **PLEASE LABEL** all children’s belongings, clearly with first and last names as things are easily lost or mixed up with other children’s items at preschool.

- Special toys from home are easily lost or broken at preschool and can lead to tears and other problems. Children will not be allowed to play with their personal toys at preschool.
Please dress your child in **play clothes** that are comfortable, easy to manage, particularly for toileting (eg. track pants or shorts). The preschool t shirt, jumper and hat can be purchased at a reasonable cost from the preschool.

For safety reasons, children should wear joggers to preschool as these are best for climbing and other play activities. Shoes with Velcro straps are preferable, as laces can be difficult for your child to tie up at this stage (no thongs please).

We will provide aprons for painting and other messy play but children may get quite dirty. All our paint dyes and pastes are washable, but children can become upset if they splatter their “good clothes”. We encourage you to send them in easy wash play clothing.
We enjoy celebrating children’s birthdays. A cake that is easily shared (or cupcakes) makes it a special day for everyone. Please discuss the upcoming event with your child’s teacher.
The program is aimed at providing children with many vital skills through a play-based curriculum that is responsive to children’s needs and interests. It acknowledges the uniqueness of all children whilst encouraging them to learn within a supportive and caring environment. Each session consists of indoor and outdoor play, as well as structured story and group times.
The Early Years Learning Framework is the new National Curriculum for all Early Childhood settings across Australia. Ashcroft Public School Preschool plans activities to help children work towards all the outcomes listed in the Early Years Learning Framework.
As often as possible the preschool will be involved in whole school activities, including attending Library once a week starting from Term 2.
Maths & Science Fun Days

School Concert

Plant a Tree Day
Preschool Graduation Ceremony:

[Images of two children wearing graduation caps]
Parent Involvement and Communication:

Parents will be updated regularly about the preschool’s current activities and other events happening in the school community via our notice boards and other information in our entry foyer.

Regularly check your child’s pocket for notes, newsletters and other important messages.
Once the children have had time to settle and get to know each other, the staff and the routine, we will be inviting parent volunteers to stay and help on a day which suits you. This provides you with the opportunity to learn more about what we do at preschool, get to know the other children, the staff and to share a special time with your child.
We encourage you to send along items for art and craft. We always need boxes of all shapes and sizes i.e. cereal and tissue boxes, egg cartons, paper, wool, old greeting cards and wrapping paper. Please make sure all items are washed and cleaned out to ensure no traces of food are left inside packaging.
The Police & Fire Brigade visit our Preschool

• There will be a couple of incursions and excursions during the year, please note that a parent or adult family member must always accompany and be responsible for your child during these events.
(Below are photos from previous year’s incursions and excursions. Please note events will vary each year).
Kindifarm visit our Preschool

Questacon Visit
• There will be opportunities throughout the year for you to share your child’s progress with you through an interview with the Preschool teacher.

You may also make an appointment to speak with the Preschool teacher or the Principal at any time if you have any concerns.
To assist our Preschool children in making a smooth transition to school we run a Kindergarten Transition Program during term 4.

- The Kindergarten Transition Program runs for approximately 4 weeks.

- The Kindergarten Transition Program will be for children enrolling at Ashcroft Public School for Kindergarten only.

- The Preschool will be closed on the days the Kindergarten Transition Program is running.

More information regarding the Kindergarten Transition Program will be provided later in the year.