

# MILLNER PRESCHOOL

Parent Handbook

2021



Millner Pre-school  
Robinson Road Millner  
Phone 89852061

Millner Primary School  
Sabine Road Millner  
Phone 792 30333

*'Achieving Together and Building Respect'*



Email: [admin.millnerps@education.nt.gov.au](mailto:admin.millnerps@education.nt.gov.au)

Web: [www.schools.nt.edu.au/millner](http://www.schools.nt.edu.au/millner)



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# MILLNER PRESCHOOL PARENT HANDBOOK

Welcome to Millner Preschool, a part of Millner Primary School.

Our aim is to develop a happy and co-operative relationship with every child and his or her family. Your child has already learned so much from you, and we encourage you to communicate with us to help us increase understanding of your child. If at any time you would like to discuss your child, or have any problems, please come in and see us, or telephone.



## CONTACT INFORMATION

Teacher: Ms Veronica Chang

Teacher: Mrs Kaylene Anderson

Preschool Assistant: Anisha Parveen Lokpalli

School Principal: Mr Warwick Peter-Budge

Preschool phone: 89 852 061

Millner School phone: 792 30333

Email: [veronica.chang@education.nt.gov.au](mailto:veronica.chang@education.nt.gov.au)

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Website: [www.schools.nt.edu.au/millner](http://www.schools.nt.edu.au/millner)



# POLICY AND PROCEDURE OVERVIEW

The Foundation for all Millner Preschool policies and procedures are drawn from the following:

- NT Department of Education- <http://staff.det.nt.gov.au>
- Quality Education and Care- <http://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, 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 of procedure, please do not hesitate to speak with the Teacher In Charge or the Principal who is located at the Primary School.

## PRESCHOOL SESSION TIMES

**Morning group** — 8 -11am Monday to Friday (15 hours per week)

**Afternoon group** — 12- 3.00pm Monday to Friday (15 hours per week)



Please deliver and pick up your child on time. If you know you will be late, please ring the preschool on 89852061 so that your child will not be anxious. In cases of absence, please notify staff by phone, a note or tell staff personally.



# MILLNER PRESCHOOL PHILOSOPHY

Millner Preschool believes in providing a welcoming, supportive and educational environment where there is development of the whole child. We believe children learn best through play, active exploration and intentional teaching of a meaningful and relevant curriculum.

We believe in strong relationships with students and their families and open communication between Preschool and home.

Millner Preschool believes in providing a welcoming, supportive and educational indoor, outdoor and bush environment where there is development of the whole child.



# WHAT DOES MY CHILD NEED TO BRING?

- Hat
- Change of clothes
- Shoes/sandals (preferably not thongs)
- Morning/afternoon tea — a healthy snack in a lunchbox.

We have a **HEALTHY FOOD POLICY** which aims to teach children healthy eating choices eg fruit, sandwich, rice/corn cakes, rice, noodles, cheese, salad, egg, yoghurt, lean meat etc

Lollies, chips, soft drink, cordial, fatty cakes and chocolate bars are **NOT ALLOWED TO BE EATEN AT PRESCHOOL.**

School uniforms are optional in preschool but compulsory at Primary School — we encourage you to purchase a school uniform (\$25) from the Primary School Front Office.



## PRESCHOOL: AGE OF ENTRY

Children who are turning four by 30 June may enrol in the preschool at the beginning of that year (ie at three and a half years).

Children who turn four after 30 June may start on or after their fourth birthday, if a vacancy is available, and will have a full year of preschool the following year.

Children who turn five by 30 June are eligible to begin Transition at the beginning of that year. There is only one intake into Transition from Preschool, at the beginning of the school year.



*A child turning 5 years old by 30 June of any year must be enrolled in school. This means Transition will be the first compulsory school year. Preschool provides a vital foundation for children prior to them beginning their formal education at primary school. We know from research that participation in Preschool helps children to be more ready, prepared and successful when they commence primary school.*

Children starting Preschool should be:

- Able to separate from Parents/Carers without a lot of distress,
- Able to follow simple instructions,
- Listen quietly to a story for five minutes,
- Share and take turns (sometimes!).
- Be able to ask for help and express needs



## PRESCHOOL FEES

The Preschool relies on Parent Contributions. These assist us in continuing to provide a high quality enriched program for your child. Contributions supplement our Preschool Program and contribute to the purchase of additional resources for special events and projects. This may include educational play equipment, books, gardening projects etc.

Fees are \$50 per term.

## BACK TO SCHOOL VOUCHERS

The NT Government is providing a Back to School Voucher for all parents and carers. This Voucher is worth \$150 in 2021 and are exchanged for:

- Swimming Lessons
- School Shirt
- Library Bag
- Excursion
- Graduation Book

Vouchers can be collected from the Primary School from the week before school starts from 8.00am – 3.00pm. Please come to our Front Office where you will be asked to sign for your Voucher.

*Please note that in accordance with NT Government policy, the Voucher can only be used at Millner School and cannot be exchanged for money.*



## CELEBRATIONS

We encourage you to share family celebrations with the class (eg birthdays, religious or cultural events in your community) or perhaps the birth of a brother or sister, a visit from grandma, or a milestone in your child's life (eg his first footy match, riding a two-wheeler for the first time, the first cherry tomato from the garden).



## INFECTIOUS DISEASES

If your child has an infectious disease he or she must stay home for the time indicated by your doctor or health clinic. These are:

- Conjunctivitis
- Chicken Pox
- Measles
- Whooping cough
- Hepatitis
- Mumps
- Rubella
- Impetigo
- Scabies



## ACCIDENT

In case of an accident or sudden illness we will contact you.

It is important to keep us informed of any change in your contact numbers for this reason.



It is the parents' responsibility to apply sunscreen or insect repellent to the child.



## ASTHMA ACTION PLAN

If your child suffers from Asthma or develops Asthma whilst enrolled at the Preschool, please let staff know as soon as possible. You will need to provide an Asthma Action Plan which is required to be completed by your child's doctor.

Your child **MUST** have an Action Plan if medication is required. Medication must be left at the Preschool along with a copy of the Action Plan whilst your child attends Millner Preschool.

*'Please also indicate if your child has any allergies or food restrictions'.*

**IT IS HIGHLY IMPORTANT THAT ANY MEDICAL CONDITIONS ARE BROUGHT TO THE ATTENTION OF THE PRESCHOOL STAFF.**

## IT IS THE PARENT RESPONSIBILITY TO DETECT AND TREAT HEAD LICE

Prevention: Prevention is difficult. However, we do have a few suggestions that may help.

*Never share brushes, combs or hats. Keep long hair tied up.*

**DETECTION:** Parents should check their child's hair regularly. Particular areas are at the nape of the neck and behind the ears.

**TREATMENT:** Suitable treatments are available at all pharmacies and supermarkets. All family members should be treated at the same time.



## WHAT WE OFFER

Millner Preschool has highly qualified staff who are Special Education trained.

- Play based Learning– Following the Early Year Learning Framework and Preschool Curriculum
- Access to Specialised Services
  - Linking in with Family Day Care and Child Care Centres
  - Gross motor , Language, Music and Dance program
  - 2 half day sessions available 5 days a week
  - Multicultural, Multi Lingual, Sign Language and Visual Communication
  - Family Open Days
  - Sustainability Practices and well established environment with natural materials and pets
  - We encourage Family Involvement and Support
  - End of Term Concerts and Preschool Graduation
  - Portfolios and information on student learning via Seesaw app.
  - Healthy Eating Program

## WHO WE ARE



Miss Veronica



Miss Kaylene



Miss Anisha



Our aim is to develop a happy and co-operative relationship with every child and his or her family. Your child has already learned so much from you, and we encourage you to communicate with us to help us increase understanding of your child. If at any time you would like to discuss your child, if you require any other information, please come in and see us, or telephone.



## PRESCHOOL LIBRARY

Children may borrow books from our library. Your child will need a library bag and a parent needs to sign an agreement to cover replacement costs if necessary.



## THE PRESCHOOL LEARNING PROGRAM

*Preschoolers learn best through play.*

Play is the major vehicle by which children gain access to the curriculum. High level play sustains interest and motivation because it is self chosen. Play is the child's natural medium of learning, and much of the knowledge children absorb is best acquired by exploration in the real world.

The Australian Government has developed the Early Years Learning Framework for use in all preschools and childcare centres.

There are three principles which underpin all children's learning:

- A sense of belonging — to feel secure and confident to learn
- A sense of being — about living, respect for self and others, about relationships
- A sense of becoming — refers to change and the growing understanding of, and ability to meet, challenges.

Our program builds on children's play to develop five main areas:

**PHYSICAL** — small and large motor skills, manipulation and co-ordination

**EMOTIONAL** — learning to become a confident, happy person, able to cope with a variety of situations and people in an acceptable way, and developing independence.

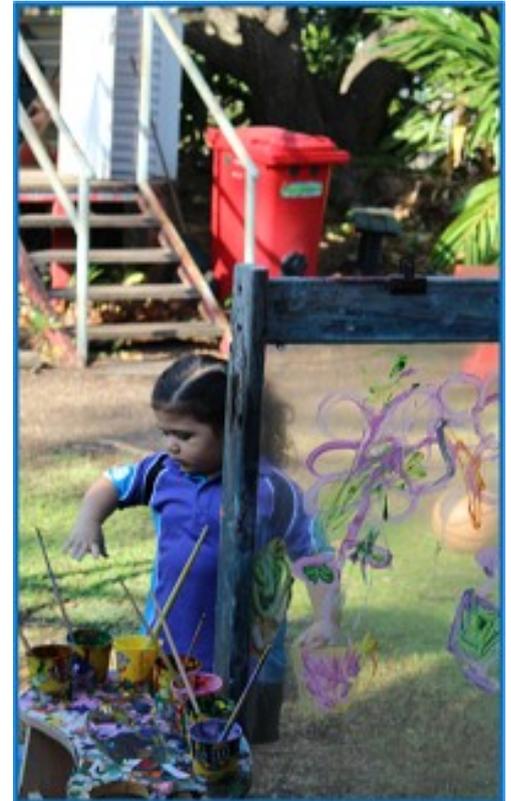
**SOCIAL** — how to get along with others through sharing, turn-taking, discussing conflicts, being responsible for his or her actions, being considerate of others, and accepting the need for group rules.

**COGNITIVE** — concentration, observation, memory, problem-solving skills, the ability to ask questions and “find out”: introducing mathematical and science concepts (number, size, measurement, shape, weight and volume, natural history). The child's own ideas are encouraged and extended to deepen their learning.



**LANGUAGE** — vocabulary, listening ability, discussions skills, descriptive language, pre-reading and pre-writing skills, love for books.

The Preschool sessions involve an indoor and outdoor time, where activities and play situations are set up according to the needs and interests of the children. We plan for the whole class and also for individual children. Each day also includes two “mat times” — one for Language and Concepts (including StoryTime) and one for Music and Movement.



If you have any further questions please do not hesitate to contact us. We look forward to working with you and your child and hope your child's year at Millner Preschool is an enjoyable one.

