



Duffy Playgroup

TIME TO LEARN AND PLAY



TUESDAY'S
9:30am to
10:30am

Please bring along a healthy snack, a
hat and a drink bottle

For more information contact Duffy PS:
Ph - 02 6142 2510
Email - duffyps@ed.act.edu.au

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ACKNOWLEDGEMENT OF COUNTRY

We wish to acknowledge the Ngunnawal people as traditional custodians of the land we are meeting on and recognise any other people or families with connection to the lands of the ACT and region.

We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

We would also like to acknowledge and welcome other Aboriginal and Torres Strait Islander people who may be attending today's event.



Play is the essence of childhood. Children learn to connect, communicate and collaborate through rich social interactions with peers through play. At Duffy our strength is our diverse community and inclusive environment. We welcome all families to be part of our Duffy community to make new friends and connections at our Tuesday playgroup. Let's embark on this journey together.

OUR PHILOSOPHY

Early Childhood Education at Duffy Preschool

Our preschool Philosophy has been developed in collaboration with children, educators and families. All this is overarched by the National Quality Frameworks and our Duffy School values.

At Duffy Preschool you will see us being respectful through	At Duffy Preschool you will see us being responsible through	At Duffy Preschool you will see us being inclusive through
<ul style="list-style-type: none">• building respectful relationships with students, families, community and our environment• adults actively listen to children's voices• Children listening to each other's ideas• Appreciating each child's unique abilities• Looking after our resources• Working as a team• modelling kindness and friendship through interactions• Learning and engaging in play	<ul style="list-style-type: none">• Encouraging and supporting children to be risk takers• Encouraging children to actively explore and engage in safe play• Fostering problem solving through play• Co-constructing authentic learning experiences, intentional interactions drawing from children's interests	<ul style="list-style-type: none">• Celebrating diversity throughout the year, acknowledging Indigenous cultures, Harmony Day, Diwali, and other celebrations• Embracing each child's unique strengths, knowledge, culture and experiences• Sharing knowledge with each other by using our Yarning Circle• Inviting families to actively engage and participate in their child's Preschool journey through feedback and sharing skills

OUR VISION

Our shared vision is to provide a secure and caring environment where children, teachers and parents can work harmoniously and productively as a team. Children are respected and their individuality encouraged and supported.

EARLY YEARS LEARNING FRAMEWORK

Curriculum

The EYLF 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.

At Duffy Primary School, we use the Early Years Learning Framework to work in partnership with families to develop learning programs responsive to children's ideas, interests, strengths and abilities and recognise that children learn through their play.

Further information for families about the EYLF is available through the Australian Government Department of Education website:
<https://www.education.gov.au/early-years-learning-framework-0>

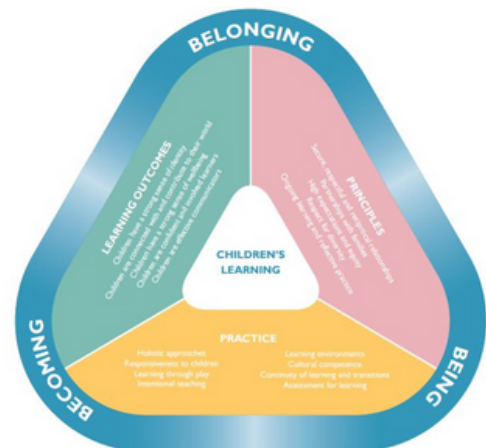


Figure 1: Elements of the Early Years Learning Framework

WHAT DOES A PLAYGROUP SESSION LOOK LIKE?

The Play group session runs on Tuesdays for one hour from 9:30am - 10:30am

9:30am - 9:45am: Welcome and good morning
Acknowledgement of Country
Story followed by fruit and snack

9:45am - 10:20am: Connect, create and collaborate through play

10:20am -10:30am: Pack up and say goodbye

WHAT TO BRING?

- Sun safe broad brim hat
- Fruit and drink bottle
- Comfortable foot wear
- Gumboots and rain jackets on rainy days
- A set of spare clothes

DUTY OF CARE

Supervision and the duty of care rests with parents and carers . The educators are here to support you. In case of an incident or injury you will need to complete an incident form.

WWVP REGISTRATION

At Duffy Playgroup we strongly encourage our parents and carers to obtain a WWVP Registration.

The Working with Vulnerable People (WWVP) scheme aims to reduce the risk of harm or neglect to vulnerable people.

If you work or volunteer in a regulated activity or service where you have contact with vulnerable people on a regular basis, you need a WWVP registration.

Access Canberra decides whether to register you based on the level of risk you may pose, and whether it's in the best interests of vulnerable people.

All individuals who applied from 1 July 2019, paid a \$135 application fee and were only issued a 3-year registration have had an automatic extension of 2 years applied to their registration expiry date. Letters confirming the new expiry date have been sent to affected registration holders.

How to apply:

You can apply for a WWVP:

- online (you will still need to visit an Access Canberra Service Centre)
- in person at an Access Canberra Service Centre
- by post if you are unable to apply online or in person.

For more information on how to apply for or renew a WWVP registration go to: [Apply for or renew a WWVP registration - Access Canberra \(act.gov.au\)](https://act.gov.au)

A-Z GENERAL INFORMATION

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. This is in accordance with the Children and Young People Act (<http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf>).

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 Junior Executive Teacher, Ms Katie Withers.

Should the need arise, the Directorate has a policy for complaints resolution. This policy can be accessed within the policy section on the Directorate website: http://www.det.act.gov.au/publications_and_policies/policy_a-z

Enrolment

Children seeking to enter the school at the preschool entry point should be four years of age on or before 30 April in that year. Preschool enrolments open in May prior to the commencement of the preschool year. The Directorate uses an online enrolment procedure which can be accessed via their website:

Early Intervention

Early Intervention refers to services that support children with a disability or developmental delay so they can get the best start in life. Such services help optimise the child's development and ability to participate in family and community life.

Intervening early in the lives of children with a disability or developmental delay can lead to better outcomes for the child, and their families, over the long term.

Children with a disability or developmental delay may be eligible for the National Disability Insurance Scheme (NDIS). For more information on Early Intervention within the National Disability Insurance Scheme please review the following NDIS and Directorate websites:

<http://www.ndis.gov.au/document/320>
http://www.det.act.gov.au/school_education/disability_education.

Early Entry

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

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

Please inform the school at the time of application should you be seeking eligibility for Early Entry. Further information on Early Entry is available at the website below.

http://www.det.act.gov.au/publications_and_policies/policy_a-z

Food Safety Tips for Homemade Lunches and Snacks

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

Some safety tips:

- 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 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 (do not pack these foods if just cooked, first cool in the refrigerator overnight)

- Make sure that while at school children keep their lunches in cool places and away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.
- We are a Peanut and Nut Aware School. Nuts, peanuts or any products containing nuts or peanuts are NOT allowed.

Gates

Please ensure you keep the safety of all of our students in mind when entering and exiting the school grounds. The preschool gate should be secured every time you enter and exit the area.

Hygiene Procedures

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

Lost Property

Please name everything with permanent markers or a name label. Staff will make every effort to locate lost items that are named. Ensure your child's name is clearly visible. Lunch boxes and drink bottles need to be named also.

Immunisation

The ACT Health Directorate advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus Influenzae type B). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur.

Exclusion Periods

A copy of exclusion periods (Appendix A) for students with infectious diseases such as mumps, German measles and chickenpox is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Medical and Accidents

It is important that sick children are kept at home for their own comfort as well as the comfort 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. All students who have an ongoing condition (e.g. asthma, diabetes, epilepsy etc.) must have a treatment plan completed by parents and their GP and lodged at the school. Plan proformas are available at the front office or from a staff member in the preschool.

Head Lice

Head lice are extremely contagious, but easily eradicated. Children with either eggs or live lice will be excluded from preschool until treatment has been successful. Please report any cases of head lice to the school front office or a member of the preschool team.

Parent Support

Parentlink is a website which parents can use to access parent guides, a directory of local parenting services, upcoming community events and parenting courses and further readings in relation to parent guides and links to other useful websites.

Parking

Parking at preschool can be challenging and there is limited space directly in front of the entrance gates. Please consider the safety of all students and families and use alternate street parking if required.

At times road safety police officers will patrol the area. It is important to obey all traffic road safety laws, both for your personal safety and that of our community.

Physical Activities

Physical activity is very important for children, so educators provide opportunities 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 need to wear a legionnaires or wide brimmed hat. Please ensure that cords on hats will break under minimal pressure or removed as in compliance with Directorate policy.

Student Welfare and Management

At Duffy Primary School we value that everyone is an individual and that we all have the special qualities that make us who we are. It is important that students are treated with respect and 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.

Volunteers

Volunteers have a special place at Duffy Primary School and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

All frequent volunteers (more than seven days per year) will be required to register for a Working with Vulnerable People background check. This is a three yearly application and is free for volunteers. For information please discuss with preschool educators, the school front office, or by accessing the Directorate policy:

http://www.det.act.gov.au/_data/assets/pdf_file/0003/501249/Working-with-Vulnerable-People-Information-for-volunteers.pdf.

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 (http://www.det.act.gov.au/_data/assets/pdf_file/0005/509486/Code-of-Conduct-Volunteers.pdf). This code has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools.

CONTACT DETAILS

Address: 47 Burrinjuck Crescent, DUFFY ACT 2611

Preschool Unit Phone: (02) 6142 2523

School Front Office Phone: (02) 6142 2510

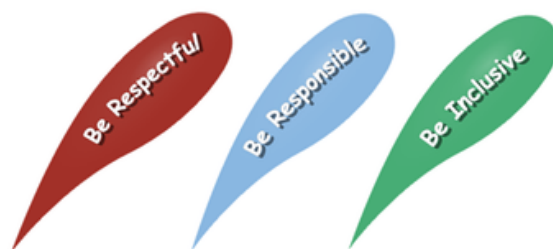
School Email: duffyps@ed.act.edu.au

Office Hours: 8:30am-3:30pm

School Website: <http://www.duffyps.act.edu.au/>

VISIT DUFFY PRESCHOOL

For further information or to request a tour of the Preschool facilities, please contact the Duffy PS Office via phone or email. For enrolments, visit the ACT Education website - Enrolling in an ACT Public School.



EVACUATION PROCEDURES

PRESCHOOL BUILDING

EVACUATION ALARM SOUND

WHOOOP.....WHOOOP.....WHOOOP.....EVACUATE NOW.....EMERGENCY

- Prepare for evacuation
- **DO NOT** collect bags or belongings
- Check all areas in your classroom (quiet reading / sensory areas.....)
- Evacuate in an orderly manner from learning area via your designated exit, this will be communicated via school speaker system. **Oval Evacuation Assembly Area or Front of School Evacuation Assembly Point (see map below)**
- Teachers assist students to line up by class roll groups
- Class rolls will be handed out to teachers at the Assembly Area

TEACHERS ON CLASS

TEACHERS ON RELEASE Evacuate immediately and join roll class.

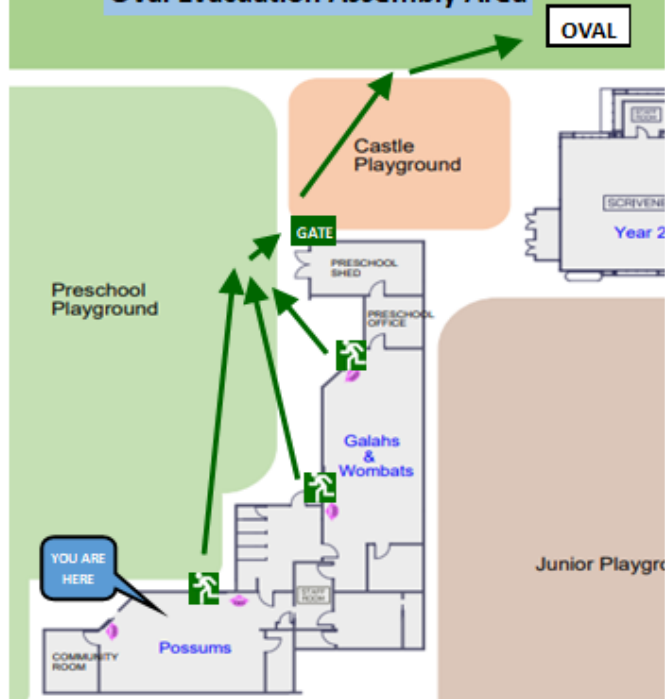
WARDENS/FIRST AID/ADMIN Follow evacuation responsibilities.

TEACHERS CONDUCTING CLASS PROGRAMS OUTSIDE THEIR CLASSROOM

Follow the below procedures **DO NOT** return to your classroom.

SENIOR & JUNIOR EXECUTIVE Follow evacuation responsibilities. Evacuation point, assist teachers and confirm all roll are marked.

Oval Evacuation Assembly Area



Exit building and head towards the back of the oval between the two middle goalpost in front of the trees, close to the fence line.

Front of School Evacuation Assembly Point



Exit building & preschool grounds via exit gate on Burrinjuck Cres, follow footpath to the Evacuation Point nature strip adjacent to the school

ASSEMBLY AREA

- ⇒ **STUDENTS LINE-UP IN CLASS ROLL GROUPS** (Teachers are lined up in a row, students line-up in front of their teacher.
- ⇒ **MARK ROLL**— Paper roll will be handed out to each class for teacher to mark. Executives to support/cross check
- ⇒ **HAND UP**— Indicate that class roll has been completed
- ⇒ **ADVISE EXECUTIVE TEAM IMMEDIATELY OF ANY MISSING STUDENTS**

THE "ALL CLEAR" WILL BE SIGNALLLED BY THE PRINCIPAL Students and staff return to normal activities.

LOCK OUT—ORANGE ALERT

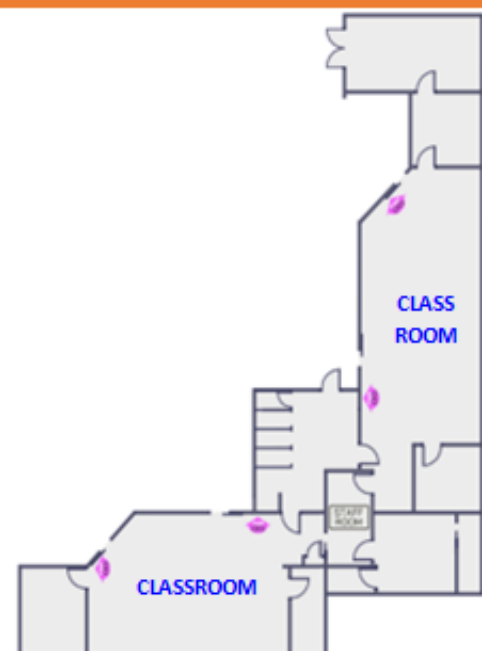
PRESCHOOL BUILDING

LOCKOUT ALARM SOUND

HOOTER —3 long blasts repeated

TEACHERS ON CLASS

- Close and lock all windows and doors, close curtains and blinds
- Continue daily activities inside building with doors locked
- Students who are outside when the alarm is sounded are to move quickly to their classroom
- Mark the rolls and inform Front Office of all present and give names of any missing
- **DO NOT** leave the room
- Teachers are to remain calm, reassure students and wait for the **ALL CLEAR** message to be given



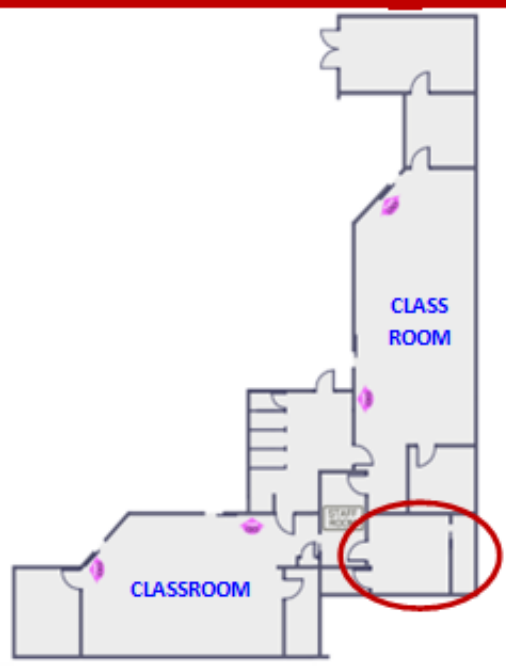
LOCK DOWN—RED ALERT

LOCKDOWN ALARM SOUND

SIREN—continuous

TEACHERS ON CLASS

- Go to the red circled area
- Close and lock all windows and doors, close curtains and blinds
- Turn off all lights and appliances
- All students and staff should be out of sight
- **DO NOT** leave the room
- **DO NOT** answer anyone from the outside
- Teachers are to remain calm, reassure students and wait for the **ALL CLEAR** message to be given



Periods of exclusion from school for children with infectious conditions

Outbreak periods 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 who have been in contact with the following conditions, to be excluded from school, preschool, childcare or family day care for the periods specified in the following table.

Condition	Exclusion of person with condition	Exclusion of persons in contact with condition
Amoebiasis (entamoeba histolytica)	Exclude until diarrhoea ceases	Not excluded
*Campylobacteriosis	Exclude until diarrhoea ceases	Not excluded
Chickenpox (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. (c) 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. (b) If the Chief Health Officer gives notice, exclusion is subject to the conditions in the notice.
Worms (intestinal)	Exclude until diarrhoea ceases	Not excluded

<p>*#Whooping cough (pertussis)</p>	<p>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.</p>	<p>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).</p>
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A parent/carer of a child with a listed exclusion condition or a child who has been in contact with a listed exclusion condition must notify the school principal or principal carer as soon as possible.

- * - These conditions must be notified by medical practitioners to the Chief Health Officer.
- # - These conditions must be notified by the school principal or principal carer to the Chief Health Officer.