



Durack Preschool

2025 Handbook



Durack.School@education.nt.gov.au

<https://durackschool.com.au/>

 Durack School NT

89977555



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Principal's Welcome

We welcome you and your family to Durack Preschool, an essential part of Durack School and the Durack community.

We provide a safe, nurturing and fun environment for children to feel motivated to explore and develop their skills, abilities and attitudes towards their learning, as we help to prepare them for the transition to formal schooling. Our children learn through the implementation of stimulating, hands on experiences, both structured and unstructured, that reflect their current knowledge and interests, and extend their learning.

This booklet contains specific information for Preschool families, and should be read in conjunction with the Durack School Parent Handbook, which includes general school policies and procedures that apply to both Primary and Preschool families and students.

Our preschool is governed by the Northern Territory Government, Department of Education. The Nominated Supervisor oversees the operations of the service, the financial viability, policy development, staffing, and overall management of the service.

The Educational Leader oversees the implementation of the educational programs, policies and procedures, and the National Education and Care legislation and standards.

Governance and Structure

Approved Provider

Northern Territory Government, Department of Education and Training



Nominated Supervisor

Cindy McLaren, Durack School Principal



Educational Leader

Kim Howieson, Preschool Senior Teacher



Responsible Persons

(Placed in day to day charge of the service)

As delegated by the Approved Provider/Nominated Supervisor



Preschool Educators

Enrolment and Orientation

Parents can request a Preschool Enrolment Pack through the Durack School Office. Parents must complete all forms within the Enrolment Pack and return to the school before securing an enrolment interview.

Enrolment interviews are conducted in September, Term 3, the year prior to your child starting Preschool. Durack School Staff will contact families who have completed an Enrolment Pack for an enrolment interview. If you have a preference of attendance days due to childcare, please note this and discuss it at your enrolment interview.

Durack Preschool will hold a Preschool Orientation in Term 4 where children will attend a Preschool session on a Wednesday morning, supervised by their parents/carers. Children will have the opportunity to meet the Preschool Staff and their Preschool classmates, whilst exploring and becoming familiar with the learning environment. Durack School will email families/carers to notify of Preschool Orientation and will also advertise on the school Facebook page, if parents wish to follow.

Back to School Vouchers

Back to School Vouchers are issued at the beginning of the school year and may be used to purchase your child's Preschool pack and school uniforms. Please see our Durack Office Staff for more information.

Preschool Sessions and Times

Group 1

- Semester 1: Attend 8.00am-2.30pm: Monday, Tuesday, and Wednesday
- Semester 2: Attend 8.00am-2.30pm: Monday, Tuesday

Group 2

- Semester 1: Attend 8.00am-2.30pm: Thursday and Friday
- Semester 2: Attend 8.00am-2.30pm: Wednesday, Thursday and Friday

Preschool children must always be accompanied by an adult into the preschool grounds. Under no circumstances are children to be dropped off on their own without being formally signed in to the service by an adult.

- The Preschool opens at 8.00am and children **must be signed in** by a parent or carer.
- Families and carers are encouraged to spend time in the Preschool as part of the morning routine and settling students in
- The parent/carer signing the child into the Preschool is required to ensure that the child is received by an educator before leaving.
- Only the parents/guardian, or an authorised nominee on the enrolment forms, are allowed to collect a child from Preschool.
- The parent/guardian is to inform the school in writing if somebody other than themselves is going to collect their child (including any Outside School Hours Care Service).
- If an unauthorised person arrives to collect a child, Durack School will contact the child's parent/guardian to confirm authority. If the parent/guardian cannot be contacted, an authorised nominee will be

contacted to confirm the authority. If authority is withheld, the child will remain on the premises until an authorised person can be contacted to collect them.

- Where Durack Staff are unfamiliar with an authorised nominee, identification will be requested.
- Please inform the Durack School Principal if any court orders are in place.
- Before departing the centre with the child, the person collecting the child must sign the child out.

School Communication

Durack School have a school Facebook page with updates on school events.

Durack Preschool will use the Storypark app to communicate with parents. At the beginning of the school year, a letter will be provided for families/carers to connect to their child's class and classroom teacher. Parents may contact the classroom teacher through the Storypark message option. Whole school events, newsletters and class notes are posted electronically on Storypark. Your child has an electronic Storypark portfolio which will have regular updates on their classroom learning.

In Semester 1 Preschool host an Open Night for families and carers. In Semester 2 Preschool host Student Conferences, where children share their learning with their families and carers. Dates, details and booking information are posted in the Storypark app and in the fortnightly School Newsletter.

Durack School Programs

Durack School is a **Japanese** Sister School. Japanese is taught by educators from the Darwin Languages Centre across the school, with extension programs offered in Upper Primary. Preschool students participate in song and game focused lessons once per week, learning Japanese colours, greetings, songs and more.

Once settled into Preschool, students visit the **Durack School Library** once per week. Preschool students have the opportunity to browse and borrow books, participating in a story time session in the Book Corner. Students will need a library bag to borrow a book.

Jolly Phonics is the Durack School phonics program. Students are introduced to the sounds that represent the English language through play, song and sensory learning experiences. Students learn that sounds are represented with a letter.

Casey Caterpillar is the handwriting program used across Durack School. Letter formation is explicitly taught and modelled using a story, connecting to words and images. Preschool students are introduced to the story of Casey Caterpillar and the letter shapes through play and sensory experiences.

Durack Preschool Philosophy 2024

Respect, Responsibility and Integrity



*A community that ignites curiosity
and prepares children for the future.*

Relationships

We believe that families and extended communities are the child's first and most influential educators. We value warm, welcoming, and reciprocal relationships with families, communities, and children. We prioritise partnerships built on effective communication. This fosters respect for each other's perspectives, expectations, and values.

Responsive relationships are formed when educators and children embark on a shared learning journey.

Through open dialogue and mutual respect, we strengthen our bonds and grow together.

Creating Curiosity

We value the connection between child-led play and intentional teaching to support each child's overall development. Children play with purpose and intention, which helps them learn and grow. By focusing on play-based learning with purpose, we encourage children to think more deeply and develop a love for learning.

Our programs are tailored to each child's interests and needs, intentionally fostering opportunities for play. Our preschool program embeds the Durack School teaching and learning programs.

Independence & School Readiness

Children, families and educators all contribute to the successful move from Preschool to Transition.

We empower children to develop the skills and confidence needed to succeed in future education.

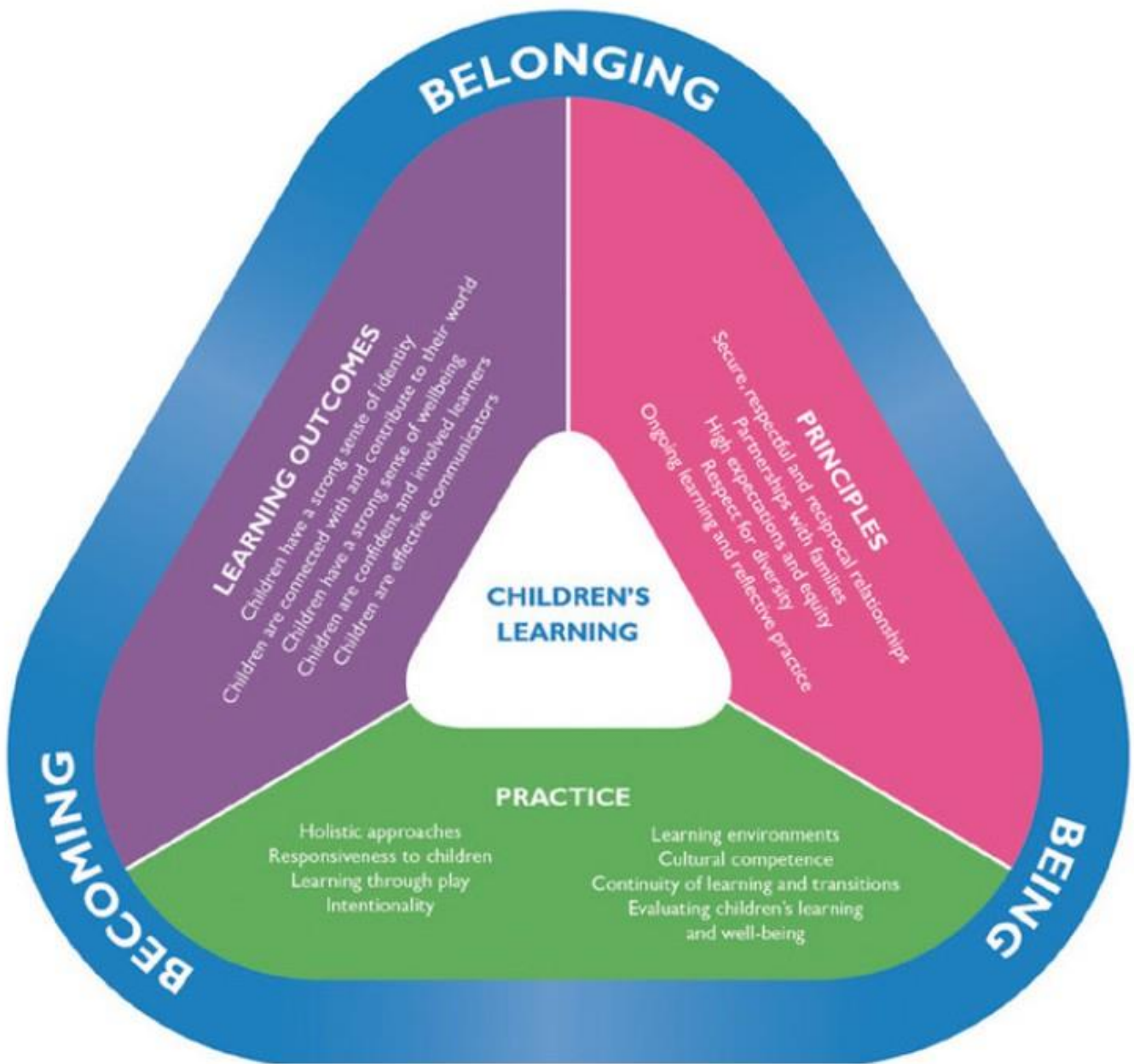
This is achieved by fostering independence and school readiness in children. We do this by encouraging children to make positive choices, nurture their well-being, and teach them responsibility. This approach builds their confidence and helps them develop a strong sense of identity.

Positive Environment

Our environment is dynamic and adaptable, tailored to reflect the interests and developmental stages of the children. It mirrors various aspects of the local community, fostering a sense of belonging and connection. We also encourage an appreciation for the natural world by offering opportunities for children to actively care for their environment.

Our open-ended setting promotes self-initiated exploration, encouraging questioning and allowing for risk-taking. We believe in the joy of learning and strive to cultivate a positive and engaging atmosphere for all children, nurturing a lifelong love for learning.

Early Years Learning Framework



<https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

Durack Preschool follows the Early Years Learning Framework (EYLF), with all teaching and learning aligned to the child focused outcomes. Please see your classroom teacher for further information.

Quality of Service



Durack Preschool

Overall Rating: Meeting NQS



The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

Services covered by the NQF are assessed and rated against seven quality areas. The assessment and rating process aims to drive continuous quality improvement for services and to provide families with better information for making choices about their children’s education and care. The overall rating for a service is determined by the combination of the ratings achieved in each quality area

Policies and Procedures

Durack Preschool has a range of policies and procedures that guide the operation of our service, and promotes consistency in the care and education that is provided.

All policies are available to access on Storypark, at the preschool, or available upon request from the school.

Policies are working documents and are reviewed as appropriate to ensure they remain consistent with legislative changes and best practice. Our policies are guided by the Department of Education and are developed to reflect the individuality of Durack Preschool, and the families who utilise it. We comply with the Education and Care Services National Law requirement to consult with families in relation to any changes to policies or procedures that affect the way in which families access our service.

Illness and Exclusion Periods

Condition	Exclusion of case	Exclusion of contacts^a
<i>Campylobacter</i> infection	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
<i>Cryptosporidium</i>	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded

Allergies and Medical Conditions

Please ensure all allergy and medical information is included in your child's enrolment information. Please update staff immediately for any newly diagnosed allergies and/or medical conditions.

All children with a medical condition have a Medical Plan, displayed in Preschool. Asthma Management Plans, Anaphylaxis Plans and/or Epilepsy Management Plans must be updated as required with your GP and are displayed in the Preschool for staff to adhere to at all times.

Durack School Staff complete EpiPen training every two years, as mandated. Staff also complete Asthma Management Training as a whole school. We have an allocated First Aid Officer on school site at all times.

If your child requires medication whilst at school, please collect and complete a **Permission to Administer Medication Form** from the Durack Preschool Staff.

Accidents and Injuries

All accidents and injuries (scrapes, bruises, bumps, etc.) are recorded in an Incident Report, with parents/carers asked to view and sign at the end of the school day or at drop-off the following day.

If an incident occurs at Preschool and deemed a serious incident, as described in the Education and Care National Legislation, the Principal will notify the regulatory authority, QEC, within 24 hours of occurring.

Quality Education and Care 'QECNT'

We believe that families should feel comfortable to air any concerns, and be assured that their issues are listened to, understood and dealt with consistently in terms of equity and fairness.

Grievances and complaints are viewed as opportunities to understand other attitudes and views, and will be used as a part of our self-evaluation processes, to help to improve the quality of the preschool program we provide to our community, families and children.

Where a parent has a concern with:

- the Preschool program, behaviour management issues, a preschool procedure etc, they should discuss the complaint with the relevant Preschool teacher. If not satisfied after talking with the teacher, the concern should be raised with the School Principal or a member of the school leadership team.
- a preschool staff member or other issue - contact the School Principal.

If the family member is not satisfied with the outcome, they have the right to appeal the decision, or they can contact the regulatory authority:

Quality Education and Care Northern Territory (QECNT)

Department of Education

Ph: 89993561

Email: qualityecnt.det@education.nt.gov.au

Postal: GPO Box 4821

Durack School Uniform

The Durack School uniform consists of the Durack polo shirt and black Durack shorts/shorts. Students must wear sandals with a back/ankle strap or sneakers. Dresses and Durack House Team shirts are also available. Please see our Front Office Staff for details.



What to Pack?

Please label all items clearly with your child's name

- A Sun Smart Durack School Hat
- A packed lunchbox with recess and lunch
- A water bottle
- A change of clothes (accidents sometimes happen)
- Wet and Mucky Play change of clothes for Wednesdays and a plastic bag for wet items to go home

We do not have the facilities to heat children's food, due to Health and Safety guidelines.

Please ensure that your child can fit all daily items into their school bag and that they can navigate all zips, buttons and containers as independently as possible. Durack Preschool Staff are on hand to assist but we do encourage children to be as independent as they can.

Useful Contacts

Durack School <https://durackschool.com.au/>

EYLF <https://www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf>

ACEQA <https://www.acecqa.gov.au/>

Childcare Finder www.startingblocks.gov.au