

# MILLNER PRESCHOOL

Parent Handbook

2023



*'Achieving Together and Building Respect'*



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# MILLNER PRESCHOOL PARENT HANDBOOK

Welcome to Millner Preschool.

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: Corrine Britton

Preschool Assistant: Sharon Gao

School Principal: J. Noella Goveas

Millner Preschool phone: 79230320

Millner School phone: 792 30333

Email:

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

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

8am –2pm Monday, Tuesday and  
8-11am Wednesday



If you know you will be late, please ring the preschool on 79230320 so that your child will not be anxious. In cases of absence, please notify staff by phone, or email. If you are picking up your child early, please notify front office staff who will provide you with a 'leave early' pass after noting down your reason for early collection.



# MILLNER PRESCHOOL PHILOSOPHY

Millner Preschool believes in providing a welcoming, supportive and educational environment where there is development of the whole child, catering to their need.

We believe children learn best through adult and child led 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.

We also pride ourselves on providing continuity of learning through to Primary school and prioritise transitioning to the following year both for the child and their family.



# WHAT DOES MY CHILD NEED TO BRING?

- ♦ Hat
- ♦ Change of clothes
- ♦ Shoes/sandals (not thongs)
- ♦ Water bottle
- ♦ A lunchbox with healthy food to keep them going for a big day at Preschool.



Please put your child's name on all their items.

We have a 'Healthy Food Policy' which aims to teach children healthy eating choices eg fruit, sandwich, rice/corn biscuits, rice, noodles, cheese, salad egg, yoghurt, lean meat etc. Lollies, chips, soft drinks, cordial, cakes or chocolate bars should not be eaten at Preschool.



## 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 3 and a half years)

Children who turn four after the 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 5 by 30 June are eligible to begin Transition at the beginning of the 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 will be encouraged to:
- Separate from Parents/Carers without a lot of distress,
  - Follow simple instructions,
  - Listen quietly to a story for five minutes,
  - Share and take turns
  - 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 provides a Back to School Voucher for all parents and carers. This Voucher is worth \$150 in 2023 and can be exchanged for:

- School Shirt
- School hat
- Library Bag
- Excursions

Vouchers can be signed for from the Front Office the week before school starts from 8.00am – 3.00pm.

*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:

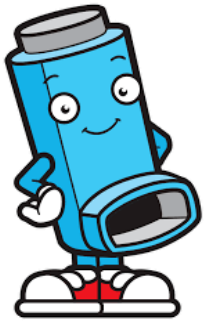
- Conjunctivitis
- Chicken Pox
- Measles
- Whooping cough
- Hepatitis
- Mumps
- Rubella
- Impetigo
- Scabies
- Covid 19



## 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.





## 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.**

## HEAD LICE



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 prides itself on qualified staff who are Early Childhood trained.

Play based Learning– Following the Early Years Learning Framework and Preschool Curriculum

-Access to Specialised Services

-Linking in with Family Day Care and Child Care Centers

-Gross motor , Language, Music and Dance program

-Multicultural, Multi Lingual, Sign Language and Visual Communication

-Family Open Days

-Sustainability Practices and well established environment with natural materials

-We encourage Family Involvement and Support

-End of Term Concerts and Preschool Graduation

-Portfolios and information on student learning via Mobile device app.



Millner Preschool also completes a Preschool Speech Sound Screener in Term 4, to ensure students are developing the age appropriate sounds before the start of formal schooling in Transition. Results from this screener are shared with parents with recommendations for referrals if needed.



# 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 day involves an indoor and outdoor times, 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 “mat times” — for Language and Concepts (including StoryTime) and 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.



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