



Wagga Wagga  
Anglican Preschool  
St Luke's



**Family Handbook 2022**

## **Acknowledgment of Country**

We acknowledge the Aboriginal nations of this land; its' many Custodians who continue to care for Country; and the way in which Country have cared for her people. We acknowledge the history of this land and the stories of resilience and survival which make up Indigenous Australia. We give thanks for Aboriginal Elders and knowledge keepers of each generation including the many Aboriginal communities which contribute to the life of our region. May we walk gently on this land and commit ourselves to Reconciliation.



“The true direction of the development of thinking is not from the individual to the social, but from the social to the individual.”

Lev Vygotsky

Psychologist



## Contents

<b>Welcome .....</b>	<b>4</b>
History of St Luke’s Preschool .....	4
Meet our team .....	4
Anglican Parish Mission .....	5
Philosophy .....	5
<b>Educational Program and Practice .....</b>	<b>6</b>
Our image of the child .....	6
Curriculum, documentation and assessment of learning .....	7
Playing and learning .....	7
Bush Block program .....	8
<b>Relationships with children, family, and Community .....</b>	<b>9</b>
Settling in .....	9
Communication .....	9
Partnerships .....	10
Chaplaincy .....	10
<b>Nuts and Bolts .....</b>	<b>11</b>
Fees .....	11
Hours of operation and term dates .....	11
Policies and procedures .....	11
Raising concerns and making complaints .....	11
What to pack each day .....	11



# Welcome to St Luke's Preschool in central Wagga Wagga. We are delighted you have chosen us as your child's learning community.

St Luke's Preschool has been offering warm, inviting, and stimulating learning play spaces for over 60 years. We are a strong and vibrant learning community who value and respect children as naturally curious and diverse learners.



## Meet our team

We have a team of highly qualified and experienced teachers and educators leading your child through their first stage of education. Our team provide warmth, joy, and care for your child while they stimulate their curiosity and spark their interest in the world around them. Our team know what is important for a child's first adventure into the education space and dedicate themselves to guiding, nurturing, and encouraging each child to grow and develop thinking and social skills that will set strong foundations for their wellbeing and lifelong learning.

Jo, Kelly Heidi and Emily are our University Qualified Early Childhood Teachers who lead our team of Diploma Qualified educators

**“Education is not an affair of ‘telling’ and being told, but an active and constructive process.”**

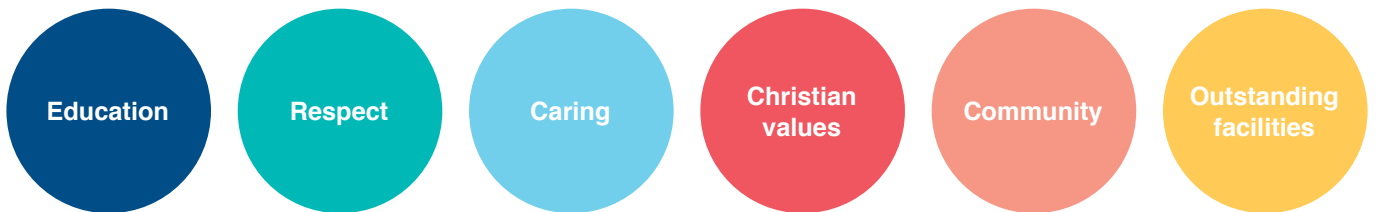
**John Dewey**

Philosopher, psychologist and educational reformer



# Anglican Parish Mission

To give children an amazing learning experience, supported by educators, family, and community, building an appreciation of their place in God's world.



Highly qualified and experienced teachers and educators; play-based hands on learning; inclusive and diverse; holistic and intentional; stimulating and interesting; nature and natural materials

Respect for others, our selves, our land; we gather play and learn on Wiradjuri Country; we view children as capable and resourceful; we are thoughtful, polite, kind and considered community; we are courteous, inclusive and honor diversity

Caring for others, ourselves, our country and community; respectful relationships, supportive and nurturing pastoral care; nurturing social and emotional wellbeing; supporting families in their complex and diverse nature; valued, purposeful and intentional

Guiding our practice; loving and inclusive; Christ centred; parish community; chaplaincy program

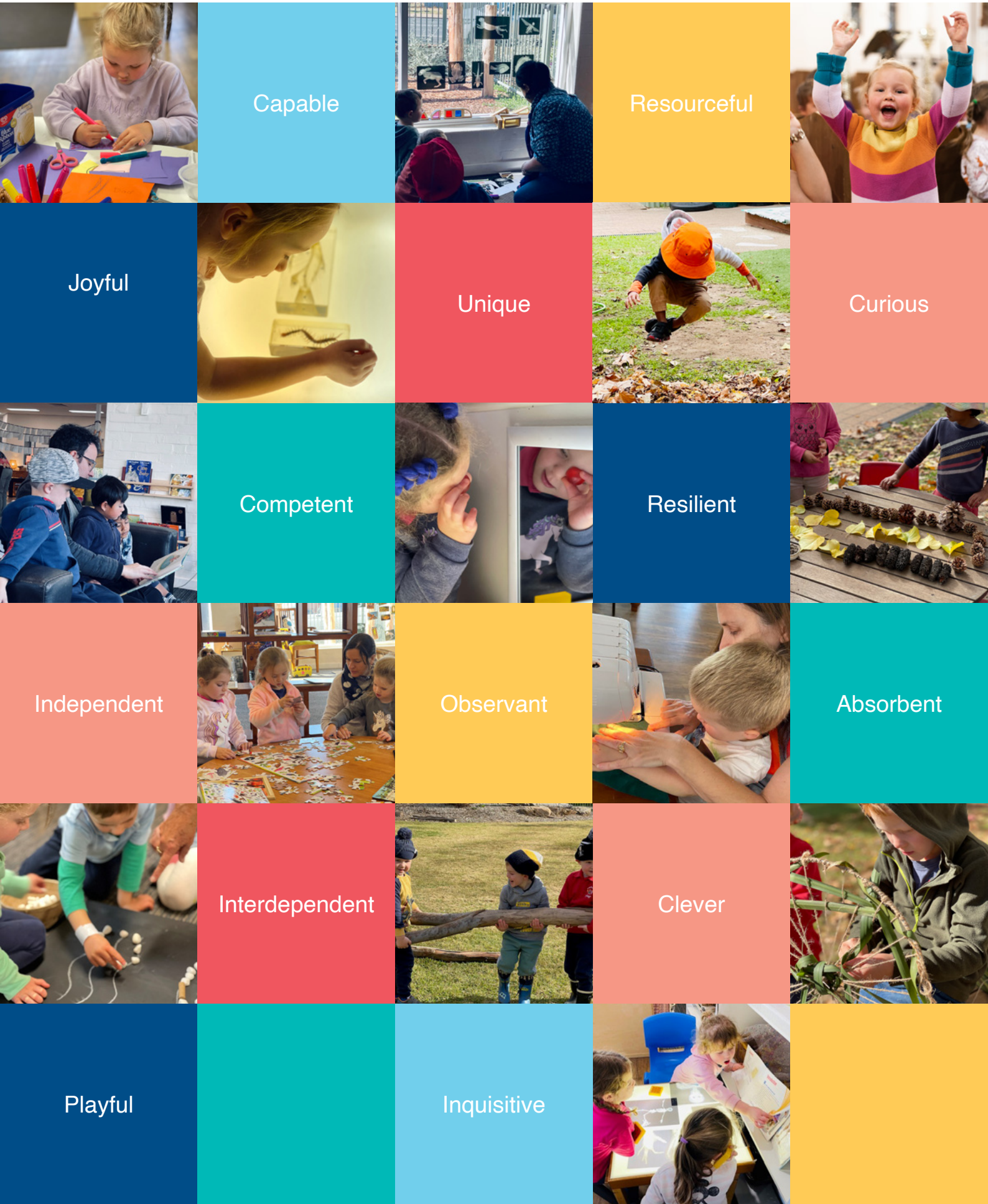
Cornerstone of local community; partnerships; inclusive; active participants; accountable and responsible; sharing skills and knowledge

Bush block care and custodianship; commitment to maintenance and improvement; blending of new and old; natural play spaces; quality resources



# Educational program and practice

## Our image of the child



Capable

Resourceful

Joyful

Unique

Curious

Competent

Resilient

Independent

Observant

Absorbent

Interdependent

Clever

Playful

Inquisitive



## Curriculum, documentation and assessment of learning

We have made a very deliberate decision to stop taking reams of photos of the children playing and focus on being in the moment with the children - listening and watching carefully to see where the learning is happening, and think deeply about how we can extend children's thinking and learning together ... we are also adapting the way we capture these thinking and learning moments and how we can involve children in the recording of their adventures at preschool.

Each playroom has a Playing, thinking and learning journal where the children and their teachers capture and share their preschool journey together – check it out with your child next time you have a few moments.

Each child also has their own Playing, thinking and learning journal which they will take home with them at the end of the year.



## Playing and learning

We learn best through play and nothing makes us happier than to hear a little person say all they did all day at preschool was 'play' ... of course while the children are playing, our teachers and educators are engaging meaningfully and collecting information about their interests, their developmental skills, their strengths, and their challenges.

This information is shared with the team and individual goals are developed for each child to support their development and growth while at preschool.

Children have a developmental profile and their own Playing, thinking and learning journal in which the teachers, educators and child record their time at preschool through artwork and images ... you are welcome to see your child's journal anytime – your child will love to show you!





## Bush Block Program

Over the past 10 years, the Anglican Parish and St Mary's Rainbow Preschool have been developing our Bush Block in North Wagga to become an important feature of our regular preschool program. Both preschools spend large periods of time at the bush block exploring and learning together in the natural environment.

The benefits of nature play are well known. Being in nature promotes active, social, imaginative, and creative play in young children. Nature play boosts children's immunity, their confidence and their sense of agency and independence. Engaging and spending time out in natural settings fosters and nurtures respect for and connection to country and the natural environment.

There are no 'toys' on the bush block, and very little synthetic materials. The children will truly need to draw on the natural environment and their own internal resources to explore, think, play, and learn on Bush Block.

“The future will belong to the nature-smart—those individuals, families, businesses, and political leaders who develop a deeper understanding of the transformative power of the natural world and who balance the virtual with the real. The more high-tech we become, the more nature we need.”

Richard Louv

Author





# Relationships with children, family, and community

## Settling In

A calm and unhurried routine will allow your child to feel calm too. Spend time signing in, helping your child put their belongings away, greeting the teachers and educators. Once your child is settled into an activity or with an adult, let them know you are leaving. Always say goodbye and tell your child you will be back to pick them up after you have done your jobs. This helps build trust. If you are worried or concerned, please feel free to ring us at any time during the day. We will call you if your child is upset or if anything unusual happens.

When you pick your child up, take time to talk to their teacher who will tell you how your child's day has been. The Playing, thinking and learning journal will also give you information about what the children are thinking and learning during their time at preschool. Talk to your child about who they have met and what they have enjoyed doing. In the first few days your child may settle easier on some days than others. Talk to the staff about events in your child's life such as how they are sleeping, eating or what they did over the weekend. This will help give educators an overview of wellbeing. Always remember we are here to help you. Please feel free to talk to us at any time. Your child's teacher is happy for you to arrange a time to meet and discuss your child's time at preschool.

## Communication

Daily communication is encouraged through discussion with the teachers about your child and their preschool day. We will also communicate with you through a variety of ways.

These can include:

- Newsletters - newsletters and updates are sent to families to communicate activities, community collaborations and fundraising opportunities.
- Floor Book Playing, thinking and learning journal - photos and stories about the activities children have been involved in
- You can also arrange to meet with your child's teacher, or Preschool Manager to discuss any aspect of your child's preschool education.





## Partnerships

We are fortunate to belong to a parish community that includes Gumleigh Gardens, Bush Block, Wagga Rural Medical School and Waybarra Connection. Waybarra Connection is an important aspect of our preschool program. Terrie joins us each fortnight to share her Wiradjuri culture, including language, through art-based experiences using natural materials.

“Play matters because people matter. It reminds us of our interdependence and gives us a chance to really see other people. And in turn, to be really and truly seen.”

Jill Violet

Social entrepreneur and the founder Playworks



## Chaplaincy

Chaplaincy is an important aspect of our ethos, and our Wagga Anglican Parish provide a chaplain to work with our teachers, educators, children, and families. We respect the traditions and cultures of all people in our community and provide preschool education that includes the values of the Anglican Parish – inclusion, belonging, respect and community.





# Nuts and bolts

## Fees

Fees are payable fortnightly in advance by Direct Debit. For the safety of staff and children, and to avoid loss, we do not accept cash payments. Fees are payable for all booked days of preschool. This includes absences for any reason including family leave, and illness. Fee accounts must be paid two weeks in advance. Continuation of a child's place at preschool is contingent on the family's account being up to date. Statements are sent out weekly through email.

## Hours of operation

We are a preschool and operate during school terms – in line with NSW public school term dates.

The first 3 days of the year are dedicated to set up, professional development and orientation for new families. The final two days of the school year are child-free so the teams can shut down the preschool and prepare it for deep cleaning over the summer break.

Our hours of operation are strictly from 8.30am to 4pm, Monday to Friday.

Children begin arriving between 8.30 and 9.30am; play, play, play and play; and begin leaving between 2.45 and 3.50pm.

All children must be collected and have vacated the building by 4pm.

Late fees will apply from 4pm as follows:

4.00-4.05pm	4.05-4.10pm	4.10-4.15pm
\$30	\$40	\$50 with a further \$10 charged every 5 mins beyond 4.15pm

Please respect your child's teachers and educators time in the afternoons. They have only 15 minutes child free time to prepare for the next day and complete their required paperwork and pedagogical documentation. They too have families and responsibilities to attend to after work.

It is your responsibility to ensure that you can collect your child in a timely manner, have a chat with their teacher and vacate the premises by 4pm.

Two weeks' notice is required for any changes to children's bookings; including decreasing your child's days or withdrawing them from preschool.

## Policies and procedures

You are required to sign your child in and out. This is a legal requirement and gives us a record of attendance for evacuation drills etc.

Preschool policies and procedures are located within each preschool for your information and perusal. Please ask the preschool administration to show you where they are kept.

If you have a concern or complaint, we encourage you to raise it in a respectful, timely manner with the appropriate person. There is a procedure in place so that complaints and concerns are handled constructively.

Minor concerns or complaints should be communicated with your child's teacher. If you do not feel comfortable raising it with your child's teacher, you can contact the Wagga Anglican Preschool's Manager to help find a resolution, or for an explanation, as necessary.

If your complaint or concern is of a serious nature, please contact the Wagga Anglican Preschool's Manager or the Rector, Dr Grant Bell.

If the problem cannot be resolved and you consider your child's health, safety and wellbeing are at risk, you may wish to seek advice from the Early Education and Care Directorate by calling 1800 619113.

## What to pack each day

We recommend a small to medium sized backpack, so that all belongings remain together and your child can carry their backpack when out and about together.

Please bring:

- a nutritious snack for morning tea and lunch in a clearly labeled lunchbox.
- a drink bottle (clearly labeled) with water.
- Spare changes of clothes including socks, shoes, pants/shorts and singlets. Children are encouraged to explore the environment and to participate in activities such as waterplay and painting – they will get messy!
- A coat or jacket (during cool weather)
- Raincoat and gumboots for wet weather/mud play
- Please label all your child's belongings

## Appropriate clothing and footwear

We follow the Cancer Council (UV) sun smart policy guidelines. Children must wear a broad brimmed sun hat and appropriate clothing while in our playground. Children's tops must cover their shoulders. Thongs, crocs, slippers are not permitted. Gumboots are permitted for wet weather/ mud play only. The preschool provides 50+ broad spectrum sensitive sunscreen. Please apply sunscreen to your child on arrival at preschool in the summer months. We have a selection of preschool clothing to purchase including tshirts, jumpers and hats.

Thankyou for choosing  
St Luke's Preschool -  
we can't wait to meet you!



70 Docker St, Wagga Wagga NSW 2650  
02 6925 2840



2 George St, North Wagga Wagga NSW 2650  
02 6921 3968

[www.waggaanglican.org.au](http://www.waggaanglican.org.au)

