



Respect / Tolerance & Inclusion / Excellence

# Florey

# Preschool

# Family

# Handbook

# 2016

## **Principal's Welcome Message**

We are delighted to welcome you to the Florey Preschool and Primary school community. We are a multicultural community that values respect; tolerance and inclusivity; and excellence. Our staff are highly qualified and dedicated to bringing about the best possible outcomes for your children. Florey Preschool implements a learning curriculum that aligns with the Early Years Learning Framework (EYLF). Children learn through play-based activities and intentional teaching that develops their understanding of 'being, belonging and becoming'. Staff continually assess children's development and adjust their programs according to student developmental needs. We look forward to joyful and successful preschool and primary school years working with you and your children as they grow in confidence and go from strength to strength as young people and learners.

## **Florey Primary School and Preschool Contact Details**

### Education and Training Directorate Contact Details

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

### School Contact Details

- Principal: Felicity Bruce
- Deputy Principal: Kelly Booker
- Preschool Staff: Teachers – TBC  
Assistants – TBC
  
- School Phone number: (02) 62058011
- School Fax number: (02) 62058002
- Preschool Unit phone: (02) 62057957

## **PHILOSOPHY STATEMENT FOR EARLY CHILDHOOD EDUCATION IN ACT PUBLIC SCHOOLS**

### **Education and Training Directorate Vision**

That all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives.

### **Education and Training Directorate Values**

Honesty, Excellence, Fairness and Respect.

### **Florey Primary School and Preschool Vision**

Our vision at Florey Primary school is to empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world and practise the core values of the school: respect, tolerance and inclusion, and excellence.

## **Florey Preschool Philosophy**

### **Florey Preschool Guiding Principles**

We believe in acknowledging the original custodians of this land, the Ngunnawal people and their language and all Aboriginal and Torres Strait Islander people in the community.

We believe that each child, family and educator is a unique and valued individual. We value and honour diversity and accept and celebrate differences in other people. We believe each person and their family's values, culture, beliefs, abilities and language should be acknowledged and accepted and reflected in the preschool's environment.

We believe that each child should be provided with 'mirrors' which reflect our own personal values as well as providing 'windows' into the lives and values of the children around us.

We believe in a happy, caring, safe and secure environment for the children, families and educators. We believe in an environment where all educators work towards the same goal, show support and respect for each other.

We believe that the environment is the 'third' educator and it should be an area where the children can grow, learn and develop together to their full potential.

We believe children should learn about sustainability and it should be incorporated into everyday life. This is to help our environment and to influence the quality of life now and for future generations.

We believe in a play based approach to learning, where children are provided with opportunities and resources through which they can explore and navigate and gain a deeper understanding of the world around them.

We believe children are capable, resourceful and valued members of the community. We believe children should be encouraged to 'have a go' and to explore the environment and feel safe in doing so while taking a minimal risk.

We believe that Literacy and Numeracy is a fundamental skill in life. We believe in developing these skills through incorporating them into our programs and introducing the basics of literacy and numeracy to all children.

We believe in building a community that values children, respects their rights and gives them love. We believe in building a community that enables children to develop a readiness for the transition to school and more meaningful, a readiness for life.

# What happens at preschool?

## Preschool Hours

Our preschool program operates 2 full-time classrooms with two groups of up to 25 children in each room. In 2015 all children attended for 30 hours over a fortnight period. **The ACT government is currently making a decision on whether they offer 15 hours of preschool a week (5 days a fortnight) or 12 hours of preschool a week (4 days a fortnight). We will send you a letter when we have more information about this and at this time we will ask for your preferred days.**

### *Current structures:*

#### 15 hours a week:

Acacia and Banksia groups currently attend every Monday and Tuesday from 9.00am to 3.00pm and on alternate Wednesdays from 9.00am to 3.00pm in Weeks 1, 3, 5, 7 and 9.

Bluebell and Waratah groups currently attend every Thursday and Friday from 9.00am to 3.00pm and on alternate Wednesdays from 9.00am to 3.00pm in Weeks 2, 4, 6, 8 and 10.

#### 12 hours a week:

Acacia and Banksia groups currently attend every Monday and Tuesday from 9.00am to 3.00pm.

Bluebell and Waratah groups currently attend every Thursday and Friday from 9.00am to 3.00pm.

## Arrival time

Our preschool sessions commence at 9.00am and children should arrive on time so they don't miss important activities at the beginning of the day. It is important that children are brought to and collected from preschool by a responsible adult. Preschool children (and their siblings) must be fully supervised by an adult before preschool starts (and also after it finishes). Children must not be left unattended in the playground or preschool classroom at any time.

For safety reasons we request that children do not play on the outdoor equipment before preschool as staff will be still setting up the play environment at this time. The preschool staff cannot accept responsibility for children before 9.00am as we have other duties and need to prepare the program for the day ahead. However we will always make time available if you need to see us about anything urgent at this time.

Before you come inside please encourage your child to hang up their own bag and clothing and to put their drink and food containers into the baskets provided. We like to encourage independence and responsibility right from the start! On their way into the classroom children are required to wash their hands (as part of our Allergy Friendly policy) and then come in to greet their teachers.

It is most important that you 'hand over' your child to the staff each morning and not just drop them off without seeing a staff member first. To help your child have a great start to the day please come into the room and help your child choose an activity. When you are ready to leave please make sure you say goodbye to your child. Even though this can be a distressing time for your child it is important that you say a proper goodbye. Staff will be on hand to support your child through this separation process.

Access to preschool is via either side gate. These gates have childproof latches on them and must be kept closed AT ALL TIMES. Please make sure that children do not swing on the gate or go out the gate without an adult accompanying them, especially during arrival and departure times. The car park can be very busy and poses a risk to safety, so please hold your child's hand when entering and leaving the preschool and walking through the car park and driveways.

### **Collection time**

The Preschool session finishes promptly at 3.00pm. ***It is most important that you are on time to collect your child***, as children can become quite distressed if their parents are late. Please arrive a few minutes before 3.00pm so you are ready to collect your child as soon as preschool ends.

If you are unavoidably delayed please phone and let us know so we can reassure your child that you will be coming soon. At the end of the day staff will farewell the children individually when they see that their parent/carer has arrived. This way we can pass on important information about your child's day.

Children can only be collected by their parents or guardians or another **adult** who has been given your written authority to collect your child. You will need to fill out an "Authority to Collect" form if anyone else collects your child. In an emergency you may phone staff to authorise someone else to collect your child but you will need to provide staff with their contact details and we will ask them for identification when they arrive.

### **Update changes of contact details**

Please let us know in writing, if any of your child's enrolment details change such as new address or phone numbers or changes to emergency contacts etc. It is vital that we have correct details in case we need to speak to you urgently.

## **Phone contact during session**

The preschool phone number to contact us during session times is **6205 7957**. You are welcome to call during the session if you need to check how your child is or to pass on *urgent* messages. You will also need to phone to let us know if your child is ill or if someone else will be collecting them that day. If you wish to discuss any other issues it is best to speak with, or phone, staff at the end of the session or during staff release time when we can give you more time and attention.

If necessary you can contact Florey Primary School office on **6205 8011** and they can relay a message to us.

## **Please label everything**

**Everything** that your child brings to preschool needs to be labelled clearly with his/her name to avoid loss and confusion as many clothes, bags, lunch boxes and drink bottles look alike. It also helps children learn name recognition if their belongings are clearly labelled and will ensure we can return 'lost' items.

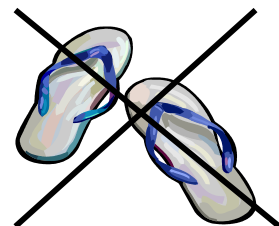
## **Toileting**

It is important that your child is able to manage toileting independently before starting preschool. However we do realise that individual needs and toileting skills vary greatly and toileting accidents may happen from time to time. Please let us know if your child needs extra reminders or assistance with toileting and remember to provide additional spare underpants and clothing (also clearly labelled).

## **Appropriate clothing/footwear**

Please remember to pack a complete change of clothes for your child, as accidents and mess can happen. In cooler weather children will need a warm jacket or coat for outdoor play. Children should wear comfortable, casual clothes that are easy to move in and easily washed. Children will need to wear shoes that are safe for running and climbing in e.g. sneakers or sandals. *Florey is a SunSmart school which means we require children to wear a protective sunhat at all times when outdoors.*

***No gum boots, thongs, crocs, slippers or backless shoes.***



## **Sunscreen and hats for outdoor play**

As part of our Sun Protection Policy **all children must wear a hat which protects their face and neck from the sun, during outdoor play**. We follow a 'no hat no play' policy (except during the winter months of June, July and August when beanies are acceptable head wear).

A hat will be provided for your child at a cost of \$4.00 at the beginning of the year. These hats are kept at preschool in the craft pockets so each child always has a SunSmart hat to wear.

Parents are responsible for putting sunscreen on their own child in the morning before coming to preschool. For sun protection we also recommend that children wear clothing which covers their shoulders and necks eg no singlet tops or strappy sundresses etc.

## **Communication**

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.

Important notices are placed on the classroom noticeboards and/or distributed individually. School newsletters are produced on a weekly basis providing information about what is happening within the school.

Parent meetings are held throughout the year for your input and feedback.

Parent interviews are held at the end of term 2 and throughout the year as required.

Teachers appreciate the opportunity to talk with parents and carers both formally and informally. 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.

## **Bringing items from home**

To avoid the risk of precious things getting lost or broken we ask that children do not bring in toys from home unless it is a special occasion and you discuss it with staff first.

We also welcome donations of blank paper, envelopes, writing paper, old greeting cards, useful junk, ice cream, yoghurt and take away food containers, empty boxes (small) for craft, old wrapping paper, scraps of material etc and any other items you think we could use on our craft trolley. (NB no toilet rolls please as they can pose a health risk).

## **Information displays**

Please check the main noticeboards near your child's classroom door for the latest preschool news. Information about what is happening at preschool and various community events will be displayed. The P&C will also display meeting times, events, fundraising ideas and other information for you to keep up to date with preschool happenings.

Your child's art work and other notes and information will be distributed via their craft pocket which hangs on the wall outside. Children are encouraged to check craft pockets each day.

## **Library borrowing**

To promote literacy skills and encourage a love of books and reading, preschool Library borrowing will commence in Term 1.

To borrow books your child will need to bring a separate library bag to put their books in to avoid any damage in transit. We have library bags for sale for \$5 at the start of each year if parents wish to buy them. Children may borrow and return books on any preschool day. Parents record the books being borrowed and returned in the library folder on top of the bookshelf.



## Florey Preschool Curriculum Information

The national Early Years Learning Framework (EYLF) for children from birth to five years has been developed for use by all early childhood services across Australia. The Early Years Learning Framework for Australia (EYLF) is a guide for early childhood educators who work with children from birth to five years. The EYLF has been developed to ensure your child receives quality education programs in their early childhood setting as this is a vital time for their learning and development. The EYLF is implemented in partnership with families (who are children's first and most influential educators), to develop learning programs which are responsive to children's ideas, interests, strengths and abilities, and recognises that children learn through their play.

The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

<http://www.deewr.gov.au/Earlychildhood/Programs/EarlyChildhoodEducation/Pages/default.aspx>

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.

The following outcomes from The Early Years Learning Framework describes the learning and development of children at Florey Preschool:

- 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

To view Education and Training Directorate policies visit <http://www.det.act.gov.au/>

## **Excursions**

**Excursions or incursions** (held at Florey Preschool) are part of the educational program at Florey Preschool. On enrolment, parents are asked to give permission for their child to go on incidental excursions e.g. 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 is 1:4 on major excursions or less as required.

## **Transitions**

Your child is a member of the Florey Primary school community. By enrolling your child into Florey Preschool your child is automatically enrolled for Kindergarten at Florey Primary school. As with all transitions the staff will ensure that the move from preschool to kindergarten is smooth and successful. To do this we have implemented a transition program for our preschool children. This involves students making regular visits to the primary school throughout the year, participating in whole school events such as cross country, assemblies and book week celebrations and participating in the orientation program which runs throughout semester 2.

For more information about this topic please follow the link to the following website for some handy hints. The Starting School - a guide for parents document is available at:-

[www.det.act.gov.au/\\_data/assets/pdf\\_file/0019/18613/Starting\\_School.pdf](http://www.det.act.gov.au/_data/assets/pdf_file/0019/18613/Starting_School.pdf)

# Participating and contributing to our preschool

## 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 and Preschool Parent sub-committee.

### Board

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

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

- to establish strategic direction and priorities for the school
- to monitor and review school performance and to report on it to the Director-General, parents of students at the school and staff
- to develop, maintain and review curriculum for the school
- to develop and review education policies at the school
- to establish budgetary policies for the school and approve the school budget
- to establish policies for the efficient and effective use of school assets and the management of financial risk
- to develop relationships between the school and the community and between the school and community organisations
- to make recommendations to the Director-General on issues affecting the school and to give effect to the Director-General's directions
- to encourage parent participation in their children's learning; and
- to exercise any other function given to the board under this ACT or any other Territory law.

[http://www.det.act.gov.au/\\_data/assets/pdf\\_file/0020/309008/Functions-of-a-School-Board.pdf](http://www.det.act.gov.au/_data/assets/pdf_file/0020/309008/Functions-of-a-School-Board.pdf)

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

## **Parents and Citizens Association (P&C)**

The P&C plays an important role within the school. Meetings are twice a term. Dates and times are advertised in the newsletter. 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 School.

## **P& C – Preschool Sub-Committee**

The preschool parent sub-committee operates as a sub-committee of the Florey Primary School P&C to provide input and feedback on the preschool program and to run preschool fundraising and social events.

The preschool parent sub-committee has a vital role in ensuring that the preschool continues to be supported to provide a high quality early childhood education program which meets the needs and interests of all children and families. Elections for this sub-committee will be held at the start of the school year. Your support and involvement is welcomed.

## **Participation in preschool activities**

Families are welcome to share their special skills, interests and diverse family cultures with the preschool and are encouraged to participate in social activities to enable them to meet other families 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.
- participating in the daily program
- assisting with laundry, working bees in the garden etc.
- joining the Florey Primary School P&C Preschool sub-committee.

## **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. All volunteers must hold a *Working With Vulnerable People* card before they can commence and must also sign the daily Volunteers register when they arrive and leave. They must also complete the Directorates Volunteer Nomination Form.

To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the *Code of Conduct for Volunteers*. 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.

- 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 can not 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 department'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/department.

### **Voluntary contributions**

Whilst public education is free, schools may offer specific optional items, activities and services which parents may be asked to pay for if they wish their child to access them. Such activities may include excursions, class photos and educational visitors. Voluntary contributions for preschool are requested from each family at the beginning of the school year to support our high quality preschool program. Contribution rates are set by the School Board each year. Payment of your voluntary contributions will directly benefit your child/ren and enable the preschool to continue to thrive. 100% of the voluntary contributions for students will go to the preschool. Payments may be made at the school office or by direct deposit to the school bank account. Families who are unable to make voluntary contributions due to financial hardship are able to access equity funding by speaking with the teacher or Principal.

## **Concerns or complaints**

If you have a concern about your child's education please have a conversation with the preschool teacher. You are also welcome to make contact with the principal or executive teachers in the primary school.

Should the need arise the ACT Education and Training Directorate has a policy for complaints resolution. This policy can be accessed at

[http://www.det.act.gov.au/publications\\_and\\_policies/policy\\_a-z](http://www.det.act.gov.au/publications_and_policies/policy_a-z)

# **Student wellbeing, health and safety**

## **Student Welfare and Management**

At Florey 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 by valuing their uniqueness and what they bring to the school. We provide a supportive, welcoming and culturally inclusive educational environment where students feel safe and happy. The school has a *Student Management and Wellbeing* policy that outlines the steps for addressing student welfare and management issues.

## **Child protection practices**

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and /or sexual abuse of children is a criminal offence.

Staff will deliver lessons to children in protective behaviour and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills.

## **Parent support**

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

- parents 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.

## **Emergency management procedures.**

The school has a policy on emergency evacuations and is required to practise evacuation procedures. All staff and children participate regularly throughout the year.

## **Food and drinks at preschool**

We encourage children to bring simple nutritious fresh foods to eat at preschool and to not bring processed or pre-packaged food. Each child will also need to bring a drink bottle filled with water only (no juice or other drinks please).

Please pack morning tea and lunch foods in two separate containers so your child can easily find them. Drink and food containers should be easy for your child to open and close and must be clearly labelled with your child's name.

Please include a small ice pack if you have foods that need to be kept cold, such as yoghurt and cold meats as we do not have enough space in the fridge for lunchboxes for four class groups. If you are sending hot food please use a thermos (non-breakable) as we do not have facilities for heating food for children.

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

Provision is made for the children to eat during the preschool session. Parents/carers are urged to provide children with healthy snacks and lunch which will enable the staff to assist in the development of lifelong healthy eating habits. All children will need their own drink bottle with water only. Healthy lunches, snacks and drinks 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 care-givers 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 also be washed thoroughly before reuse. 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, eggs 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 iceblock into the lunch box



- water bottles can be frozen overnight and then stored in your child's lunchbox, helping to keep it cold.

While at school children should keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.

## **Physical activities**

Physical activity is very important for children and opportunities are provided daily at preschool for structured and unstructured physical activity.

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 ensure your child is dressed appropriately so that they feel confident to participate in all the challenges provided throughout the session. In keeping with the sun safe policy, children will need to wear a suitable hat. Bucket hats will be provided for each preschool child at the beginning of the year at a reasonable cost. A warm coat and hat is required in winter. The children will be challenging themselves on the climbing equipment so sensible footwear is essential and long dresses and skirts can be dangerous. Please label all of your child's clothing and pack a spare set in case of extremely messy play or accidents.

## **Health and medical condition management**

### **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 influenza 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. Exclusion periods for infectious diseases such as mumps, German measles, measles and chicken pox are provided at the end of this handbook. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

### **Medical conditions and Accidents**

It is important that sick children are kept at home for their own comfort as well as the comfort and health of other children and staff. If a child becomes ill or is injured at school, appropriate First Aid will be given and if necessary parents will be notified and asked to take their child home. If emergency treatment is required parents will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free. All students who have an ongoing condition (eg asthma, diabetes, epilepsy, anaphylaxis) must have a treatment plan completed by parents and their GP and lodged at the school. Health Management Plan proformas are available from the front office or from a staff member in the preschool.

If a child is to take a **prescription medicine** while at school you must provide written directions from a medical practitioner and the medication in its original container clearly identified for your child. Medication must be handed to staff at the beginning of each day for safe storage and a medication form must be completed by the parent. Information on a child's health status eg epilepsy, diabetes, should be given on enrolment or on diagnosis. If the health problem is serious please provide an up to date photograph of the child so it can be placed on our Medical Alert board.

**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 the preschool who will inform the school office.

To view Education and Training Directorate policies visit <http://www.det.act.gov.au/>

### **Anaphylaxis and allergy management**

Florey Primary school is an allergy aware school due to the inclusion of students and staff members with life threatening anaphylactic allergic conditions. We ask that anyone entering the preschool site washes their hands on arrival and ensures that they do not bring any nuts (or any foods or items containing any nut products) to the preschool or school. Please advise staff if your child has any allergies and complete the required Allergy and Anaphylaxis Management Plan for your child. Further information will be provided at the start of each year regarding other allergies that may be present and other foods that may not be brought to Preschool or school. Your co-operation is vital for this important health and safety matter.

### **Hygiene and handwashing 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 centre.

All scratches and cuts must be covered.

## **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.

<b>Condition</b>	<b>Exclusion of person with condition</b>	<b>Exclusion of persons in contact with condition</b>
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 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— (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  (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 influenza 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— (a) child is unwell, or  (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
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.  (b) Exclude non-immunised contacts until 14 days after the first day of appearance of the rash in the index case. (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.  (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. (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 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
*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. (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