



**Mascot**  
Public School

# PRESCHOOL 2025 INFORMATION BOOK



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# MASCOT PUBLIC SCHOOL

## Preschool

Welcome to Mascot Public School Preschool. We hope you find the information in this booklet useful. If you have any questions or wish to tell us something about your child, please do not hesitate to speak with us. The teachers and Principal are interested in each child and welcome discussion with you on any matter.

### Please Note:

- **All children must be brought to the preschool and collected from the preschool by an adult.** Children cannot come with older brothers and sisters. Children should be delivered to the teacher in person each day.
- Parents/Carers are required to sign their child/children "in" each morning and sign "out" each afternoon. If another member of the family is going to collect your child, please notify your child's teacher.
- **In 2025 you are required to send lunch with your child: refer to page 8.**

### Fees:

- In 2025 as directed by the State Government, preschool fees will not be charged.
- If your child is sick for a whole week or more, a doctor's certificate must be supplied and full payment is still required, if fees are being charged.
- If you are going away on holidays, written notice must be given to the school office.
- Additional days may be available for those students who meet the criteria.  
Please enquire the school office.

### Attendance at Preschool:

**Should your child not attend Preschool over a 14-day period and no notification has been given to the office, your child's spot will be cancelled and given to another child that is on our wait list.**

# Mascot Public School's Preschool Statement of Philosophy

## Principals Message

At Mascot Public School Preschool, we believe that early childhood is an important stage in children's lives and that they deserve high-quality care and education based on the Early Years Learning Framework. Our pedagogy and programs reflect children's current interests, strengths, ideas and experiences which contribute to children's sense of Belonging, Being & Becoming.

During their learning journey with us, educators will be working with the children towards these five learning outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

We believe children are capable, competent and active participants in their learning. Whilst engaged in meaningful play experiences they can make their own decisions. We value and recognise each child as an individual with their own needs, interests and life experiences.

Educators nurture the physical, social, emotional and cognitive growth of children. We are committed to providing a safe, caring environment by providing a holistic approach to teaching and learning. As educators, we work cooperatively and collaboratively. We engage in ongoing critical reflection to improve our practise and therefore achieve the best possible outcomes for our children. We are committed to participating in professional learning to enhance our skills and knowledge of best practice.

Our preschool represents the cultural diversity of the local community. We promote an inclusive approach and foster this through developing respectful relationships with children, their families and the wider community.

We believe families are the first and most influential teachers in a child's life. We always welcome families to share their knowledge, skills and experiences with our children. Families are listened to, respected and involved in shared decision making.

Mascot Public School Preschool is an integral part of Mascot Public School and the wider community. We actively participate in opportunities to engage in whole school and community events to promote a sense of Belonging and to develop an understanding of the diverse community in which we live. A strong transition program to school is provided to support our children to become resilient and adapt to change.

At Mascot Preschool we extend and enrich children's lives through creating positive and meaningful experiences that will inspire a love of learning.

**HELEN TE RATA**  
Principal

## SCHOOL CONTACT DETAILS

Address Mascot Public School  
207 King Street  
Mascot NSW 2020  
Phone: 02 9667 4301  
Email: mascot-p.school@det.nsw.edu.au  
Web: www.mascot-p.school.nsw.edu.au

Principal Mrs Helen Te Rata

APCI Ms Cherie Smith  
(Assistant Principal,  
Curriculum and  
Instruction)

Assistant Principals Mr Brad Atkins  
Ms Stephanie Aravopoulos (Relieving)  
Mr Shaun Ninyo  
Ms Sharon Rosen  
Ms Lara Schwartz (Relieving)

Preschool Supervisor Ms Julie Hayes

Preschool Teachers Ms Julie Hayes- Early Childhood Teacher  
Mrs Rebecca Atkinson- Early Childhood  
Teacher

SLSO Miss Christina Manolios  
(School Learning Support  
Officer) Ms Natalie Borbely  
Mrs Ally Moylan

School Administration Ms Linda Haines (Relieving SAM)  
Miss Wiki Te Rata

Director, Public Schools NSW Nic Accaria (phone 02 9298 6900)

Preschool Hours School starts – 9.00 am  
School dismissal – 3:00pm

## ABSENCES FROM PRESCHOOL

Please notify the school, in writing or via email if your child is going to be absent for more than two days.

## ACCIDENTS AND ILLNESS

First Aid is provided to children by trained personnel when an accident occurs.

In the event of **illness** or a **serious accident**, the school will:

- ◆ Ring the parent/caregiver or emergency contact (and ambulance, if necessary)
- ◆ In all cases, take the necessary steps to ensure the wellbeing of the child.

If the Principal feels that it is necessary for the child to be at home, parents will be called to collect the child.

**NB: Children should never be sent to school if they are ill.**

The school has paid for ambulance cover for all students.

## ADDITIONAL NEEDS

If your child has any additional needs, please let us know so these can be supported.

## ALLERGIES/ANAPHYLAXIS/HEALTH NEEDS- eg ASTHMA

When you enrol your child, you will be asked to indicate if your child has asthma or allergies that require medication. A Health Care Plan from your GP must be provided. Please ensure these forms are completed accurately and that you inform the school if there are any changes to the information you provide.

We may have children enrolled with Anaphylaxis and or Allergies. For the safety and wellbeing of these children, we advise families to avoid sending NUTS and food containing nuts in their lunch boxes  
(for example Nutella and peanut butter)

## BEING READY FOR PRESCHOOL

Your child should be able to:

- ◆ State their name
- ◆ Blow their nose
- ◆ Put on their socks and shoes
- ◆ Wash and dry their hands before meals and after visiting the toilet
- ◆ Use and flush the toilet without assistance
- ◆ Be able to dress themselves
- ◆ Pack away resources and materials after using them
- ◆ Open and close their school bag

## BIRTHDAYS

Birthdays can be celebrated at preschool however we would ask that you supply cupcakes or small donuts. Do not send bags of lollies or nuts for birthday celebrations. Please speak with your child's teacher before the day arrives.

## CONCERNS AND COMPLAINTS

At our school, we acknowledge that, at times, parents have concerns about their child's education. We are open to talking with you about the concerns that you have, and this is most effectively dealt with if they are raised in the following ways:

1. Make an **appointment** to talk to your **class teacher**. This makes the most productive use of time available - when the teacher is free to give you their full attention.
2. If you consider that the issue you have raised is still unresolved, then you need to state this to the teacher at the conclusion of the meeting and make an appointment with the **Principal**. Results of this meeting may include monitoring the situation, further discussion with people involved or outside support may be sought.
3. If, after these steps, you are still dissatisfied, approach the **Director, Public Schools NSW** who will try to resolve the situation further. The expectations for the Director will be that the above steps have been followed.

# CURRICULUM

## Early Years Learning Framework for Australia

A national early years learning framework for children from birth to five years has been developed to ensure your child receives quality education programs in their early childhood settings.

The framework is used by early childhood educators to develop learning programs responsive to children's ideas, interests, strengths and abilities and recognises that children learn best through play.

For more information go to: [www.deewr.gov.au/earlychildhood](http://www.deewr.gov.au/earlychildhood)

## Preschool Program

In an early childhood setting, the preschool program encompasses all the interactions, experiences, activities and routines and events, planned and unplanned, which the children participate in.

The program includes both indoor and outdoor activities, language and music group times, play based experiences and small group activities.

The children will be involved in a variety of play that will develop their interests, understandings and skills incorporating fine motor, gross motor, creativity, science and sustainable practices.

The children will have access to a variety of experiences on a daily basis including:

- ◆ Puzzles
- ◆ Block play
- ◆ Drawing/writing area
- ◆ Book corner
- ◆ Literacy and numeracy
- ◆ Science and technology
- ◆ Music and movement
- ◆ Dramatic play
- ◆ Gross motor experiences
- ◆ Painting, collage and construction
- ◆ Fine motor manipulation experiences

Our philosophy and curriculum is based on the beliefs of the Early Years Learning Framework for Australia. While at Mascot Public School Preschool, the children will be working towards the following five learning outcomes:

- ◆ Children have a strong sense of identity
- ◆ Children are connected with and contribute to their world
- ◆ Children have a strong sense of wellbeing
- ◆ Children are confident and involved learners
- ◆ Children are effective communicators



## DENTAL SERVICE

To make an appointment at the Child Dental Services call the Central Intake Centre on 1300 134 226. The East Sydney Area Dental Clinic is located at Daceyville Public School.

## DOGS ON SCHOOL GROUNDS

NO dogs are allowed on school grounds without the permission of our Principal. This is the policy of the NSW Department of Education.

## ENVIRONMENT/SUSTAINABILITY PROGRAM

Our beautiful outdoor garden is an important part of our preschool program. We have our own school vegetable and herb garden to learn about planting, caring for and using vegetables to eat and cook with. We have a sustainability area that includes a compost bin, worm farm and separate bins for rubbish, recycling and paper to encourage good practice and conversation around re-using and recycling.

## FEES and LEVIES

This year, there will be a voluntary extra-curricular fee to cover things such as incursions throughout the year. This voluntary contribution will be \$50.00 a term or \$200.00 for the year.

## FOOD and NUTRITION

Eating at preschool is an important part of the daily program. We aim to ensure that the children eat and drink properly while in our care so as to realise their full physical and cognitive potential. As recommended by NSW Health, we advise that morning tea and lunch needs to be healthy food.

Our preschool staff will also help your children during meal times by reminding them to wash their hands, encouraging them to finish their food and to not share their food with other friends.

Food containing high fat and high sugar content are not good nutritional items for your child.

### **Suggestions of what to put in a lunchbox – labelled clearly with their name**

- ◆ Please provide morning tea in a separate small-labelled container. We encourage families to provide fruit/vegetables only.

- ◆ Raw vegetables such as carrot sticks, cherry tomatoes, cucumber or capsicum strips are popular as a snack or in a sandwich.
- ◆ Wholegrain, wholemeal or high fibre breads such as seeded rolls, Lebanese, pita, lavash breads or bagels make filling sandwiches.
- ◆ Tuna or salmon, boiled eggs, beans or lean meat such as chicken or beef.
- ◆ Rice, pasta or noodles
- ◆ Small boxes or bags of dried fruit, rice crackers or unsalted, unsweetened popcorn.
- ◆ A bottle of water to keep your child hydrated which can be refilled throughout the day.

For busy families, prepare lunchboxes and sandwiches the night before and store them in the fridge to ensure that your child always has a healthy lunch. At preschool, your child's lunchbox will be kept in the fridge.

We may have children enrolled with anaphylaxis and/or allergies. For the safety and wellbeing of these children, we advise families to avoid sending NUTS and food containing nuts in their children's lunch boxes, for example Nutella and peanut butter.

## HYGIENE

There are toilets situated in the preschool rooms. Please ensure that your child is toilet trained, can pull their pants up and down, can wipe their own bottom, can flush a toilet and can wash their hands. Please also ensure your child has a change of clothes in case of accidents.

## ILLNESS

Please do not send your child to preschool if they are sick. We ask for your understanding and cooperation in this matter so that no child is exposed unnecessarily to infections.

All schools will be vigilant when implementing infection control. Schools will promote the need to follow good hygiene practices such as:

- regularly washing hands
- avoiding sharing drinks or food
- coughing or sneezing into your elbow, or a tissue which should be discarded immediately
- filling water bottles from bubblers rather than using the bubbler directly.

# IMMUNISATION

From 1 January 2018:

- children who are unvaccinated due to their parent's conscientious objection will **no longer be able to be enrolled in preschool**
- it will be an offence (with a penalty of \$5500) for an approved provider to fail to comply with the ECECS vaccination enrolment requirements in section 87
- it will be an offence (with a penalty of \$5500) for a person to forge or falsify a certificate that is required to be provided under these requirements
- the temporary exemption (for 12 weeks after enrolment) will be extended to Aboriginal children and those in out of home care.

**After January 1 2018 the school cannot enrol children in preschool who are not immunised.**

Please bring your child's ACIR Immunisation History Statement. Parents/Carers may obtain a copy of their child's immunisation history statement at any time:

- ◆ By telephone on 1800 653 809
- ◆ By email on [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- ◆ Online at [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- ◆ In person at the local Medicare office, Centrelink office or Child Support Service Centre

# INCURSIONS

During the year, students of the preschool may have the opportunity to engage in incursions offering new experiences and community connections. Information is sent home via a note and sometimes a fee may occur.

## INFECTIOUS DISEASES

Below is a table of some common childhood illnesses/diseases and an indication of the expected absence from school.

DISEASE	PERIOD OF TIME TO KEEP YOUR CHILD AT HOME
<b>Chicken Pox</b>	For 5 days from the onset of the rash and when blisters have dried
<b>Diarrhoea/Vomiting</b>	24 hours after diarrhoea/vomiting has stopped
<b>German Measles</b>	Until fully recovered and for at least 4 days after the rash appears
<b>Glandular Fever</b>	It is not necessary to keep your child home but some children with glandular fever are too sick to attend school
<b>Hand, Foot And Mouth</b>	Until the blisters have dried
<b>Measles</b>	For at least 4 days after the appearance of the rash.
<b>Mumps</b>	Until child has fully recovered and for 9 days after the appearance of swelling
<b>Whooping Cough</b>	For 5 days from the start of antibiotic treatment. Otherwise, keep home for 2 weeks from when "whoop" starts.
<b>Head Lice</b>	Until the first treatment is carried out. Check other members of the household and only treat them if lice are detected. Treat again in 7 days. Tell the school and any possible close contacts such as friends.
<b>Impetigo</b>	If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school

## NEWSLETTERS

A comprehensive school newsletter is distributed fortnightly via email during school terms. The newsletter contains important information, details and dates of school functions and notices of meetings as well as featuring children's work. Be sure to read the newsletter to ensure that you are up to date. The newsletter is also on our school webpage.

**Please ensure that you provide a current email address so that you can be kept fully informed.**

## ORIENTATION

New families are invited to attend orientation visits in the year prior to starting. These sessions allow educators, families and children to become familiar with each other, developing a sense of belonging.

## PARENT INVOLVEMENT

Currently, the major way which parents can support their child's education is to join the:

- 1. Parents and Citizens' Association:** The P&C provides opportunities for parents and community interaction and participation in the life of the school. The P&C coordinates fundraising activities to obtain additional resources for the benefit of all students, including the ever-popular Mother's Day and Father's Day stalls. The P&C meets on a regular basis. Dates for meetings are published at the start of each year. Check the newsletter for times. At these meetings, a whole range of interesting topics related to the school are discussed.

Regular agenda items include the Principal's report as well as consideration of expenditure items based on funds generated by the workings of the P&C. Feel free to come along and experience the friendly atmosphere of this important group who contribute to making Mascot Public School the fantastic learning environment that it is.

## PARKING AT SCHOOL

Parents are not permitted to drive onto or park within the school grounds at any time.

Parents wishing to leave their car should park in the car park opposite the school and use the school crossing or traffic lights to cross King Street.

Drivers should obey the parking signs and always take extra care outside schools. Penalties for ignoring the signs are excessive.

A 40km p/h Low Speed Zone exists around Mascot Public School between 8.00am and 9.30am and 2.30pm and 4.00pm weekdays. Please drive carefully.

## REPORTING CHILDREN'S PROGRESS

Parents are encouraged to make an appointment with the class teacher to discuss their child's progress at relevant times of the year. Children's progress is documented electronically using the application "Seesaw". The teacher will provide you with further details regarding this form of documentation.

Apart from this documentation, you will also receive a developmental summary at the conclusion of Term 2 and a transition statement to school at the end of Term 4.

## SCHOOL BYTES

Mascot Public School uses School Bytes for finance and student management system, as

part of the Department and Educations commitment to streamlining school administration

processes. The School Bytes portal and app provides flexibility for you to conveniently:

- Read school notices
- Make school payments online (including paying for multiple siblings at once)
- Use a family credit to pay for an activity or school contributions
- Download a receipt for payments made
- View all historical payments in one place
- Complete and submit digital permission notes
- View the status of all permission notes
- Request a refund if required
- Respond to absence notifications
- Complete school forms at point of need
- Book parent/teacher interviews
- Access academic reports

At Mascot Public School we use SEESAW and the SCHOOL BYTES for communication. Seesaw connects you to your child's classroom and teacher and School Bytes connects you with important notes, information and reports regarding your child.

## SCHOOL CROSSING

**There are two pedestrian crossings** that operate in King Street. The RTA has also provided a crossing supervisor to assist children crossing the road. Please use this crossing or the traffic lights when coming to and from school to ensure the safety of your children. Young children should always hold an adult's hand when crossing the road.

**PLEASE DO NOT ENCOURAGE YOUR CHILD TO RUN ACROSS THE ROAD**

## SCHOOL COUNSELLOR

Our School Counsellor is a trained and experienced teacher, who has completed additional specialist training in the area of psychology. The School Counsellor is a part-time member of our staff, who is concerned with children experiencing learning difficulties and/or behavioural or emotional problems.

When teachers are concerned about a student, they are able to refer that child to the school's Learning and Support Team with your permission. The Counsellor may then be asked to conduct interviews and/or tests to help determine the most suitable methods of helping the child who has been referred. Some children and/or parents may be referred to agencies outside the school for further specialist assistance.

Children and parents may also request interviews with the School Counsellor. Any such request however must be made through the Principal.

## SEESAW

Seesaw is a digital documentation platform that is used to document children's learning and communicate with families. Families are given a QR code at the start of the year to sign up to Seesaw.

Information on Seesaw is private and only shared between Educators and individual families.

## SMOKE FREE ZONE

There is a total ban on smoking including vaping on school premises. This is in accordance with the NSW state government legislation.

## STUDENTS LEAVING THE PRESCHOOL

When a child is leaving, parents should notify the school in a letter addressed to the Principal at least two weeks in advance of their last day.

## SUN PROTECTION

Mascot Public School Preschool is a Sunsmart Service. Broad brim hats are required each day. It is strongly recommended that sunscreen is applied to your child before they arrive at Preschool. It will then be reapplied throughout the day for added sun protection.

## SCHOOL TERMS 2025

- Term 1** Friday 31, January 2025 - Friday, 11 April 2025  
(Preschoolers start Monday 10 February 2025)
- Term 2** Monday, 28 April 2025 - Friday, 4 July 2025  
(Students return Wednesday 30 April)
- Term 3** Monday, 21 July 2025 - Friday, 26 September 2025  
(Students return Tuesday 22 July)
- Term 4** Monday, 13 October 2025 - Friday, 19 December 2025  
(Students return 14 October)

## SCHOOL DEVELOPMENT DAYS

There are **eight days** during the year that are known as School Development Days. No students attend school on these days

**Term 1 - the first, second, third and fourth day back in Term 1 (31<sup>st</sup> Jan, 3<sup>rd</sup> - 5<sup>th</sup> Feb)**

**Term 2 - the first and second day back (28<sup>th</sup> April)**

**Term 3 - the first day back (21<sup>st</sup> July)**

**Term 4 - the first day back (13<sup>th</sup> October)**

These days are important as they allow all teachers to meet to write procedures, develop curricula or engage in professional learning activities without the need to supervise children. Students do not attend school on these days.

## WEBPAGE

Mascot Public School's website is: [www.mascot-p.schools.nsw.edu.au](http://www.mascot-p.schools.nsw.edu.au)

Our webpage contains a lot of useful information for the preschool and our whole school.



# WHAT HAPPENS DURING OUR DAY

## Summer Routine

9.00am -11.40am	Outdoor play, progressive morning tea and tidy up.
11.40am -12pm	Acknowledgement of Country and Transition to lunch
12pm	Lunch
12.15pm - 2.40pm	Indoor play and tidy up
2.40pm-3.00pm	Optional afternoon tea and time to reflect about the day with the children.

## Winter Routine

9.00am - 9.10am	Arrive, sign in and connect with core educators.
9.10am -11.50am	Indoor play, progressive morning tea and tidy up.
11.50am -12.00pm	Acknowledgement of Country and Transition to lunch
12pm	Community Picnic/Lunch
12.15pm - 2.45pm	Outdoor play and pack away
2.45pm -3.00pm	Optional afternoon tea and time to reflect about the day with the children.

During indoor play, the children can move freely between both classrooms and the middle room.

This encourages the development of a sense of agency, which allows the children to make choices and decisions relating to their own lives.

During outdoor play, the children also have access to the middle room to utilise for play and to use as an eating area if they are hungry.

# WHAT SHOULD MY CHILD BRING TO PRESCHOOL

Please provide your child with:

- Small labelled container with morning tea
- Labelled lunch box in fridge
- Water bottle
- Sun hat
- Full set of spare clothes

## **Remember: Label your child's clothing and belongings with his/her name.**

This applies especially to rainwear, jumpers and hats. It is a great help if your child can recognise his/her own things. Footwear such as thongs and scuffs are **not permitted**. Children must not bring toys from home.

## **Please collect these items and drop them off when you come to the preschool:**

- ◆ Empty boxes, for example, cereal, toothpaste etc for construction and art
- ◆ Bottle tops and lids

We would also appreciate if each family could donate the following items each term:

- ◆ Box of tissues
- ◆ Packet of baby wipes
- ◆ Packet of textas
- ◆ Packet of pencils
- ◆ A glue stick

# NOTES

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