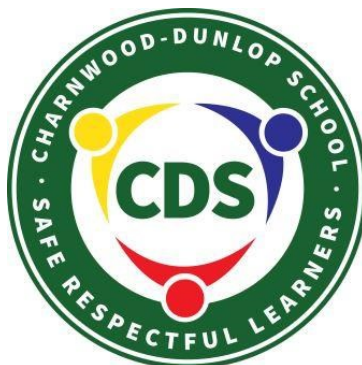


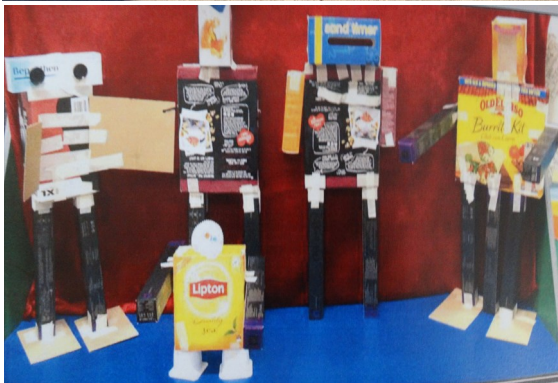
# Charnwood-Dunlop School



## Family Handbook

Preschool





Charnwood-Dunlop School  
Bettington Circuit Charnwood | ACT | 2615



02 6142 2680  
info@charnwoodps.act.edu.au  
www.charnwoodps.act.edu.au

*Charnwood-Dunlop School acknowledges that our children learn on Ngunnawal land.*

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# Welcome to Charnwood-Dunlop School

Charnwood-Dunlop Preschool forms part of Charnwood-Dunlop School. Together as a community of staff, children and families we create safe and empowering learning environments where wonder and curiosity are nurtured and every child is supported to reach their full potential. We value diversity and build respectful relationships through effective communication.

## CONTACT DETAILS

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### Education Directorate Contact Details

13 2281 (62070404TTY)

[www.act.gov.au](http://www.act.gov.au)

### School Contact Details

#### Principal

Debbie Martens

#### Deputy Principal

Rob Lans

#### Executive Teachers

Annie Wild

Adrienne Hornby

Yuvonne Piper

#### Business Manager

Kirsten Sharman

#### Front Office

Somma Burge

Ann-Maree Caughey

Maree Smith

School Phone number: 02 6142 2680

Preschool Phone number: 02 6142 2691

School Email: [info@charnwoodps.act.edu.au](mailto:info@charnwoodps.act.edu.au)





## PRINCIPAL'S WELCOME

I am delighted and proud to be the principal of Charnwood-Dunlop School.

Charnwood-Dunlop School is a professional learning community with a strong focus on teaching and learning to our diverse range of students based on the Early Years Learning Framework and the Australian Curriculum .

We have high expectations for all students and our professional staff dedicate themselves to providing every student with the opportunities they require to learn and succeed. We value the positive partnership between home and school and we are committed to working together to ensure all our students reach their full potential. Our dedicated and energetic P&C and School Board are pivotal in the positive success of our school.

Charnwood-Dunlop is a Restorative Practices School. Restorative practices emphasises the value of restoring relationships. Students are accountable for their behaviour and work together to listen to each other's perspectives, build empathy, repair harm and find ways to move forward.

To further support our students, Charnwood-Dunlop School is a Positive Behaviour for Learning (PBL) school. PBL is a proactive, positive discipline model that is based on the assumption that desirable behaviours should be taught. This teaching-based model is used for encouraging positive behaviours in all school settings and providing clear and consistent responses to target specific problem behaviours with groups of students or with individual students. Consequences are clearly defined and taught to students.

Following these simple but effective frameworks has a positive influence on the way students, staff and our community embrace each day.

The Belconnen Primary Introductory English Centre (BPIEC) opened at Charnwood-Dunlop School in 2011. This important addition to our school provides valuable learning in intensive English language for primary students from the Belconnen area with little or no English language for two/three terms before they transition to their local school. The inclusion of the BPIEC provides a unique opportunity for all our students to develop intercultural understandings, create connections and develop an appreciation of diversity in our global society.

If you would like further information or to visit Charnwood-Dunlop School please contact us and we will happily show you around and share more about our wonderful school.



Debbie Martens



## ACT EDUCATION DIRECTORATE VISION

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The ACT Education Directorate's vision is that all young people in the ACT learn, thrive and are equipped with the skills to lead fulfilling, productive and responsible lives.

## CHARNWOOD-DUNLOP SCHOOL VALUES

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Our school implements the Positive Behaviour for Learning (PBL) approach. This is a well researched framework for teaching school-wide expected positive behaviour and expectations. Our school focus is on being safe, respectful learners. These behaviours are explicitly taught from Preschool to Year 6 and there is a consistent approach across the school to ensure students are encouraged to behave positively. Response for behaviour that does not meet expectation is clear and consistent across the school.

## CHARNWOOD-DUNLOP SCHOOL PRESCHOOL UNIT PHILOSOPHY

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Because we believe every child is unique, strong in culture and experience, and eager to learn; every day in our Preschool you will see children:

- teaching others
- observing and being curious
- sharing knowledge and learning together
- taking risks
- questioning.

Because we believe families know their children best, every day in our Preschool you will see families of all cultures and backgrounds:

- sharing knowledge, moments of pride and stories of home learning
- collaborating with educators
- forming secure, respectful and reciprocal relationships, connecting with each other and the Charnwood-Dunlop community
- staying and playing.

Because we believe our role as an educator is as a co-learner, every day in our Preschool you will see educators:

- teaching with intention
- responding to children's ideas, strengths, abilities and culture
- promoting learning through play in rich and varied environments
- documenting children's learning to extend their thinking, research and understanding about the world.

Because we believe learning is dynamic, active and holistic, every day in our Preschool you will see children:

- discovering, wondering and researching
- consolidating and extending their thinking and ideas about the world
- collaborating with educators, their family and each other.

*Cherish your children, for they are the footprints you will leave behind.*

Taylor Evans Fulks

## ENROLMENT PROCEDURES

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Children seeking to enter school at the Preschool entry point should be four years of age on or before 30 April in that year.

Applications for enrolment for Preschool are available online from the first day of Term 2 each year. Please note paper copies may no longer be accepted.

Forms are available online at [www.det.act.gov.au/school\\_education/enrolling\\_in\\_an\\_act\\_public\\_school](http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school)

Early enrolment for children under compulsory education age is also available for children eligible for English as an Additional Language/Dialect or Gifted and Talented programs. Further information is available on the Education Directorate's website at [www.det.act.gov.au](http://www.det.act.gov.au)

Under the *Education and Care Services National Law (ACT) Act 2011*, 4 year old Preschool class sizes are set at a maximum of 22 students, while 3 year old Preschool classes take a maximum of 15 students.

Preference is given to the 4 year old program and the 3 year old Preschool runs if positions are available.

Priority Enrolment Places are offered in order of the following criteria:

- Children who live in our Priority Enrolment Area (PEA) or shared zone
- ACT siblings of children already attending the school
- ACT children who live outside the PEA
- NSW residents who are siblings of children already attending the school (provided all ACT residents have been placed)

Please note: NSW residents can only be enrolled after all ACT resident children have been placed.

## HOURS OF OPERATION

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At Charnwood-Dunlop School we provide 15 hours of Preschool per week for children in the 4 year old program, and 5 hours per week for children in the 3 year old program.

The 4 year old Preschool program starts promptly at 8.45am and finishes at 2.45pm. When children arrive each morning you are welcome to go with them into their rooms at 8:45am while they hang their bags and settle. Sometimes children may be a little upset during the first few days, but within a few minutes of your departure they will have calmed down. It is often more upsetting for families! You are welcome to contact the Preschool for reassurance that your child is participating happily.

The 3 year old program has two sessions which alternate over the two days. The morning session starts at 9.00am and finishes at 11.30am. The afternoon session starts at 12.30pm and finishes at 3.00pm. Winyu are Thursday morning and Friday afternoon and Dyurra are Thursday afternoon and Friday morning.

It is important that educators establish a routine for Preschool each day, so it is important that children are at school on time as it can be unsettling for children if they are late.

At the conclusion of the session, children need to be collected by a parent/carer or family friend if prearranged. If you are going to be late collecting your child please let us know by contacting the Preschool on 6142 2691.

Families need to indicate on the **first day** the arrangements for collecting children at 2:45pm. Please confirm any contact information with the Front Office.

## PARKING

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A limited amount of parking is available for families at the Grono Place entrance. Please note parking facilities at the Bettington Circuit entrance are primarily for staff only, with an alternate car park at the rear of the school, accessible from Cartwright Street.

## CHANGES TO CONTACT DETAILS

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Please keep your child's teacher and the school informed of any changes to address, home/work/mobile telephone numbers, child care arrangements including drop off and pick up arrangements, medical information and emergency contact phone numbers. It is important to keep telephone calls to the Preschool during session times for urgent matters only. Messages and changes to contact details may also be left at Front Office.

## COMMUNICATION AVENUES WITH STAFF

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Our school recognises the importance of positive family and staff relationships. 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 and wider school, for the children, families and staff.

Newsletters are produced fortnightly during school terms and provide information about what is happening in the Preschool and whole school community. Your child's educator will write informative term letters providing further details about the events taking place each term. Important notices are given directly to the child or placed in the children's 'home pocket' which is located outside their Preschool room.

You can also access up to date information on the Charnwood-Dunlop School Facebook page or website.

Educators will provide a term newsletter providing more information on events and the Preschool program.

Keep your eye open for information on the Preschool notice board and displays both outside and inside the Preschool building as they share the events that have taken place during your child's day at Preschool.

Educators appreciate the opportunity to talk with parents both in formal and informal situations. This ensures valuable insights and understandings can be appreciated about a child's individual developmental journey. Family/Educator meetings are held as the need arises for your input and feedback. However, educators like to give their complete attention to children at the start of the day in order to settle the children quickly, so please avoid this time if possible. You may leave a message for the educator to contact you, at a convenient time, at the Front Office or using the school email address.

Getting to know you meetings are held at the beginning of the Preschool year. Other formal communication avenues throughout the year include:

- Written reports and family/educator interviews at the end of semester 1
- Learning Journeys in term 3
- Written reports at the end of semester 2





## CONTRIBUTION TO DECISION MAKING

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Families are welcome to contribute to the decision making procedures of the school through the School Board or the P&C.

### **School Board**

Each government school in the ACT is administered by a School Board whose membership comprises of the school principal, two elected staff members, three elected members of the parent body and a nominee of the Education Directorate. Elected members normally serve for a period of two years.

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

- determine the educational policies to be implemented at the school
- assess, from time to time, the needs of the school in relation to the provision of buildings and facilities, equipment. Funds and educators and other staff, and make recommendations to the Director General (of the Education Directorate) with respect to the meeting of those needs
- determine the purposes for which funds made available for the school are to be expended
- make recommendations to the Director General in respect of the buildings, facilities and equipment of the school for purposes other than school purposes
- develop relationships between the school and the community and between the school and community organisations
- make recommendations to the Director General on matters relating to the school.

Responsibility for the implementation of policies established by the Board rests with the Principal and staff. Please see the front office staff for contact details for the School Board.

### **Parents and Citizens Association**

The P&C plays an important role for all our families from Preschool to Year 6. The P&C provides an informal meeting ground for parents and teachers and serves a vital fundraising function for the School.

Meetings are generally held twice a term. The contact details for the P&C President, as well as the time and dates of meetings are advertised in the school newsletter.

### **Family Involvement**

Our families are welcome to share their special skills, interests and diverse family cultures. We encourage families to participate in social activities, join the School Board or P&C and meet others and form a sense of belonging to our school.

Families can become involved and enrich children's learning in many ways including:

- sharing knowledge and expertise of craft, cooking, music, story telling, job skills etc.
- interacting with the daily program
- working bees and gardening

## CURRICULUM

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The Charnwood-Dunlop School curriculum is based upon the principle that young children are capable and competent learners and a play based learning environment combined with intentional teaching best supports children's learning and development.

The Early Years Learning Framework, for children from birth to five years, has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn. 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.

For more information, please see [www.education.gov.au/early-years-learning-framework](http://www.education.gov.au/early-years-learning-framework)

## ASSESSMENT AND REPORTING

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Educators undertake a variety of assessments throughout the year for all Preschool children that are child-centred and include the voice of the child, parent and educator. Assessment is linked to the Early Years Learning Framework. Assessment data is used to indicate progress and inform planning for individual children's needs. Reporting on children's learning occurs in a variety of ways including displays, open days, formal semester reports, three-way interviews, family and educator conversations and regular learning reflections.

## EXCURSIONS

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Excursions are part of the educational program to enrich student learning at Charnwood-Dunlop Preschool. Please feel free to offer to attend excursions, but note that it is preferred that siblings not attend as this has an impact on effective supervision. If children use any form of transport, families will be advised in advance and asked to give permission, in writing, for the child to attend. Educators also invite community experts, such as Kenny Koala, and performing artists to visit the Preschool and share their knowledge. Families will be notified of all excursions in writing and asked to give written permission for their child to participate. Please ensure that all excursion permission notes plus payment are given to your child's educator.

## LIBRARY

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Each group has a designated library time once a week. You will be informed of your child's library day at the commencement of the year. During this time children borrow one library book to take home for a week and participate in programs which develop children's literacy skills.

Each child is provided with a cloth library bag as part of the stationery pack in Preschool. Library books need to be returned before new books may be borrowed. If a book is lost or damaged, please inform your child's educator.

## PARTICIPATION OF VOLUNTEERS

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Volunteers have a special place in our school and assist in many ways including interaction with individuals and small groups of children in a range of different activities.

To assist our school 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 expected of volunteers when participating in programs and activities in ACT Government schools.

Volunteers working in schools need to:

- 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, that 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.

Under Legislation introduced in 2013, volunteers undertaking more than a legislated number of hours are required to complete a *Working with Vulnerable People* check. Please see the Front Office for the appropriate forms if you are interested in working in our school in a volunteer capacity.

All volunteers are required to sign in and out of the Preschool. Please see Preschool staff for the appropriate documentation.

## POLICIES

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We set high expectations and our goal is for every student to achieve their potential through best teaching practice in a safe learning environment. We develop policies to facilitate this and these are available from the front office of the main building, a folder in the Preschool family area and from the school website:

[www.charnwoodps.act.edu.au](http://www.charnwoodps.act.edu.au).



## STATIONERY PACKS

These are available through the Preschool. We have made every effort to keep the prices as low as possible. All families will be sent stationery pack forms at the end of the year for the following year or upon commencement.

## STUDENT ENGAGEMENT AND WELL BEING POLICY

### Positive Behaviour for Learning (PBL)

Positive Behaviour for Learning (PBL) is a proactive, positive discipline model that is based on the assumption that desirable behaviours should be taught. This teaching-based model can be used for addressing problem behaviours in any school setting or for targeting specific problem behaviours with groups of students or with individual students. Consequences are clearly defined and taught to students.

When implemented, PBL ensures:

- students respond positively as they have been taught what is expected of them
- staff deliver consistent responses to student learning and behaviour
- students feel safe and cared for at school
- parents, family and community are more involved in school life; and
- unproductive and challenging behaviour can be significantly reduced for most students

The program at Charnwood-Dunlop School is based on the belief that all students are safe, respectful learners.

Students are supported through the use of:

- explicit teaching of positive behaviours
- a behaviour expectation matrix and flowchart
- positive reward system, including e-praise points
- visual prompts for expected behaviours around the school
- defined responses for behaviour

The key factor in both transition programs is the provision of experiences which provide students and their families with valuable information. Transitions commence in semester two and increase in frequency. Transition action plans are devised for students requiring additional support.

## TRANSITION PROGRAMS—ENRICHING CHILDREN'S LEARNING AND SOCIAL EXPERIENCES

Your child is a member of the Charnwood-Dunlop School community. By enrolling your child in Charnwood-Dunlop School's Preschool unit your child will automatically move on to Kindergarten in our school. As with all transitions the staff will ensure that the move from Preschool to Kindergarten is successful.

We have implemented a carefully planned and vibrant transition program for our Preschool children that commences in term 3 of each year. This involves Preschool and Kindergarten staff developing the transition program to enrich student learning and familiarise children with the excellent facilities and learning opportunities across both the Preschool and primary sites.

## CHILD PROTECTION PRACTICES

All employees in government 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 behaviours. Staff will also deliver lessons to enhance social and emotional skills.

## ATTENDANCE AND ABSENCES

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Families are required to ensure their child/ren attend Preschool each day. The class roll is marked each day at 9am and 12pm. Parents are responsible for notifying the school of their child's absence. All absences need to be explained, in writing, within a week of the absence occurring. Emails are accepted.

Examples of a reasonable excuse for a child's absence include:

- illness, including recovery from major illness, injury or medical conditions
- medical or dental treatment
- bereavement
- religious or cultural observation

## FOOD AT PRESCHOOL

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Charnwood-Dunlop School encourages children to bring healthy, nutritious food to school each day.

Families 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. Please limit highly processed foods and those high in salt and sugar. All children will need their drink bottle for water only.

For further information please refer to the *ACT Public School Food and Drink Policy* which can be found at [det.act.gov.au/\\_data/assets/pdf\\_file/0010/6692290/Web-V-Final-ACT-Public-School-Food-and-Drink-Policy.pdf](http://det.act.gov.au/_data/assets/pdf_file/0010/6692290/Web-V-Final-ACT-Public-School-Food-and-Drink-Policy.pdf)

All groups have a fruit break starting at around 10am. Families are asked to send a piece of fruit, vegetables or protein, such as cheese, in a labelled container. Please send these cut up and ready to eat. We find that a fruit break helps children keep their energy levels consistent throughout the morning, aiding their concentration.

During the day children need frequent drinks but please do not send cans of soft drink, juice or drinks in glass bottles. We recommend children have a plastic drink bottle containing water, which they keep in their classroom.

Children in the 4 year old program need to bring a healthy lunch and afternoon snack with them each day.

Children in the 3 year old program require one piece of fruit to share each day. No other food is required.

## FOOD ALLERGIES AND ANAPHYLAXIS

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Charnwood-Dunlop School is committed to providing an *Anaphylactic Friendly* environment, minimising exposure to particular foods such as peanuts and tree nuts, eggs, dairy, gluten and particular fruits. Anaphylaxis is a severe allergic reaction which is potentially life threatening. Most cases occur after a person with a severe allergy is exposed to the allergen to which they are allergic, usually a food, insect sting or medication. It is common for a child with a SEVERE anaphylaxis reaction caused by peanuts and tree nuts (including but not limited to almonds, cashews, macadamia nuts and pistachios) to be part of our school community.

To assist us in providing a safe environment for everyone, we ask that you avoid including foods that may contain nuts in your child's lunch box. These may include:

- peanut butter, Nutella or similar
- baked goods/biscuits containing nuts
- muesli bars
- foods containing peanut oil
- pesto

If your child has special food requirements please see your child's class teacher.



## FOOD SAFETY TIPS FOR HOMEMADE LUNCHES AND SNACKS

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School lunches are particularly susceptible to food poisoning, particularly in the summer heat. Below are some reminders of 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 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 your child's lunchbox 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 ice block into the lunch box
- Freezing water overnight in a plastic container and then storing it in your child's lunchbox, helps to keep it cold.
- After the children have arrived and placed their lunches and morning tea snacks in the baskets provided, we move the baskets inside away from direct sunlight and other heat sources that facilitate the development of food poisoning bacteria.

## CLOTHING

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As part of the Preschool program, educators provide opportunities for structured and unstructured physical programs. During the day, your child will be learning through play-based experiences both inside the classroom and in the outdoor area. These activities can be messy at times. Please ensure your child is dressed appropriately so that they feel confident to participate in all the experiences provided. Sensible footwear is essential and long dresses and skirts can be dangerous when climbing.

Please label all your child's clothing and pack a spare set of seasonally appropriate clothes in case of messy play or accidents. A warm coat and hat are required in winter and a sun smart hat is required in summer. For safety, cords on hats must be detachable or removed in compliance with Directorate regulations.

## SUN PROTECTION

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Charnwood-Dunlop School is a Sun Smart School. In keeping with the Sun Smart policy, children and educators are required to wear either a legionnaire or wide brimmed style hat, without cords from August to May. Caps are not acceptable as they can leave necks and ears exposed to sun damage. Children will be provided with a wide-brimmed hat as part of the stationery pack. Please label hats so they are easily identifiable. If children do not have a hat, they will need to play in the shade.



## **LABELLING**

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**Please label all belongings with permanent marker.**

Staff will make every effort to locate lost items that are named. Please ensure your child's name is clearly visible. Lunch boxes and drink bottles must also be labelled. If the name washes off, please re-write it.

## **SCHOOL BAGS**

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We strongly recommend you buy a bag big enough to hold all your child's belongings. It may look too big, but we can assure you children have many things to carry in their bags including coats in winter. Educators encourage children to put jumpers, lunch boxes and other belongings straight into their bags throughout the day to avoid losing them, so bags need to be roomy. Backpacks with a waist belt as well as shoulder straps are recommended for good back care.

## **VOLUNTARY CONTRIBUTIONS**

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Public education is free. However, throughout the year your child/ren will participate in a variety of learning experiences requiring additional art and craft supplies, cooking ingredients and/or dramatic play props. The Charnwood-Dunlop School Board asks our families to contribute a voluntary family contribution to enable us to cover the cost of these items. These contributions made by families each year, directly support children's education and the learning environment at Charnwood-Dunlop School. The amount is set each year by the Board and all families will receive notification of the amount. You can contribute at the start of the year or by instalments at any time throughout the year.

Please note that the payment of this contribution is voluntary. The Education Act 2004 states that your child will not be approached or refused benefits or services if you choose not to contribute. Individual records of contributions are kept confidential.

Additional activities organised to enrich learning such as excursions and class photos may incur a cost. Financial support is available for additional activities. Please direct any requests to the Principal. Requests for financial assistance are kept confidential.

## **MONEY**

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All money sent to school for excursions etc. is to be given to front office staff in an envelope marked with your child's name, class, amount, and what the money is for.

## **VALUABLE ITEMS AT SCHOOL**

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We ask that children not bring toys or other items to school, except by prior arrangement with your child's educator, after which they must remain in bags for safety. This prevents loss, damage and theft of much loved toys and possessions. A range of learning experiences including sporting equipment and toys are available each day as part of the Preschool program.



## PARENT SUPPORT

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

- Parent 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.

## CONCERNS OR COMPLAINTS

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If you have a concern about your child's education please have a conversation with the educator. You are also welcome to make contact with the Principal and Executive Teacher on 6142 2680.

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)

## MEDICAL CONDITION MANAGEMENT

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### Immunisation

The ACT Health Directorate advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, measles, mumps, rubella and HIB (Haemophilus influenzae type b). We ask 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. A copy of exclusion periods for children with infectious diseases can be found in the rear of this handbook. Parents and carers are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

### Illness 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 your child becomes ill or is injured at school appropriate First Aid will be given and if necessary, parents/carers will be notified and asked to take their child home. If emergency treatment is required parents/carers will be notified immediately and the child will be transferred by ambulance to hospital. All children who have an ongoing condition (eg. asthma, diabetes, epilepsy, anaphylaxis) must have a treatment plan completed by parents/carers and their GP lodged at the school upon enrolment or diagnosis.

### Administration of Medicines

If a child is required to take a **prescription medicine** whilst at school, an *Authority to Administer Prescribed Medicine* form must be completed, and the medication must be given directly to educators and not left in the child's bag. All prescribed medications must have the original pharmacist's label, or details provided by the doctor giving the child's name, name of medication, dosage, frequency and method to be administered, date of dispensing and expiry date.

## HYGIENE PROCEDURES

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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.

Head lice are extremely contagious but easily eradicated. Children with either eggs or live lice will need to be excluded from school until treatment is undertaken and eggs and lice are removed from the child's hair. Please report any cases of head lice to your child's educator.

### **Periods of Exclusion from School for Children Suffering from Infectious Diseases**

Prior to enrolment, parents are asked to provide a complete record of their child's immunisations.

A parent or guardian of a child with a disease listed in the table or a child who has been in contact with an infectious disease which stipulated an exclusion for contacts is required to notify the school principal as soon as possible.

## EMERGENCY MANAGEMENT PROCEDURES

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Charnwood-Dunlop School has a policy on emergency evacuations and are required to practice evacuation procedures including lockdown and lockout. All staff and children participate.

## INSURANCE AND AMBULANCE TRANSPORT

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The ACT Education Directorate does not provide any insurance cover for injury, disease or illness to students resulting from school activities or school organised excursions. Claims for compensation are met when there is a legal liability to do so. Liability is not automatic and depends on the circumstances in which any injury, disease or illness was sustained.

As there is no automatic insurance cover for personal injury if your child is injured at school or during a school organised activity/excursion, you should therefore consider whether taking out personal insurance cover for your child is warranted.

The ACT Ambulance Service provides free ambulance transport for children who are injured or suddenly become ill at school or during an approved school organised activity **within the ACT**.



## DISEASES– OUTBREAK PROCEDURES AND EXCLUSION PERIODS

Personal hygiene measures such as handwashing, 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.

Condition	Exclusion period of person with condition	Exclusion of persons in contact with condition
Amoebiasis ( <i>entamoeba histolytica</i> )	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— 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 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
*# <i>Haemophilus influenza</i> 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— child is unwell, or child is drooling, and not all blisters have dried or an exposed weeping blister is not covered with a dressing.	Not excluded



Condition	Exclusion period of person with condition	Exclusion of persons in contact with condition
*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.	Immunised contacts not excluded. 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.	Not excluded if receiving rifampicin or other antibiotic treatment recommended by the Chief Health Officer. 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

Condition	Exclusion period of person with condition	Exclusion of persons in contact with condition
*#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

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.

## VERSION CONTROL

This version of the Charnwood-Dunlop School Family Handbook was updated in September 2018.

Up-to-date policies and procedures for the ACT Education Directorate can be found at [www.det.act.gov.au](http://www.det.act.gov.au)