



# Humpty Doo Preschool Handbook 2017



BEING  
BELONGING  
BECOMING



### Contact information

Preschool

Teacher in Charge-Mrs Nicole Crews

Phone: 8988 1290

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Email: [humptydoo.preschool@ntschoools.net](mailto:humptydoo.preschool@ntschoools.net)

Humpty Doo Primary School

Phone: 8988 1255



## HUMPTY DOO PRESCHOOL PHILOSOPHY

At Humpty Doo Preschool we believe that play is a child's work and that learning occurs during developmentally appropriate, child-centred activities.

Children learn concepts best when they are meaningful and relevant to them. They acquire knowledge through active exploration of their environment. It is our responsibility to provide a learning enriched environment which provides stimulating and challenging experiences for them. The teacher acts as a facilitator; encouraging, promoting and reinforcing a child's attempts, questions, skill development and discoveries.

We believe that building relationships is an important part of the work we do in preschool and parents are the children's first teachers. The stronger the relationship between home and school the more children gain from the preschool experience.





## Welcome to Parents and Caregivers

We seek your help in making your child's first experience of school life a happy and rewarding one. Your participation in preschool activities is actively encouraged. This may be through:

- Sharing with us information about your child and their interests
- Spending time in the classroom for puzzle or investigation time
- Joining us on excursions or special days at school
- Assisting with making or preparing resources
- Assisting with fundraising

We look forward to your involvement with our preschool. We hope it will be a most enjoyable and rewarding time for you and your child. It is amazing how proud the children are when they see their parents actively involved in their preschool

## ENROLMENT/ADMISSION

Any families with children in the Humpty Doo area who wish to attend preschool are encouraged to place their name on the pre-enrolment list.

To assist in forward planning preliminary enrolment is encouraged as soon as your child turns 3. This may be done in person or via email or phone.

Parents are encouraged to bring their child to the preschool to meet the teachers and to become familiar with the preschool environment.

Children may begin preschool at the beginning of term 1 if they turn 4 **before June 30th** of that current year.

Children who turn 4 after this date and before 30th September may have the option to start preschool in Term 3. These children will remain in preschool for the remainder of that year and all of the following year.

## SESSION TIMES

### Full Day Sessions:

Group 1- Monday and Tuesday 8.20am-2.50pm

Group 2 Thursday and Friday 8.20am-2.50pm

Each full day group attends alternate Wednesday morning sessions  
8.20am-12.20pm

All student absences must be notified.

If your child is away please notify us.

SMS: 0438 246 300 Tel: 8988 1290

Email: [humptydoo.preschool@ntschoools.net](mailto:humptydoo.preschool@ntschoools.net)



## VOLUNTARY CONTRIBUTIONS

Preschool contributions assist in daily operational costs such as consumables, art/craft materials and educational resources.

**\$50.00 per term / \$10.00 per fortnight / \$5.00 per week**

All contributions are to be paid to the Primary School Front Office.  
EFTPOS is available.

## BACK TO SCHOOL VOUCHERS

The NT Government provides each Preschool family with a Back to School Voucher.

Your child's back to school pack will include:

- 4 Preschool T-shirts
- Library bag
- Adjustable bucket hat
- Drink bottle (this is to be kept at school)
- Excursions
- Incursions/performances
- Consumables
- Music Program



## FOOD REQUIRMENTS

Humpty Doo is a health promoting school, and we encourage children to bring healthy and nutritious snacks for morning tea and lunch. Each child is responsible for his/her own lunch box, which should be clearly marked with his/her name. Please ensure that your child is able to open the lunch box, and that the snack you provide is easily manageable by your child.

**Please advise staff if your child has any allergies or intolerances**

Children will need to bring food for morning tea and lunch. It is a good idea to have a chat to your child about which items they might eat for morning tea and which they might save for lunchtime

**No drinks are required as drink bottles are provided**

***\*\*\* PLEASE NOTE WE ARE A NUT FREE PRESCHOOL \*\*\****

***This includes but not limited to Nutella and other hazelnut spreads and Peanut butter***

## DROPPING OFF AND PICKING UP

**Children** must be accompanied by an adult in the morning until the teacher opens the doors at 8.20am. Your child should always be collected promptly when the session finishes.

If for any reason you are going to be late please call the preschool on 8988 1290 and we can prepare the child for this event.

Anyone dropping off or picking up your child will be required to fill in the sign in/out book located near the front door of both classrooms. If for some reason someone else needs to collect your child that we ask that you let us know as soon as possible and provide a contact number for that person.

If the child is to be dropped off or picked up by an older sibling we require a letter from the family notifying us of this arrangement. This is as per our drop off and pick up policy.

## A SAFE ENVIRONMENT

The school has a “zero tolerance” policy for bullying, harassment and physical violence. There is an expectation that staff, students and parents/carers will respect the rights of others as per the Education Code of Conduct. The active implementation of this policy is essential to maintaining a safe environment which supports the physical and emotional wellbeing of everyone. The school community has developed a clear set of values that underpin school decision making and the basis of our working relationship with each other. These values are an integral part of the ethos and operation of Humpty Doo Primary School.

- RESPECT
- RESPONSIBILITY
- PERSONAL BEST
- INCLUSION
- HONESTY



## LIFE SKILLS

Children enjoy their Preschool experience if they are able to:

- Independently use the toilet, blow their noses, dress themselves, remove and put on their own shoes.
- Experience little stress when away from familiar adults e.g. children need to feel comfortable to be apart for 3 hours minimum.
- Interact with a range of adults around them e.g. Carers, neighbours, extended family members.
- Show curiosity in new activities and enjoy new experiences

Children are encouraged to be responsible for their own property. They will need a school bag large enough to hold all their belongings (change of clothes, lunchbox, library book etc.) They need to carry their own bags, put their lunches in the fridge, and their bags in their lockers.

## SUN SAFETY



- All children need to bring their hat to preschool every day.
- Please make sure your child's hat **is clearly named inside and on the brim**.
- Children without hats must stay under the covered area during outdoor play-based learning sessions.

## FUNDRAISING/PARENT COMMITTEE

The Humpty Doo Preschool committee meets monthly in the main preschool. This is your opportunity to become involved in your child's first school experience. This can be through:

- assisting with fundraising projects
- giving ideas for fundraising
- discussing ways the funds raised are spent.

We have one fundraising event each term. For them to be successful parent help is required.

## MEDICAL POLICY

At Humpty Doo Preschool we endeavor at all times to maintain a healthy and illness free environment. It is important if showing signs of being unwell, that children are kept at home until they are well enough to attend.

It is our intention to stop the cycle of illness within our preschool community.

For further information please see preschool staff.

# PROGRAMMING

At Humpty Doo Preschool we follow the guidelines and Outcomes as set down in the National Early Years Framework for children 0 years to 5 years.

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators



## Learning through play

Our Learning program is centered around the children's own interests and includes a variety of activities designed to assist the development of each child's independence, initiative, confidence, self-esteem, language and problem solving skills.

Please refer to the information displayed in the classrooms, or speak to your child's teacher for more information.

## LEARNING BEGINS AT HOME

Parents can assist their child in beginning to gain many of the skills that are necessary for the child to learn to be literate, that is, to read, write, spell, speak and listen. You are probably doing this already!

- Really listen attentively to your child
- Read to your child every day – We cannot emphasise this enough, it is a very important basis for future reading, spelling and writing. Talk about the books you have read, encourage them to retell you the story through the illustrations.
- Teach your child nursery rhymes and songs – this is a very important basis for spelling
- Help your child to recognise his/her name
- Make sure your child has access to drawing and writing materials and child friendly scissors at home. By developing good hand skills and other pre-writing skills you will prepare your child for the next step, which is writing.
- Encourage their efforts, focus on what they can do rather than their mistakes
- Let your child see you reading and writing
- Help your child to develop numeracy skills by playing counting games, shopping, cooking and TALKING about shape, colours and numbers around the home
- Help your child to develop independence through allowing him/her time to think about and find solutions to problems
- Talk to your child's teacher about how you can help your child at home.
- Sharing and turn taking are important concepts – playing games is a good idea to get this concept across.

**When home and school work together, children learn better and feel secure.**

Victorian Modern Cursive print

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u v w x y z

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