



**ACT**  
Government  
Education

# PRESCHOOL INFORMATION GUIDE



## **Mount Rogers** Primary School

# CONTENTS

---

|   |    |
|---|----|
| <b>Message from the Principal</b> .....                         | 4  |
| <b>School Information</b> .....                                 | 5  |
| Mount Rogers Primary School Purpose and Mission Statement ..... | 6  |
| Contact Details and Hours of Operation .....                    | 7  |
| Preschool Staffing Roles .....                                  | 8  |
| Enrolment procedures.....                                       | 9  |
| <b>The Preschool Program</b> .....                              | 10 |
| Curriculum .....  | 10 |
| National Quality Standard .....                                 | 10 |
| Delivery of children to preschool .....                         | 11 |
| Collection of children from preschool.....                      | 11 |
| Excursions.....   | 12 |
| Children’s Library.....   | 12 |
| Birthdays.....  | 12 |
| Voluntary contributions .....                                   | 13 |
| Clothing.....   | 13 |
| Physical Activities .....                                       | 13 |
| Photography in Preschools.....                                  | 13 |
| Transitions .....   | 13 |
| <b>Home and School Communication</b> .....                      | 14 |
| Access to policies and procedures.....                          | 14 |
| Communication avenues with staff.....                           | 14 |
| Changes to Details .....  | 14 |
| Parent Support .....  | 14 |
| Commendations and complaints.....                               | 15 |

|  |    |
|--|----|
| <b>Community Involvement</b> .....                       | 16 |
| Participation of volunteers .....                        | 16 |
| Contribution to decision making .....                    | 17 |
| Participation in preschool activities .....              | 17 |
| Playgroups .....   | 17 |
| <b>Health and Wellbeing</b> .....                        | 18 |
| Medical condition management .....                       | 18 |
| Immunisation .....                                       | 19 |
| Dealing with accidents, injuries and illnesses .....     | 19 |
| Information on hygiene procedures.....                   | 20 |
| Food.....  | 20 |
| Food safety tips for homemade lunches and snacks .....   | 21 |
| Emergency management procedures .....                    | 21 |
| Providing a child safe environment.....                  | 21 |
| Student Welfare and Management.....                      | 22 |
| Sun Smart Policy .....                                   | 22 |
| Diseases- Outbreak Procedures and Exclusion Periods..... | 23 |

## Message from the Principal

---

At Mount Rogers Primary School, we are proud of the rich educational environment provided for all students, preschool to Year 6. Our commitment is to work in partnership with parents, striving to ensure that all children are given every opportunity to learn and achieve excellence.

The school began as Melba Primary in 1973. Melba and Spence Primary Schools amalgamated in 1998 and the school was named The Mount Rogers Community School. In 2007 the school was renamed Mount Rogers Primary School. Flynn, Melba and Spence Preschools were incorporated into the primary school in 2008.



The values of honesty, excellence, fairness and respect are promoted at Mount Rogers Primary School. The right to work and learn in a safe, caring environment is central to our philosophy. Quality educational and extra curricula programs are provided by the school. We encourage goal setting and experimentation as a means of enhancing the life skills of students.

At Mount Rogers Primary School, we believe education is an ongoing process. The partnership between school and home is paramount and promoted to develop and foster a love of life-long learning.

As new parents to the school you are invited to join our school's many and varied activities. This pack contains information that will be of value to you and your children during your involvement with our school. Please do not hesitate to contact your child's class teacher, one of our executive staff, or me if you wish to discuss any matters relating to your child or school programs.

I look forward to your association with Mount Rogers Primary School.

Felicity Levett  
Principal

### ***Mount Rogers Preschool Philosophy***

At our preschools we recognise that children arrive with a variety of life and family experiences that should be acknowledged and celebrated. Developing and building relationships with families and the Mount Rogers school community is key to our practice. We recognise the importance of nurturing curiosity, questioning and a sense of wonder.

We believe in a play-based approach that caters to the individual needs, interests, abilities and backgrounds of all children. Educators believe in the importance of observing and reflecting on children's development, play and interactions using proactive or responsive planning for future learning.

We encourage children to be active participants in their learning by providing experiences and resources that stimulate open-ended investigations. We value the learning process of all children and celebrate all types of participation. We believe that children are innately creative, capable and inquisitive learners who are developing understandings about themselves, their world and how to be part of a community.

*This philosophy was developed by the Mount Rogers Preschool team comprising of Flynn, Spence and Melba Preschools, in consultation with their students, families and the school community.*

# Mount Rogers Primary School Purpose and Mission Statement

---

## **Purpose Statement**

Mount Rogers Primary School exists to provide a meaningful and engaging education that supports all students in becoming confident, capable and successful members of the community.

## **Vision Statement**

Mount Rogers Primary is the school of choice of the local community who recognises its' ability to:

- Cater for the diverse needs of students
- Celebrate strengths and talents
- Expect an environment of mutual respect
- Create engaging, real world learning opportunities

All students are responsible, independent thinkers and active participants in their learning. They are literate and numerate and contribute to a sustainable future.

## Contact Details and Hours of Operation

---

### ACT EDUCATION DIRECTORATE

- 13 2281 (62070494 TTY)
- [www.act.gov.au](http://www.act.gov.au)

### MOUNT ROGERS PRIMARY SCHOOL

- Principal: Felicity Levett
- Deputy Principal: Liz Marman
- Preschool Executive Teacher: Liz Marman
- Educational Leader: Liz Marman
- School Phone number: 6142 2750
- Address: Alfred Hill Drive, Melba ACT 2615

### MELBA PRESCHOOL UNIT (Service Approval Number SE-00011210)

- Staff: Teachers Mandy Wise, Belinda Lum  
Assistants Sheree Harcombe, Margie Healy
- Phone No: 6142 2757
- Grainger Circuit, Melba ACT 2615

#### Session times:

Group 1: 9am-3pm Monday, Tuesday and alternate Wednesday (Weeks 1, 3, 5, 7 and 9)

Group 2: 9am-3pm Monday, Tuesday and alternate Wednesday (Weeks 1, 3, 5, 7 and 9)

Group 3: 9am-3pm Thursday, Friday and alternate Wednesday (Weeks 2, 4, 6, 8 and 10)

### SPENCE PRESCHOOL UNIT (Service Approval Number SE-00011222)

- Staff: Teacher Karen Jamieson  
Assistants Alex Usback
- Phone No: 6142 2766
- Baddeley Crescent, Spence ACT 2615

#### Session times:

9am-3pm Thursday, Friday and alternate Wednesday (Weeks 1, 3, 5, 7 and 9)

### FLYNN PRESCHOOL UNIT (Service Approval Number SE-00011188)

- Staff: Teacher Sherree Jackson  
Assistant Donna White
- Phone No. 6142 2765
- Hedland Circuit, Flynn ACT 2615

#### Session times:

9am-3pm Monday, Tuesday and alternate Wednesday (Weeks 1, 3, 5, 7 and 9)

*Staffing is correct at the time of printing but may be subject to change.*

## Preschool Staffing Roles

---

### ***Educational Leader***

The Educational Leader is the person who has been appointed to lead the development and implementation of the educational program. The Educational Leader of all Mount Rogers Preschool Units is Liz Marman, who is located at Mount Rogers Primary School.

### ***Nominated supervisor***

Under the National Law, the Nominated Supervisor at a preschool is responsible for the following aspects of the preschool program.

#### *Educational programs*

- ensuring educational programs are:
  - based on and delivered in accordance with an approved learning framework
  - based on the developmental needs, interests and experiences of each child
  - designed to take into account the individual differences of each child

#### *Supervision and safety of children*

- ensuring children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards

#### *Administration of medication*

- ensuring that medication is not administered to a child being cared for by the service unless the administration is authorised (except in the case of anaphylaxis or asthma emergency) and is administered in accordance with the National Regulations
- where medication is administered to a child without authorisation in a case of an anaphylaxis or asthma emergency, ensuring that a parent of the child and emergency services are notified as soon as practicable

#### *Excursions*

- ensuring that a risk assessment is conducted before an excursion in accordance with the National Regulations, and specifically that the risk assessment is conducted before authorisation is sought to take a child on the excursion

#### *Staffing*

- ensuring the prescribed educator to child ratios are met and each educator at the service meets the qualification requirements relevant to the educator's role

The principal of Mount Rogers Primary School is the Nominated Supervisor for Flynn, Melba and Spence Preschools.



## Enrolment Procedures

---

Parents seeking to enrol their child into the preschool program need to be aware that to be eligible, the child must be four years of age on or before April 30 in the year of preschool. Your child will be offered a place if you live within the Priority Placement Area (PEA) and there are spaces available.

For more information on Priority Placement Areas go to:

<https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school/priority-placement-areas>

Children who are considered to be in the Priority Placement Area for Mount Rogers Primary School may be offered a place at Melba, Spence or Flynn preschools. The place offered may not necessarily be in your first choice of preschool and will depend on several factors including your place of residence, whether there are siblings already enrolled at the primary school, or whether the family are ACT residents.

Preschool enrolments open in Term 2 of the year prior to the commencement of the preschool year. Enrolments are submitted via the online portal accessed at <https://www.education.act.gov.au/public-school-life/enrolling-in-a-public-school>. To be eligible to enrol, you will need to provide your child's birth certificate, immunisation details and proof of residence (ie rates or lease/tenancy agreement and a utilities account eg telephone, gas, electricity) to the Front Office of Mount Rogers Primary School.

### Early Entry

Early Entry is offered to eligible families to meet the needs of their children in the early years of their education. Early Entry will only be considered for children in the following categories:

- English as an Additional Language or Dialect
- Aboriginal or Torres Strait Islander children
- Mobility (such as for Australian Defence Force personnel)
- Gifted and Talented children.

For further information, please contact Early Childhood Education - [DET.consultation@act.gov.au](mailto:DET.consultation@act.gov.au)

Early entry criteria, procedures and application forms are available from the [Policies A-Z](#) section of the website.

Please note – to complete an early entry online enrolment a unique code is required from the Directorate. The unique code will be provided to the family once the eligibility of the child has been assessed and approved through the early entry application process.

# The Preschool Program

---

## Curriculum

A national early learning framework for children from birth to five years has been developed collaboratively by the Australian and State and Territory Governments with substantial input from the early childhood sector and early childhood academics.

The Early Years Learning Framework has been developed to ensure every child receives quality education programs in their early childhood setting. This is a vital time for each child to learn and develop. The Framework vision is for all children to experience play-based learning that is engaging and builds success for life.

<http://www.education.gov.au/early-years-learning-framework-0>

The Early Years Learning Framework is a guide for early childhood educators who work with children from birth to five years. Staff use the framework in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities. Through the framework we recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of *belonging, being and becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just 'be'—time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

## National Quality Standard

All preschools are governed by the National Quality Standard which sets a national benchmark for quality in early childhood education and care. The National Quality Standard consists of 7 Quality Areas. These areas are:

1. Educational Program and Practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Preschools are assessed against these areas by the Children's Education and Care Assurance Regulatory Authority. If you have any questions or would like any further information about the assessment and rating process or the National Quality Framework, please contact the school on 6142 2750.

## Delivery of children to preschool

Regular attendance at preschool is important as this allows the children to settle into routines and establish themselves as part of the group.

*On arrival at preschool, parents/carers and children:*

- Go directly to the children's toilets to wash the child's hands
- Make themselves known to the educators to allow them to be greeted and welcomed into the preschool
- Ensure that the child's personal belongings (bag, jacket etc) are stored in the appropriate place and food is placed in the designated storage area
- Engage in the morning activities as directed/encouraged by the educators

*Parents/carers may need to:*

- Provide educators with medication to be administered during the day. It is the responsibility of the educator to ensure the parent/carer has signed the relevant section of the *Medication Record*
- Provide educators with details about alternate arrangements for collection of their children or to request a time to discuss issues or concerns. It is the responsibility of the educators to ensure a mutually convenient time can be found to discuss any issues or concerns.

*Late arrivals*

- Students who arrive after the attendance roll has been marked need to be signed in by their parents/carers in the Student Register.

*Absence Notification*

- If your child is absent from preschool, please telephone their preschool as soon as possible.  
Flynn Preschool Ph 6142 2765 | Melba Preschool Ph 6142 2757 | Spence Preschool Ph 6142 2766

## Collection of children from preschool

Preschool staff have a duty of care to ensure the safety and wellbeing of the children at all times while in their care. This includes ensuring the safety of children when they are being released into the care of others at the end of a preschool session. Staff are unable to release children at the end of a session if staff suspect they will be in danger.

In accordance with the National Quality Standard, children may only leave the premises if the child:

- Is collected by the parent (excluding parents who are prohibited by a court order from having contact with the child)
- Is collected by an authorised nominee named in the child's enrolment record
- Is collected by a person authorised by a parent or authorised nominee who has previously been named in the child's enrolment record
- Leaves the premises in accordance with the written authorisation of the child's parent or authorised nominee

This procedure is not followed in the case of:

- an authorised excursion
- the child requiring medical, hospital or ambulance care or treatment
- another emergency

### *Early departures*

- Students who are being collected early need to be signed out in the Student Register.

### *Unexpected and immediate closure of a preschool site*

In some exceptional cases, it may be necessary to immediately close the preschool site and/or relocate the program to another setting. These circumstances may include:

- Natural disasters such as an immediate bushfire or flood threat
- Territory wide medical pandemic such as an influenza outbreak

Note that in an emergency situation, the regulations pertaining to collection of children are no longer in effect and educators must use their professional judgement and advice from the Mount Rogers Leadership team to ensure the safe and swift collection of all children and the safety of the educators remaining on site.

## **Excursions**

Excursions are part of the educational program at Mount Rogers Primary School. On enrolment, parents are asked to give permission for their child to go on incidental excursions eg. walk to the shops. If children use any form of transport, parents will be advised in advance and asked to give permission, in writing, for the child to attend. The adult/child ratio for excursions will be determined following a comprehensive risk assessment prior to excursions being organised. Parents/carers can request copies of risk assessments prior to the excursion.

## **Children's Library**

All preschools have established libraries to:

- encourage families to spend time together reading
- underpin literacy development
- foster enjoyment of reading
- develop language expression and understanding
- encourage a responsible attitude towards the care of books at preschool and at home.

Your preschool teacher will introduce you and your child to the process of borrowing and returning library books.

## **Birthdays**

Birthdays and other important milestones for your child may be celebrated during the preschool program (if desired by parents/carers). Please check with staff before sending cakes. If allergies prevent your child from participating in birthday celebrations, it is possible to arrange with staff for a supply of suitable cakes to be frozen on site to be used as required.

## Voluntary Contributions

Voluntary Contributions are administered by the primary school attached to each preschool as a requirement under Section 27 (1) of the Education Act 2004. All voluntary contributions received are used solely by the preschool staff to purchase educational resources and equipment for your child's preschool. The Education Act 2004 states that no child will be refused benefits or services if parents/carers choose not to contribute. Individual records of contributions are confidential.

Mount Rogers Primary School sends home a note at the start of each school year outlining the Voluntary Contribution amount which has been set by the School Board and details of payment options. The school may elect to send reminder letters to families throughout the year. Parents/carers may also choose to contribute a different amount at any point throughout the year. Purchases for the preschool rely upon the commitment and generosity of our parent community. All parent contributions go directly to the purchase of educational resources for use by students at the preschool.

## Clothing

Clothing should be comfortable and able to be managed by the child so that he/she can be independent (especially at the toilet) and also feel free to join in play. Rubber and crepe soled shoes and sandals are flexible and safe for all outdoor activities. Thongs and long skirts are dangerous and not suitable for preschool activities. A warm coat is required in winter and a SunSmart approved hat is needed throughout the year, except during June and July. **Clearly label all clothing with your child's name.** Please ensure your child is dressed appropriately so that they feel confident to participate in all the challenges provided throughout the session.

## Physical Activities

Physical activity is very important for children. Preschool educators provide opportunities for structured and unstructured physical activity on a daily basis, weather permitting.

During the preschool sessions, your child will be involved with some hands-on experiences both inside the classroom and in the outdoor area. These activities can, at times, be very messy. Please pack a spare set of clothes in case of extremely messy play or accidents.

## Photography in Preschools

The Preschool Information Pack contains forms that parents/carers are asked to sign which consent to their child being included in photographs taken whilst they are at preschool. The forms will be accompanied by an explanation of the ways these photos may be used and details of their storage and disposal.

## Transitions

Staff will ensure that the move from preschool to kindergarten is successful. For children transitioning to Mount Rogers Primary School, we have implemented a program that involves regular visits to the school including lessons with kindergarten teachers, visits to the playground, canteen, library etc.

For more information about this topic please follow the link to this website for some handy hints:

[http://www.education.act.gov.au/school\\_education/starting\\_school](http://www.education.act.gov.au/school_education/starting_school)

## Home and School Communication

---

### Access to policies and procedures

Parents and carers are encouraged to access school policies and procedures. If you would like a copy of the policies and procedures relating to your preschool, please ask your preschool teacher. Parents and carers are also able to access Education Directorate policies via <http://www.education.act.gov.au/>.

### Communication avenues with staff

Our school recognises the importance of a positive parent/staff relationship. We encourage:

- sharing knowledge to enhance the growth and development of your child
- developing positive relationships with families that are based on mutual trust and open communication
- developing a sense of belonging to the preschool for the children, parents and staff.

Preschool newsletters are distributed regularly, and it is important to read these for meeting dates, news of preschool activities, excursions and Parent and Citizenship (P&C) Association news. The Mount Rogers Primary newsletter will be emailed to the address you provided on your online enrolment. Each preschool also has a preschool notice board and a parent information space which displays other ACT Government services and community information.

Teachers appreciate the opportunity to talk with parents and carers both informally and in formal situations. This ensures valuable insights and understandings can be appreciated about a child's individual developmental journey. If you have any questions or concerns, please do not hesitate to ask for an appointment to meet with the teacher. The principal and leadership team are also willing to discuss issues at any time.

### Changes to Details

Please keep preschool staff and the school informed of any changes to address, home/work phone numbers, email, child care arrangements, medical information and emergency contact phone numbers.

### Parent Support

Parentlink [www.parentlink.act.gov.au](http://www.parentlink.act.gov.au) is a website which parents can use to access:

- parent guides, including electronic order forms
- a directory of local parenting services
- upcoming community events and parenting courses
- further readings in relation to the parent guides
- links to other useful websites.

## Commendations and complaints

Preschool staff aim to work in partnership with families to provide quality education and care for children. Staff value hearing from parents/carers who are particularly pleased with a preschool's staff and program. An appreciative comment is a valuable form of feedback for preschool staff. Your child's teacher will show you specific places where feedback is collected.

If you have a concern relating to your child's preschool, the following avenues are in place to address complaints:

1. Contact the teacher
2. Contact the Executive teacher – Phone 6142 2750
3. Contact Principal: Felicity Levett – Phone 6142 2750
4. Concerns, Suggestions and Complaints  
ACT Education Directorate  
Community Liaison Section  
Phone: 6205 5429  
Email: DET.CommunityLiaison@act.gov.au

Should the need arise the ACT Education Directorate has a policy for complaints resolution.

This policy can be accessed at [http://www.education.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.education.act.gov.au/publications_and_policies/policy_a-z)

## Community Involvement

---

### Participation of volunteers

Volunteers have a special place in schools and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities. To assist schools in providing a safe environment and a positive educational climate, volunteers are required to undertake a *Working with Vulnerable People* check, administered by the Office for Regulatory Services. Volunteers do not need to pay for the check.

Further information can be found at:

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804/kw/Working%20with%20vulnerable%20people%20\(WWVP\)%20registration](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/Working%20with%20vulnerable%20people%20(WWVP)%20registration).

Volunteers are also asked to comply with the *Working Together with Your School – A Code of Conduct*. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools.

The code of conduct expects volunteers to do the following:

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students, which cannot be delegated or transferred to others. Appreciate also that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the directorate's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the School/Directorate.



## **Contribution to decision making**

Families are welcome to contribute to the decision making procedures of the school through the School Board or the P&C Association.

### Board

Each government school in the ACT is administered by a school board whose membership comprises the school principal, two elected staff members, three elected members of the parent body and a nominee of the ACT Education Directorate. Elected members normally serve for a two-year period.

The Board is the policy-making body of the School. Its major functions are to:

- determine the educational policies to be implemented at the school
- assess, from time to time, the needs of the school in relation to the provision of buildings and facilities, equipment, funds and teachers and other staff, and make recommendations to the Director General, ACT Education Directorate with respect to the meeting of those needs
- determine the purposes for which funds made available for the school are to be expended
- make recommendations to the Director General in respect of the use of the buildings, facilities and equipment of the school for purposes other than school purposes
- develop relationships between the school and the community and between the school and community organisations
- make recommendations to the Director General on matters relating to the school

Responsibility for the implementation of policies established by the Board rests with the principal and staff.

### Parents and Citizens Association (Sub-committee of the Mount Rogers Primary School P&C)

The P&C Sub-committee plays an important role within the preschool. Meetings are generally held twice per term and are advertised. All parents are encouraged to attend the meetings. As well as its more official activities, the P&C provides an informal meeting ground for parents and teachers and serves a fundraising function for the preschool.

## **Participation in preschool activities**

Families are welcome to share their special skills, interests and diverse family cultures with the preschool.

Families are encouraged to participate in social activities to enable families to meet each other and form a sense of belonging to the school. Families can help in the following ways:

- sharing knowledge and expertise of craft, cooking, music, story telling, job skills etc.
- interacting with the daily program
- assisting with laundry
- working bees in the garden etc.
- joining the P&C sub-committee for their preschool

## **Playgroups**

Playgroups operate at several Belconnen locations. The ACT Playgroups Association (Ph 6251 0261) will assist you in providing the Playgroup Convenor's details.

## Health and Wellbeing

---

Children who are ill or tired do not benefit from a preschool session. **Please keep unwell children at home.** This precaution not only helps the sick child, but also lessens the spread of illness amongst other children and staff.

Please arrange to have a sick child collected as soon as possible after notification that he/she is sick.

Preschool staff are able to supply information on how to contact health professionals, speech therapists and occupational therapists if needed. If parents are concerned about their child's development, please discuss this with the preschool teacher who may refer parents to one of these services.

### Medical condition management

Information is collected during the preschool enrolment process regarding any known medical conditions. This includes the completion of a *General Medical Information and Consent Form* and a *Management and Emergency Treatment Plan* for identified conditions. Such a plan will detail your child's special health support needs including administration of medication and other actions required to manage your child's condition. As educators are not qualified medical practitioners, they will never attempt to diagnose a child's illness or decide on the dose of medication to be given. Consequently, educators will not:

- Administer medications, including non-prescribed/over the counter (OTC) medications to children without written parent/carer authority
- Perform any treatments without first receiving appropriate professional training
- Enrol a child without the completion of a *General Medical Information and Consent Form* being completed
- Enrol a child with special health needs without a *General Medical Information and Consent Form*, *Management and Emergency Treatment Plan*, and *Risk Minimisation Plan* being completed

#### *Administration of medication*

Medication must be administered from the original container, bearing the original label with the name of the child (if prescribed by a medical practitioner), and within the used by or expiry date.

Medication must be administered in accordance with any instructions attached to the medication or any written or verbal instructions provided by a registered medical practitioner.

#### *Information required from parents*

Parents and educators need to work together to manage the medical conditions and administration of medication for children during their time at preschool. Any relevant information that can help in the management of such conditions and illnesses should be communicated to educators as soon as possible. In particular, parents/carers are responsible for:

- Completing the *General Medical Information and Consent Form* during preschool enrolment, including indicating any known medical conditions
- Where applicable, completing the *Management and Emergency Treatment Plan* in consultation with the child's medical practitioner. This plan must be signed by the child's medical practitioner.
- Providing input to the *Risk Minimisation Plan*

- Advising educators of any changes to the child's medical condition or treatment including changes to known allergens, medication, side effects etc
- Advising educators of the child's general wellbeing or if there are any circumstances that may impact on their medical condition

### *Self-administration of medication*

Children are NOT permitted to self-administer medication while at preschool.

### *Storage of medications*

- Medication must be given directly to educators and not left in the child's bag.
- All prescribed medications must have the original pharmacist's label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and way it is to be administered, date of dispensing and expiry date.
- All medication must be stored safely out of sight of children, but readily accessible to educators, and in accordance with the medication requirements.

## **Immunisation**

The ACT Department of Health advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenzae type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

## **Dealing with accidents, injuries and illnesses**

### *Accidents and injuries*

If a child is injured or involved in an accident at preschool, appropriate First Aid will be given and if necessary parents will be asked to take their child home. It is a requirement of the National Quality Standard that parents will be notified of all accidents or injuries within 24 hours of the incident occurring. This may take the form of a phone call or a conversation at the end of the session, or a note in the communication book if your child attends childcare immediately following their preschool session.

If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital if required. In such cases ambulance services and treatment are free. All students who have an ongoing condition (eg asthma, diabetes, epilepsy) must have a treatment plan completed by parents and their doctor and lodged at the school. Plan proformas are available from staff members at the preschool.

## *Illnesses*

If your child begins displaying symptoms of an illness during their attendance at preschool, parents will be notified within a 24 hour period. This may take the form of a phone call or a conversation at the end of the session, or a note in the communication book if your child attends childcare immediately following their preschool session. If your child displays symptoms of a suspected infectious condition, you will be contacted immediately and required to collect your child from preschool. **Exclusion periods** for infectious diseases such as mumps, German measles, measles and chicken pox are provided at the end of this handbook.

**Head lice** are extremely contagious but easily eradicated. Children with either eggs or live lice will be excluded from school until written evidence of treatment is produced. Please report any cases of head lice to your child's preschool teacher. Further information on the treatment of head lice can be found at [http://www.health.act.gov.au/sites/default/files/Fact%20sheets/Head%20Lice%20fact%20sheet%20\(June%202014\).pdf](http://www.health.act.gov.au/sites/default/files/Fact%20sheets/Head%20Lice%20fact%20sheet%20(June%202014).pdf)

## **Information on hygiene procedures**

Staff, children and volunteers must adhere to the hand washing procedures.

All children are encouraged to wash their hands:

- on arrival
- before and after eating or touching food
- after toileting
- after blowing their nose and wiping tears and dribbles
- when leaving the preschool.

## **Food**

Provision is made for the children to eat during the preschool session. Parents/carers are urged to provide children with a healthy snack, which will enable the staff to assist in the development of life-long healthy eating habits, in accordance with the ACT Education Directorate's Food and Drink Policy. Further information about this policy can be found at [http://www.det.act.gov.au/teaching\\_and\\_learning/food-and-drink-guidelines/the-act-public-school-food-and-drink-policy-2015](http://www.det.act.gov.au/teaching_and_learning/food-and-drink-guidelines/the-act-public-school-food-and-drink-policy-2015). Please **do not send lollies, chips, sweet biscuits, cake, cordial, flavoured milk or juice** unless specifically requested for special occasions.

### **Important:**

Mount Rogers Primary School is a nut aware school due to the inclusion of students with life threatening anaphylactic allergic conditions.

If other instances of allergy affect children's lunches, such as egg or shellfish allergies, a note will be sent home requesting parents to avoid sending such foods to preschool.

## **Food safety tips for homemade lunches and snacks**

Healthy lunches and snacks are important for children and help with their concentration and learning. School lunches however are particularly susceptible to food poisoning, especially in the summer heat. Parents and carers are reminded of a few simple food safety rules to prepare safe and healthy school lunches and avoid the growth and contamination of food poisoning bacteria.

- Before handling food, wash hands with soap and warm running water and dry thoroughly. Lunch boxes and eating utensils should be washed thoroughly before re-use. Children should also be encouraged to always wash their hands before eating.
- Foods that are prepared the night before, such as sandwiches, should be frozen overnight and then taken out for each day's school lunch. Suitable foods to freeze are: bread, cooked meat, cheese, baked beans or vegemite.
- Because food is normally stored in a child's lunch box for several hours, the lunch box needs to be kept cool. This can be done by:
  - choosing an insulated lunch box or one with a freezer pack, or include a wrapped frozen water bottle to keep the lunch box cool
  - perishable foods such as dairy products, and sliced meats should be kept cool, and eaten within about four hours of preparation. Don't pack these foods if just cooked; first cool in the refrigerator overnight
  - if including leftover meals such as meats, pasta and rice dishes, ensure you pack a frozen ice pack into the lunch box
  - water can be frozen overnight and then stored in your child's lunchbox, helping to keep it cold.
- Make sure that while at school children keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.

## **Emergency management procedures**

The school has a policy on emergency evacuations and are required to practise evacuation procedures. All staff and children participate at least once a semester.

## **Providing a child safe environment**

The preschool staff at Mount Rogers Primary School aims to create an environment that minimises the risk of children being harmed in any way. Staff believe they have a responsibility to all children participating in the preschool program to defend their right to care and protection. To support this right, staff will follow any legal requirements and directorate procedures for dealing with suspected abuse or neglect of children. Mount Rogers Primary School will ensure that all preschool staff undertake appropriate professional learning in this area and have access to support in dealing with child safety issues and concerns.

Preschool staff will also ensure:

- The physical environment of the preschool is safe and well-maintained, including by undertaking a daily indoor and outdoor safety check
- Visitors and volunteers have signed into the premises and regular volunteers have undertaken a Working with Vulnerable People check
- All educators have the approved level of training and have also undertaken a Working with Vulnerable People check

- Appropriate supervision ratios are maintained, and risk assessments are undertaken for excursions and for activities involving higher levels of risk
- Educators will encourage children to be assertive (ie learn when to stand up for themselves and say no when appropriate), and to communicate their needs and concerns. This may be done through role play, storytelling, puppets etc.

## **Student Welfare and Management**

At Mount Rogers Primary School, we value that everyone is an individual and that we all have the special qualities that make us who we are. It is important that students are treated with respect and that their uniqueness is valued. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy.

The National Quality Standard requires education and care to be provided in a way that:

- encourages the children to express themselves and their opinions
- allows the children to undertake experiences that develop self-reliance and self-esteem
- maintains at all times the dignity and rights of each child
- gives each child positive guidance and encouragement toward acceptable behaviour
- has regard for the family and cultural values, age, and physical and intellectual development and abilities of each child

We also provide children with opportunities to interact and develop respectful and positive relationships with each other, with staff members and with volunteers at our preschools.

## **Sun Smart Policy**

As part of our general sun protection strategies, students at Mount Rogers Preschools are required to wear broad brimmed or legionnaires hats whenever they are outside during the months of August to May inclusive. Students are not required to wear these hats during the months of June and July but may wear a beanie during the colder months. Parents are also encouraged to apply sunscreen to their child prior to arriving at preschool. Sunscreen will be made available to reapply during the day. If you would prefer your child to have access to their own bottle of sunscreen, please send in the sunscreen clearly labelled with your child's name. If you DO NOT wish your child to apply sunscreen at preschool, please send in a written note detailing your request.

## DISEASES - OUTBREAK PROCEDURES AND EXCLUSION PERIODS

Personal hygiene measures such as hand washing, covering the mouth and nose when coughing or sneezing, covering weeping sores, not sharing food or drinks and not attending school when ill or suffering from diarrhoea are important means of limiting the transmission of a number of common infectious conditions.

The *ACT Public Health Regulations 2000* require children with the following conditions, and children who have been in contact with the following conditions, to be excluded from school, preschool, child care or family day care for the periods specified.

| CONDITION                                 | EXCLUSION OF PERSON WITH CONDITION  | EXCLUSION OF PERSONS IN CONTACT WITH CONDITION  |
|---|---|---|
| Amoebiasis (entamoeba histolytica)        | Exclude until diarrhoea ceases  | Not excluded  |
| *Campylobacteriosis                       | Exclude until diarrhoea ceases  | Not excluded  |
| Chicken pox (varicella and herpes zoster) | Exclude until the last blister has scabbed over. The child should not continue to be excluded by reason only of some remaining scabs.   | Not excluded<br>Any child with an immune deficiency (eg with leukaemia, or as a result of receiving chemotherapy) should be excluded for their own protection and seek urgent medical advice and varicella-zoster immunoglobulin (ZIG), if necessary. |
| Conjunctivitis (acute infectious)         | Exclude until discharge from eyes ceases.   | Not excluded  |
| *Cryptosporidiosis                        | Exclude until diarrhoea ceases  | Not excluded  |
| Diarrhoea                                 | Exclude until diarrhoea ceases  | Not excluded  |
| *#Diphtheria                              | Exclude until—<br>(a) at least 2 negative throat swabs have been taken (the first not less than 24 hours after cessation of antibiotic treatment and the second not less than 48 hours later), and<br><br>(b) a certificate is provided by a medical practitioner recommending that the exclusion should cease. | Exclude family and household contacts until approval to return has been given by the Chief Health Officer.  |
| Giardiasis                                | Exclude until diarrhoea ceases  | Not excluded  |
| *#Haemophilus influenzae type b (Hib)     | Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.   | Not excluded  |
| Hand, Foot and Mouth disease              | Exclude if—<br>(a) child is unwell, or<br><br>(b) child is drooling, and not all blisters have dried, or an exposed weeping blister is not covered with a dressing.   | Not excluded  |
| *Hepatitis A                              | Exclude for at least 7 days after the onset of jaundice and a certificate is provided by a medical practitioner recommending that the exclusion should cease.   | Not excluded  |
| Herpes (cold sores)                       | Exclude young children unable to comply with good hygiene practices while the lesion is weeping. Lesion to be covered by a dressing in all cases, if possible.  | Not excluded  |
| Impetigo (school sores)                   | Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a watertight dressing.   | Not excluded  |

| CONDITION   | EXCLUSION OF PERSON WITH CONDITION   | EXCLUSION OF PERSONS IN CONTACT WITH CONDITION   |
|---|--|--|
| Influenza and influenza-like illnesses            | Exclude until well   | Not excluded   |
| *Leprosy  | Exclude until approval to return has been given by the Chief Health Officer.   | Not excluded   |
| *#Measles   | Exclude for at least 4 days after the rash appears.  | (a) Immunised contacts not excluded.<br><br>(b) Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case.<br>(b) Non-immunised contacts immunised with measles vaccine within 72 hours after their first contact with the index case are not excluded after being immunised.<br><br>(d) Non-immunised contacts who are given normal human immunoglobulin (NHIG) within 7 days after their first contact with the index case are not excluded after being given NHIG. |
| Meningitis (bacterial)                            | Exclude until well   | Not excluded   |
| *Meningococcal infection                          | Exclude until adequate carrier eradication therapy has commenced.  | (a) Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer.<br>(b) Otherwise, excluded until 10 days after last contact with the index case.   |
| *#Mumps   | Exclude for 9 days after onset of symptoms, or until parotid swelling goes down (whichever is sooner).   | Not excluded   |
| *#Poliomyelitis                                   | Exclude for at least 14 days after onset of symptoms and until a certificate is provided by a medical practitioner recommending that the exclusion should cease. | Not excluded   |
| Ringworm, scabies, pediculosis (lice), trachoma   | Exclude until effective treatment has commenced.   | Not excluded   |
| Rotavirus   | Exclude until diarrhoea ceases   | Not excluded   |
| *#Rubella (German measles)                        | Exclude for 4 days after the appearance of the rash.   | Not excluded<br>Female staff of child-bearing age should ensure that their immune status against rubella is adequate.  |
| *Salmonellosis                                    | Exclude until diarrhoea ceases   | Not excluded   |
| *Shigellosis                                      | Exclude until diarrhoea ceases   | Not excluded   |
| Streptococcal infection (including scarlet fever) | Exclude until the person has recovered or has received antibiotic treatment for at least 24 hours.   | Not excluded   |



| CONDITION                      | EXCLUSION OF PERSON WITH CONDITION  | EXCLUSION OF PERSONS IN CONTACT WITH CONDITION   |
|--------------------------------|---|--|
| *Tuberculosis                  | Exclude until approval to return has been given by the Chief Health Officer.  | Not excluded   |
| *Typhoid and paratyphoid fever | Exclude until a certificate is provided by a medical practitioner recommending that the exclusion should cease.                                 | (a) Not excluded unless the Chief Health Officer notifies the person in charge of the school.<br>(a) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.   |
| *#Whooping cough (pertussis)   | Exclude for 21 days from start of cough, or for at least 5 days after starting a course of antibiotics recommended by the Chief Health Officer. | Exclude non-immunised household, home based child care and close child care contacts under 7 years old for 14 days after the last exposure to infection, or until 5 days after starting a course of antibiotics recommended by the Chief Health Officer (whichever is sooner). |
| Worms (intestinal)             | Exclude until diarrhoea ceases  | Not excluded   |