



ZUCCOLI PRESCHOOL HANDBOOK

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DREAM.DESIGN.DELIVER

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“EVERYTHING!”

Ashton



“MAKING STUFF!”

Bailey

WHAT DID
YOU LOVE
ABOUT
PRESCHOOL
TODAY?

“I HAD SO MUCH FUN!”

Charlotte



“EATING!”

Reed

PRESCHOOL SESSION TIMES

There are two preschool sessions available. The first option is full day Monday, Tuesday, and alternate half day Wednesday. The second option is alternate half day Wednesday and full day Thursday, Friday. This provides 30 hours of preschool a fortnight. A separate calendar will be provided to you illustrating the days your child is enrolled.

GROUP 1 GROUP 3	MONDAY	TUESDAY	WEDNESDAY
	8.00 - 2.30	8.00 - 2.30	8.00 - 12.00 odd weeks
GROUP 2 GROUP 4	WEDNESDAY	THURSDAY	FRIDAY
	8.00 - 12.00 even weeks	8.00 - 2.30	8.00 - 2.30





PRESCHOOL PHILOSOPHY

Shaping little minds through play

OUR PHILOSOPHY CREATES A SAFE, SUPPORTIVE, INCLUSIVE AND ENGAGING ENVIRONMENT THAT PROMOTES CONNECTIONS AND RESPECT FOR OUR DIVERSE CULTURES. OUR PRESCHOOL LAYS THE FOUNDATION FOR OUR CHILDREN TO LEARN TO EMBODY THE ZUCCOLI PRIMARY SCHOOL VALUES OF RESPECT, RESPONSIBILITY, RESILIENCE, INTEGRITY AND CURIOSITY.

CHILDREN

- We view children as active participants in their own learning who have a voice in deciding matters that affect them.
- We acknowledge each child as individuals and value how each child's qualities, characteristics and prior knowledge contributes to the learning experiences in our classroom.

TEACHING AND LEARNING

- We use the Early Years Learning Framework, in conjunction with the NT Preschool Curriculum Guide, to inform our program.
- Our preschool program is influenced by Kath Murdoch's inquiry approach and draws on Walker learning methodology.
- Our program promotes thinking, problem-solving skills, independence, communication, curiosity and exploration through developmentally appropriate play.
- Our educators facilitate, support and scaffold children's learning through critical reflection and consultation with families to ensure a holistic approach. We endeavour to embed cultural knowledge and perspectives in our program to reflect our diverse school community.

ENVIRONMENT

- We view our environment as an integral part of learning that engages children in exploratory play and encourages an appreciation for their natural environment and its resources.
- We are committed to caring for our physical environment by promoting and practicing sustainability.

RELATIONSHIPS

- We acknowledge the role families and service providers play in the life of each child.
- We endeavour to build respectful relationships that value the contribution of families through shared and open communication.

STAGES OF SCHOOLING IN THE NT

Preschool - non compulsory

Primary School - (compulsory from the age of 6)

Transition - known in other states as:

Foundation, Kindergarten, Reception, Prep.

Years 1-6

Middle School - Years 7 - 10

Senior School - Years 11- 12

SCHOOL VALUES

Our Preschool lays the foundation for our children to learn the Zuccoli Primary School values of Respect, Responsibility, Resilience, Integrity and Curiosity.

RESPECT

Strive to create an environment where the children feel valued and teach children to treat others with kindness and foster a sense of empathy.

RESILIENCE

To equip children with resilience to overcome challenges and embrace their mistakes.

RESPONSIBILITY

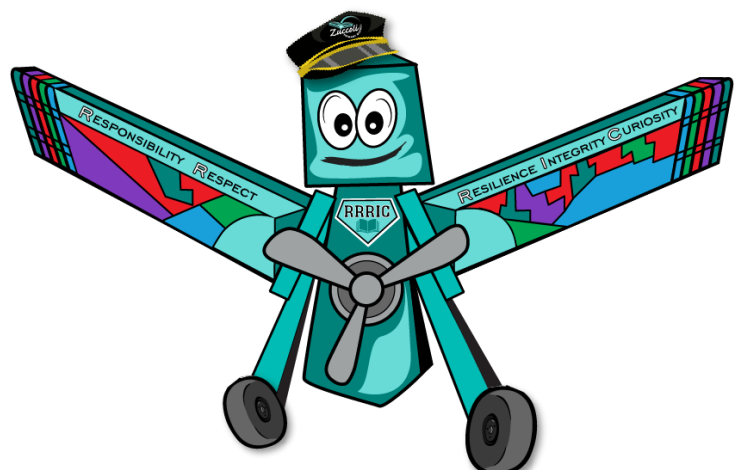
Empowering children to take responsibility for their own actions and choices.

INTEGRITY

To foster honesty and teach children to do the right thing even if no one is watching.

CURIOSITY

Encouraging children to be inquisitive learners by asking questions and exploring their ideas and ignite a lifelong passion for learning.



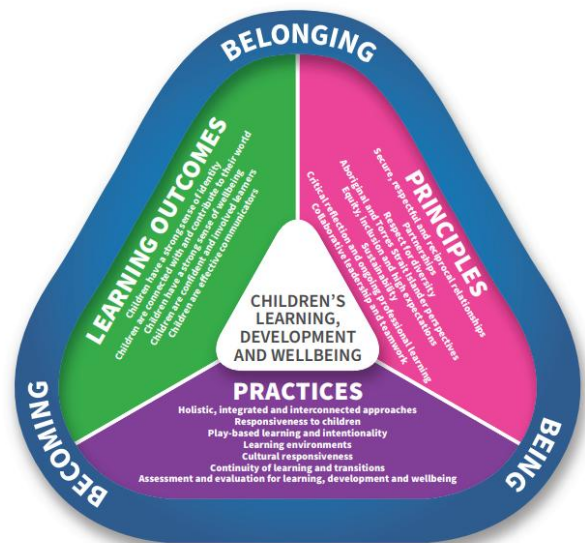
OUR PROGRAM

Play Based Learning: Our preschool program has a play based, developmental learning focus. Play fosters the development of thinking and problem-solving skills. It promotes independence, self-direction, communication, sharing, exploration, discovery, fun, curiosity and self-expression. We endeavour to create a safe and stimulating environment in which students can engage in the learning process and develop skills and understanding at their own pace.

Early Years Learning Framework (EYLF)/ NT Preschool Curriculum: At Zuccoli Preschool we use the EYLF and the NT Preschool Curriculum Guide when planning our program. Through the five outcomes, educators will assist your child to develop:

- A strong sense of identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in their learning
- Effective communication skills

Educators guide your child's play by carefully designing learning experiences and creating stimulating indoor and outdoor learning environments. Your child's learning experiences will focus on their strengths, capabilities and interests.



POLICY AND PROCEDURES

Our preschool adheres to many policies and procedures, that are in accordance with the National Laws and Regulations, the National Quality Standards (NQS) and Northern Territory Department of Education & Training.

The NQS' encompass the National Quality Framework which has 7 quality areas of which nationally set the standard for Early Childhood Education and Care across Australia.

All Zuccoli Preschool policies and procedures are available on the Zuccoli Primary School website, which you are encouraged to access and become familiar with.

RISK ASSESSMENTS

Child safety is taken very seriously at Zuccoli Preschool with many risk assessments completed throughout the year to ensure staff are aware of hazards and are making every attempt to ensure all children are safe. If you would like to view any risk assessments, please speak with your child's teacher.

PRESCHOOL STAFFING RATIO AND QUALIFICATIONS

Our Preschool adheres to regulated ratios of one Educator to 11 children.

All staff have nationally approved qualifications which includes a minimum of Certificate III in Early Childhood Education and Care for educators and Early Childhood Education Degrees/equivalent for teachers.

ASSESSMENT & RATING

In 2022 our Preschool underwent the Assessment and Rating process. We received a Rating of MEETING in all Quality areas and we're pleased to receive a MEETING rating overall. This rating indicates that our Preschool met the National Quality Standards (NQS). This assessment and rating process evaluates various aspects of our Preschool, including quality of teaching and learning, health and safety measures, curriculum implementation, resources and facilities and overall management. It is a comprehensive evaluation that helps us ensure that we are providing a safe and enriching learning environment for our children.



Pack your child a **HEALTHY LUNCH BOX**

Choose a variety of foods from each food group



Fruit



Vegetables



Dairy



Wholegrains



**Lean meat
& alternatives**



A Healthy Lunch Box



**MAKE WATER
YOUR DRINK**



**PACK ICE BRICKS
TO KEEP FOOD
COOL**



**USE A THERMOS
TO KEEP FOOD
WARM**



Health

EATING HEALTHY

Children will need to bring their own morning tea and lunch to school. Please consider healthy choices when packing lunch boxes.

Please note that we are unable to reheat food at school. Allowing your child to help you pack their lunch can help them to learn about healthy choices and feel some ownership. Remember to label your child's lunch box and any spoons or food containers that they bring to Preschool.

WATER BOTTLE

Children will need to bring a drink bottle filled with water only each day. Please label it with your child's name.

TOILETING

If you have any concerns with your child's toileting routine please speak to the teachers and we will support them as needed. Even if your child does not usually have toilet issues, make sure they have a change of clothes in their bag each day. All clothes that come to Preschool must be labelled.

While children are encouraged to go to the toilet throughout the day, this is a new environment and it is not unusual for children to get busy and have a toileting accident. Please talk to your child about letting their teachers know if they do have an accident. We are here to assist your child and want their day to be comfortable.



Our preschool is a NUT AWARE zone. Please ensure your child does not bring any nut products into Preschool. Food containing any NUT ingredients including chocolate bars is not permitted at Preschool.

**This can change year to year depending on the cohort of children's allergies and dietary requirements. Please check in with your child's teacher of the dietary requirements within your child's class.*

REST & RELAXATION TIME

Regulations state that students must be provided with time for rest and relaxation. We encourage you to bring a small cushion for your child to use at Preschool. Cushions will be returned to you at the end of each weekly session.



WHAT TO BRING TO PRESCHOOL

A bag with the following items:

- A change of clothes, because sometimes little accidents happen.
- A healthy morning tea and lunch. Please do not include nut products. As we are a nut aware school.
- A drink bottle with water. Please don't send drinks such as cordial, juice or flavoured milk.
- Library/Message Bag. Place in tub on top of lockers every day. This bag will be used to protect library books.
- Ensure that your child's name is on ALL their belongings, so that we can make sure that they are returned to you.
- Shoes that are good for running around at Preschool
- A small cushion for rest time.
- Remember to put sunscreen and insect repellent on before school.



HELPFUL TIPS TO PREPARE YOUR CHILD FOR PRESCHOOL

Help your child practice:

- Opening and closing their lunchboxes containers and water bottles.
- Packing and unpacking their school bag
- Practise putting on shoes and socks with minimal support.
- Using words to say when asking for help.



DONATIONS

At Preschool we recognise a lot of materials have more than one use. We are incredibly creative and use a lot of recycled materials for our masterpieces.

We accept cardboard boxes, cylinders, magazines, fabric scraps and art donations.

Departmental policy prohibits us from accepting cardboard toilet rolls. We also welcome any donation of ingredients to make playdough including flour, salt, oil and cream of tartar.

PARENT COMMUNICATION

At Preschool we aim to keep parents fully informed and engaged with their child's learning and important information using a variety of platforms. All Preschool information will be shared through the whole school Class Dojo app to communicate with parents, providing regular updates on the Preschool program and events. We will also utilise the School's Facebook page and fortnightly school Newsletter to highlight upcoming school events.

VOLUNTARY PARENT CONTRIBUTION

Voluntary contributions are key to ensuring quality resources are available to support your child's learning and include excursions, special events, and consumable materials for art, craft, gardening resources and cooking ingredients. They are set at **\$50 per term or \$200 upfront**. Contributions can be paid at the Front Office



ABSENCES

Please inform the school by ringing 7923 0222, emailing zuccoliprimary@education.nt.gov.au or sending a message via Class Dojo. If you are going away for an extended period, please put the dates in writing and give to staff at the Front Office.

ARRIVING ON TIME

It is important to be on time every day.

Preschool sessions start at 8am. The time we allow for activities before our morning group session assists children to settle in their day and gives parents and educators a chance to communicate any important information.

PARENT INVOLVEMENT

We encourage parents to volunteer and assist in various programs in the classroom. If you have time during the week or any talents you would like to share, please inform your child's teacher when you can assist.

COLLECTING YOUR CHILD

Children must be collected from their preschool classroom by someone over the age of **18 years old**. If you wish to authorise another person to pick up your child please complete an Authorisation Form in advance. The person collecting your child will need to provide ID matching the authorisation details.

PRESCHOOL UNIFORM

Uniforms can be purchased from the school office. It is the school's policy that all children wear the full school uniform of school shirt and black school shorts or skorts each day. On Wednesdays, students may wear their school sport shirt. Students are allocated their sports team colour on enrolment.

Preschool students are eligible for the NT Government's Back to School voucher which can be used towards uniform costs.

HATS

All children must wear an approved sun protective black bucket hat when outside. If your child doesn't have a hat they will be asked to play indoors or on the shaded veranda. Spare hats are not always available for children if their hat goes missing.



SUNSCREEN

Permission will be sought at Preschool enrolment from the family for the service to apply sunscreen.

- Zuccoli Preschool will provide SPF 50+ broad spectrum water resistant sunscreen to be applied to exposed skin of children 20 minutes before outside play.
- If a child presents with an allergic reaction to sunscreen the service will stop applying the sunscreen, notify the family and request that a hypoallergenic sunscreen be supplied by the family for the child to use.
- If a family provides their own sunscreen it will need to be clearly labelled with the child's name.
- Children will be encouraged to apply sunscreen themselves

ORIENTATION PROGRAM (PRESCHOOL TO TRANSITION)

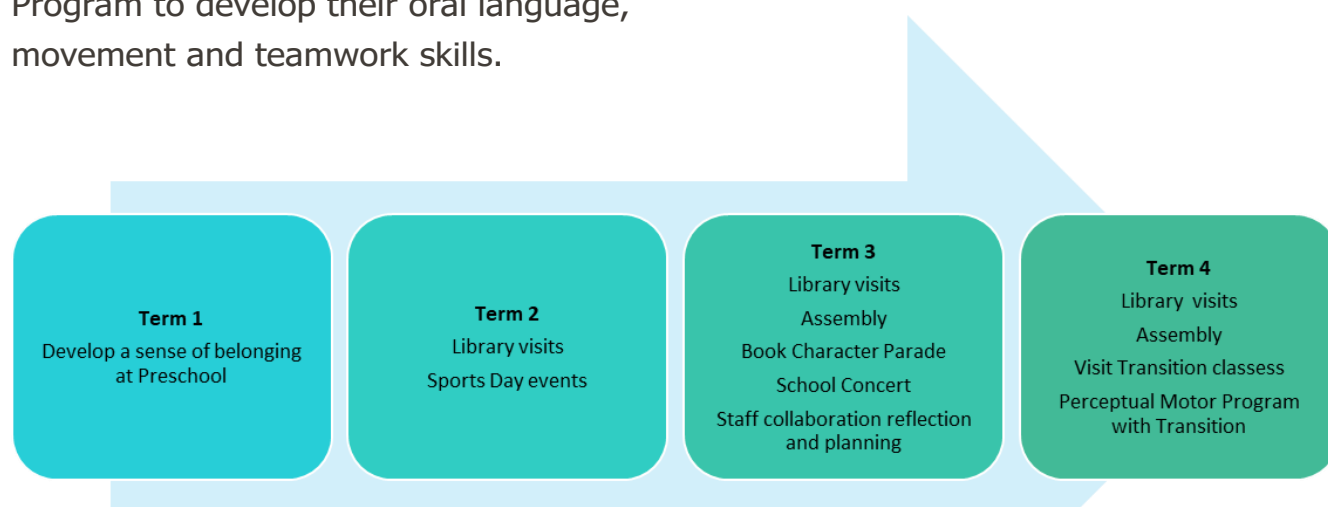
Zuccoli Primary School is invested in creating an orientation program which is not a single event but as a pathway which leads to successful outcomes in all elements of life-long learning.

Zuccoli Primary School is committed to engaging students, families, professionals, teachers and community members in the orientation to school process to ensure the implementation of this policy is meaningful, supportive and reflective of best practice. The orientation program is viewed as a collaborative and dynamic process occurring overtime ensuring a sense of belonging in all environments.

The orientation program is an ongoing process beginning in Term 2. Preschool students begin fortnightly visits to the library and participate in sporting events at the whole-school sports day. During terms 2 and 3, preschool students will work with Transition students in a Perceptual Motor Program to develop their oral language, movement and teamwork skills.

In term 3, preschool classes also begin attending fortnightly whole-school assemblies on Wednesdays and engage in other whole-school activities such as book week and the Zuccoli School concert.

In term 4, preschoolers visit the Transition classrooms to become familiar with the learning environment they will progress to in their next year of schooling. Children will receive a library bag as part of their preschool pack. Please ensure their bag is clearly labelled.



MOSQUITOS

At certain times throughout the year mosquitoes are a cause for concern. During these times we ask that you apply a suitable repellent to your child before coming to school. With written parent permission, educators will assist students to reapply throughout the day if required.

INFECTIOUS DISEASES

NT Health- Time Out from schools poster outlines exclusion times and periods, for staff and students who have been exposed to infectious diseases.

<https://digitallibrary.health.nt.gov.au/nthealthserver/api/core/bitstreams/2f711732-7db5-4ae6-ad6f-b11e383dab3d/content>

INJURY & ILLNESS

All injuries, accidents and incidents that occur by law within the preschool must be documented on an Incident Form, communicated with and signed by parents or guardians. In the unlikely event that a major incident occurs emergency services will be contacted, and families will be notified.

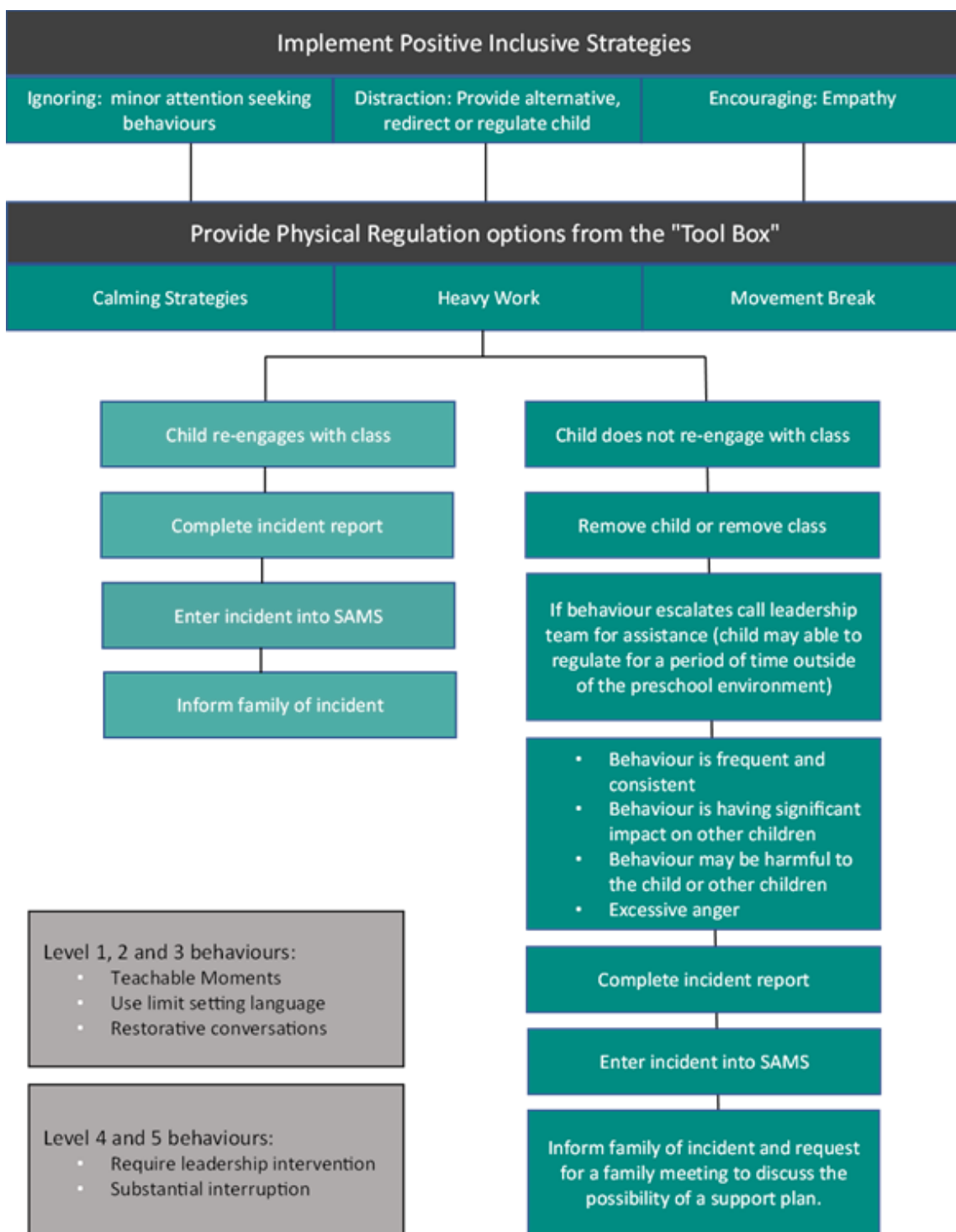
If your child is unwell, you must keep them at home, even if they really want to come to preschool. This will allow them the rest they need to recover from illness much faster and will also help prevent the spread of illness throughout preschool classes.



BEHAVIOUR GUIDANCE

Zuccoli Preschool takes a positive approach to behaviour guidance. We believe the children's self-esteem and independence needs to be fostered at all times. We aim to maintain positive methods of behaviour guidance through the use of redirection and indirect strategies.

We believe that every child at Zuccoli Preschool has the right to feel safe and be protected from aggression by providing a safe and secure environment. The Behaviour Guidance Policy ensures children have the opportunity to develop empathy, self-regulation and social skills needed to experience a positive sense of belonging. A full copy of the Behaviour policy can be found on the school's website.



MANDATORY REPORTING

Every person in the NT is required to make a report if they reasonably believe that a child may have been, or is at risk of being, harmed or exploited. Section 26 of the *Care and Protection of Children Act 2007* (NT) sets out the reporting obligations to safeguard the wellbeing of children in the NT. These reporting obligations are commonly referred to as "mandatory reporting".

Our staff are required to undergo Mandatory Reporting training twice a year.

EMERGENCY DRILLS

As part of the National Regulations that guide our Preschool [Regulation 97(3)], all staff and students must rehearse emergency and evacuation procedures every three months. At Zuccoli, we practice Fire Evacuations, Code 1 and Code Red Lockdowns. Students are taught about each type of situation and learn how to respond in case of an emergency.

Code 1 Lockdowns are used if there is an identified risk nearby, not on the school grounds.

Code Red Lockdowns are practiced if there is an identified risk on the school premises.

Fire Evacuation drills are practiced in case of a fire emergency.

During each practice, teachers ensure all students are accounted for and monitor their wellbeing and safety.



PROTECTING CHILDREN IS EVERYONE'S BUSINESS

MANDATORY REPORTING

WHAT IS MANDATORY REPORTING?

Under the Child Protection Act 1999, mandatory reporters are required to report concerns about a child who may have experienced significant physical or sexual abuse.

WHAT IS SIGNIFICANT HARM?

Harm to a child is any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing.

It is immaterial how the harm is caused.

Harm can be caused by:

- A single act, omission or circumstance
- A series or combination of acts, omissions or circumstances

WHO ARE MANDATORY REPORTERS?

Early childhood education and care professionals

Doctors

Registered nurses

Teachers

Police officers with child protection responsibilities

Child Safety employees and employees of licensed care services

Employees of the Public Guardian



What is physical abuse?

- Physical abuse includes but is not limited to:
- non-accidental injury to a child that you suspect is caused by a parent or other household member.
 - actions towards a child by a parent or other adult household member that may have caused, or is likely to cause, a significant injury.
 - the child was injured, or nearly injured, during a domestic violence incident involving adults.



What is sexual abuse?

- Sexual abuse is any sexual activity or behaviour that is imposed on a child and results in physical or emotional harm.
- True Relationships offers a range of resources that help professionals identify, understand and respond to sexual behaviours.



What is neglect?

- Neglect is when the child's basic needs of life are unmet by their parent to such an extent that the child's health and development are affected, causing harm, or likely to cause an unacceptable risk of harm to the child.
- The focus is on the consequence of the situation for the child, rather than on parental behaviour, motivation or intent.



What is emotional or psychological abuse?

Emotional or psychological abuse is when the child's social or emotional development is affected, or at unacceptable risk of being affected as a direct result of parental behaviour or attitude.

- This may be a parent who rejects the child or is hostile towards the child.
- You may observe harm to the child from their anxiety, depression, withdrawal, inappropriate attachment or bonding, self harming behaviour or aggressive behaviour towards others.

Who do I talk to if I have a concern?

The Preschool Team

CODE OF CONDUCT



WE WELCOME YOU

Families, visitors, volunteers and service providers are valued and respected members of our learning community. You can expect to:

- be welcomed by school staff who are inclusive, supportive and professional
- experience a school culture that encourages two-way conversations and positive behaviours
- be welcomed to partner with us to support children's learning and the wellbeing of our school community.



WE WORK TOGETHER

To help us provide a safe, inclusive and supportive learning environment, we ask you to recognise that our school is also a workplace. You are expected to:

- follow instructions from the principal and school staff, and follow all regulations, policies and procedures
- be honest and fair, show respect for others and model positive behaviour
- follow the school's procedures for communicating using social media, email, phone and in-person.



WE ALL FEEL SAFE

Unacceptable and offensive behaviours are not accepted in Northern Territory education settings. These include:

- behaving in ways that are intimidating, humiliating, aggressive or abusive
- harassing, victimising or discriminating against others
- behaving in ways that endanger the health, safety or wellbeing of those around them
- engaging in behaviour that harms the reputation of the school, staff or students
- inappropriately using social media, phone or email
- inappropriately using recorded videos or audio, or photos of students, staff or school community members
- sharing any information about school staff or students gained through participating in school/learning activities
- entering school grounds while affected by, or to consume illicit drugs or alcohol, or to supply or attempt to supply them to staff or students.



REPORT UNACCEPTABLE BEHAVIOUR

If you experience or see unacceptable or offensive behaviour, contact the school principal or a staff member.

If your behaviour is unacceptable or offensive, you could be asked to leave the premises, or the Northern Territory police may be called.

HELPFUL LINKS

Family Assistance Office - Centrelink

The Family Assistance Office can help you with the cost of raising children. Some of the benefits available are: Family Tax Benefit A & B, Child Care Subsidy and more.

[Raising kids - Services Australia](#)

Australian Children's Education and Care Quality Authority

The Australian Children's Education and Care Quality Authority (ACECQA) is the body that sets the standards for the Childcare Industry.

[ACECQA](#)

ASTHMA FOUNDATION

[Asthma Action Plan - Asthma Australia \(Nation's peak consumer body\)](#)

Allergy Aware

Information and Fast Facts provide bite sized, easy to read and trustworthy information on allergy and other immune diseases.

[Home - Australasian Society of Clinical Immunology and Allergy \(ASCI\)](#)

Kidsafe

Child Accident and Prevention Foundation that provides information and resources on how to help keep your child safe in and around the home.

[kidsafe Australia | Keeping Children Safe](#)

Kids Helpline

Is a free, confidential and anonymous telephone and online counselling service specifically aimed at young people ages 5 – 25 years.

[Kids Helpline | Phone Counselling Service | 1800 55 1800](#)

Beyond Blue

A great resource from Beyond Blue for parents to foster children's resilience.

[Resource library - Beyond Blue](#)

Australian Childhood Foundation

The Australian Childhood Foundation works to make children's safety and welfare a priority.

[Home - Australian Childhood Foundation](#)

NAPCAN Foundation

The National Association for Prevention of Child Abuse and Neglect (NAPCAN) seeks to resource and network child welfare professionals and practitioners working to prevent child abuse and neglect from happening before it starts, through the provision of parenting brochures, training, support networks and information.

[Prevent child abuse and neglect | NAPCAN](#)

Bullying No Way

Provides information about what bullying is and how you can help prevent it.

[Bullying No Way](#)

Healthy Kids

Information on providing healthy foods and exercise for children

www.healthykids.nsw.gov.au A health initiative to encourage children and families to eat 2 serves of fruit and 5 serves of vegetables each day www.gofor2and5.com.au.

[Home - Munch & Move \(nsw.gov.au\)](#)

Development Milestones

[DevelopmentalMilestonesEYLFandNQS.pdf \(acecqa.gov.au\)](#)