



Westmead Christian Grammar School
PREPARATORY PROGRAM HANDBOOK
2024



Mission Statement

Westmead Christian Grammar School has as its mission to bring people to the saving knowledge of Jesus Christ, through the provision of Christ-centred education.

Preparatory Philosophy

We believe that children are a gift from God and as educators we have key responsibilities.

We acknowledge the gifts each child brings into the classroom and endeavour to plan programs that respond to those unique gifts. We validate the different cultural backgrounds of our children and celebrate the diversity within the room.

Our environment provides the opportunity for children to securely explore the world around them, developing confidence in their own skills and their growing sense of self.

We understand the importance of the partnership between families and school and appreciate the knowledge that parents can share with us about their children. We also aim to build relationships with families based on trust and a mutual investment in their children.

Our programs are designed to develop the child's whole person; integrating physical, cognitive, social, spiritual and emotional skill development. Through play-based learning and planned teaching experiences children will be challenged to problem solve and engage with others.

Our staff will record meaningful evaluations of the children in their care, with the purpose of identifying the achievement of goals, developing further programs, reflecting on practice and communicating with parents.



Our Programme

The Prep Program at Westmead Christian Grammar School endeavours to prepare students for “big school” the following year through guided experiences which engage children in developing essential skills as they embark on their more formal learning journey. Some of the goals we seek to achieve include:

- Developing a love for learning
- Becoming more independent
- Becoming responsible for actions
- Enhancing expressive language skills
- Showing empathy and respect for others
- Sharing opinions
- Enhancing creativity
- Developing fine and gross motor skills
- Improving social and emotional skills such as conflict resolution
- Preparing our children for school with an emphasis on pre-literacy and pre-numeracy skills
- Becoming critical thinkers and problem solvers
- Building an awareness of the world beyond school and a respect for the environment

We seek to build positive relationships between adults and children in order to develop capable, competent, happy children who are thriving at school.

School Information

Westmead Christian Grammar School is located on the corner of Great Western Highway and Bridge Road Westmead, only minutes from Westmead Hospital and Parramatta CBD and walking distance from Westmead Station.

School Details

Website: www.wcgs.nsw.edu.au
Email: admin@wcgs.nsw.edu.au
Telephone: (02) 96891138
Postal Address: Westmead Christian Grammar School
2-14 Bridge Road
Westmead
NSW 2145



Policies

Other Policies and procedures are available for families in the Service. These policies are updated regularly and are in accordance with the current Legislation and Regulations.

Enrolment

Once an application form has been completed and returned to the school, an appointed member of staff will interview all new families. Upon acceptance families are contacted by mail and given the opportunity to accept the placement offered. Payment of an enrolment fee is required to secure the place. Enrolment for Prep is generally open to children who turn 4 by July 31 in the year of enrolment. Appointments can be arranged through contacting the school office on 9689 1138.

Privacy

The personal information provided by you will be used for the provision of educational, health, administration and accounting purposes and for the purpose of processing the Out of School Hours enrolment application. The information will not be disclosed unless law requires it or we have obtained parent/guardian specific consent. If there is information that staff require regarding your child, please contact the Nominated Supervisor. Alternatively, sensitive information can be conveyed to the Principal on 9689 1138.



Fee Schedule 2024

Application Fee (Non-refundable)	\$40
Enrolment Acceptance Fee (Non-refundable)	\$400
Daily Fee (Preparatory Program)	\$50 per day <i>(Children can attend 3-5 days per week)</i>
Optional Building Fund (Tax-deductible donation)*	

*In addition to the regular school fees, parents/guardians are encouraged to make tax-deductible contributions to the School Building Fund. These contributions are used to maintain and upgrade the school facilities.

Fees are due and payable each week by electronic fund transfer to the school bank account. Notice must be given to the Business Manager if this is not adhered to at any time. Fees for ensuing year are set by the School Board each year. This information is available from the School Office.

Cash and credit card payments can be made through the school office. Credit card payments attract a processing fee of 1.5%.

Cheques are to be made payable to Westmead Christian Grammar School. Payments may be made at the School Office, or by mail attention to:

Business Manager
Westmead Christian Grammar School
2 Bridge Rd
Westmead NSW 2145

In case of withdrawal from Westmead Christian Grammar School, a full term's notice must be provided in writing to the Principal prior to withdrawal.



Curriculum

Westmead Christian Grammar School follows The Early Years Learning Framework. EYLF is built on the understanding that the principles of early childhood pedagogy guide the practice of our early childhood educators. It assists in guiding children's play by carefully designing learning activities and stimulating indoor and outdoor learning environments in which children can progress at their own pace. Educators make regular observations of children and their interactions with their peers and their environment. This information is then used to shape the teaching and learning program.

The EYLF embraces the following vision:

Belonging is the basis for living a fulfilling life - where children feel they belong because of the relationships they have with their family, community, culture and place.

Being is about living here and now. Childhood is a special time in life and children need time to just 'be'; time to play, try new things and have fun.

Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

The Early Years Learning Framework (EYLF) describes the principles, practice and outcomes which are essential to support and enhance children's learning as they transition to school. Information for families about the EYLF is available on the DEEWR website (www.deewr.gov.au).

EYLF Principles

Principle 1: Secure, respectful and reciprocal relationships

Principle 2: Partnerships

Principle 3: High expectations and equity

Principle 4: Respect for diversity

Principle 5: Ongoing learning and reflective practice

EYLF Practice

Holistic approaches

Cultural competency

Learning through play

Assessment for learning

Learning environments

Responsiveness to children

Continuity of learning and transitions

Intentional teaching



Routine

8:50am – 9:10am	Children arrive/Unpack/Morning Circle Toileting and Handwashing Welcome, Devotions and prayer
9:10am – 10:00am	“School Readiness”
10:00am – 10:20am	Handwashing/toilet Fruit break
10:20am – 10:55am	Developmental Play
10:55am – 11:00am	Handwashing/Toilet
11:00am – 11:10am	Recess Eating Break
11:10am – 11:20am	Free Play
11:20am – 11:30am	Handwashing/Toilet
11:30am – 12:35pm	Theme Work
12:35pm – 12:40pm	Handwashing/Toilet
12:40pm – 1:00pm	Eating Time
1:00pm – 1:40pm	Free Play
1:40pm – 1:50pm	Handwashing/Toilet
1:50pm – 2:50pm	Creative play
2:50pm – 3:00pm	Packing up
3:00pm	Day finished



Health

Immunisations

Upon enrolment, up-to-date immunisation records, or a doctor's letter stating the reason for non-immunisation, must be provided for each child. In the event of an outbreak of a vaccine preventable disease, an information sheet from the Department of Health will be sent home for your information. Westmead Christian Grammar School reserves the right to refuse the enrolment of a child where it cannot take reasonable steps to ensure the health and safety of this child or other children.

Medications

In the best interest of the children's safety and wellbeing, the staff at Westmead Christian Grammar School will only administer prescription medication if the medication is:

- In its original container.
- Has a note attached listing:
 - Child's Name
 - Name of Medication
 - Dosage to be administered
 - Time and Date medication was last administered
 - Time and Date medication needs to be administered next
 - How the Medication is to be administered
 - Current date of issue from the Doctor.
- When administering medication, staff must complete the Administration of Medication Log. This is to be witnessed by another staff member to ensure the correct medication and dosage has been dispensed to the right child at the right time according to the instructions on the bottle and the Administration of Medication note
- All medication **MUST** be handed to a senior staff person to be locked away in a sealed container until required. **NO MEDICATION IS TO BE LEFT IN A CHILD'S BAG.**
- A Medication plan must accompany any child with an ongoing illness or Medical condition such as Asthma, Diabetes and Epilepsy. A record will be kept of the times medication is administered and the Action plan followed.

Individual Medical Action Plan

An individual Medical Action Plan is a care plan developed for a specific child by a Medical practitioner that outlines detailed descriptions of triggers, possible triggers and the child's reaction to these. It must also contain details of the treatment and medication that must be administered. The plan should provide staff with an individual emergency response if a child at risk shows any signs of their condition. As with temporary medication, this treatment must be in writing by the parent/guardian and updated regularly.

Risk Minimisation Plan

An individual Risk Minimisation Plan is a plan developed by the parents to inform the school of risks relating to health and management of any medical conditions. This form is updated twice yearly.



Food and Drinks

Westmead Christian Grammar School promotes nut free foods. All children and staff are encouraged to bring only those products that do not contain nuts. If your child has an allergy it must be noted on the Enrolment Form. Parents must provide their child with fruit break, recess, lunch and a drink (preferably water). Any product containing nuts must not be sent with the child as it places some children at serious risk.

Sun Protection

The no hat, play in the shade rule operates at Westmead Christian Grammar School. Children must wear hats that cover the face, neck and ears. These are available through Lowes at Westfield Parramatta. If children do not bring a hat or forget their hat they will be expected to play in the covered area. Please apply sunscreen to your child prior to starting the day.

Behaviour

The Preparatory Programme is a part of Westmead Christian Grammar School and is governed by the School Code of Conduct. There is an expectation that students will exhibit excellent behaviour. It is expected that all children will:

- Be courteous to one another and any adults with whom they come in contact
- Treat equipment in the programme respectfully
- Only play in the designated areas

Toys

We do not take any responsibility for toys and/or electronic devices children may bring to school.

What should my child bring?

- A school bag with an identifying tag and name.
- A separate labelled lunch box or bag for each meal break; consisting of fruit break, recess, lunch. All food items should be free of any nut products.
- A labelled water bottle.
- A spare set of clothing in a marked plastic bag (non-uniform is fine) - leave this in your child's bag.
- A labelled paint shirt.



Attendance

The preparatory program operates between the hours of 8:50am and 3:00pm Monday to Friday, during the school term. The school offers OSHC (before and after school care) if it is required. Enrolment forms can be obtained from the office.

It is important that the school is informed of your intended drop-off and pick-up times and days of attendance so that we are able to staff appropriately at all times. Applications to change an attendance pattern must be made in writing to the Principal. You will be notified as soon as approval has been granted.

Of course, we understand that from time to time an emergency may arise in this instance please call the office on 9689 1138. Generally, casual days are not available unless vacancies exist. Unfortunately, we are unable to accommodate 'make-up' days for non-attendance due to illness, holidays, etc.

Children in the Preparatory program are able to attend from 3 to 5 days per week. We ask that Preparatory children attend a minimum of 3 days per week to ensure they benefit from the school readiness program and to assist with their social development. These days do not need to be consecutive. Many families choose to increase their child's days over the year, subject to availability. If your child is going to be absent, please let us know as soon as possible. This can be done by messaging the class teacher through Dojo or calling the front office.

Arriving and Leaving the Centre

On the enrolment form you will be required to identify people for whom you give permission to drop off or collect your child. The first time this person attends the service they will be required to provide photo identification before the child will be released into their care. Your child must be accompanied to the room by a responsible adult or nominated person and signed in and out each day on the register in the Welcome Area. When picking up your child, please let a staff member know that your child is leaving with you and sign the attendance register. Please advise a staff member if someone other than you or the person nominated previously is collecting your child. Your child will not be released into the care of anyone under the age of 18 years, without written consent.

Custody and Access

The school is required to keep a copy of current court orders. It is each parent's responsibility to notify us of any changes to court orders or if any custody/access difficulties arise. Access to children will only be given where the legal guardian has provided written authorisation via the enrolment form. It is important to keep us informed of any changes to custody and access as it arises.



What should my child wear?

Children are required to wear the Westmead Christian Grammar School Preparatory Uniform. Parents are responsible for ensuring their child is in correct uniform at all times. All clothing must be clearly labelled with your child's name, including shoes. Please make sure to pack spare clothing in their school bags in case of any accidents. Uniforms are available for purchase from Lowes Menswear at Westfield Parramatta, 159-175 Church Street, Parramatta, 2150, (02) 96871912.

Uniform

Children in the Westmead Christian Grammar Preparatory program wear the Preparatory uniform every day which assists them with feeling part of the school community.

Girls Uniform

Summer: Sky blue short-sleeve polo shirt with logo, navy skort with logo, white fold-down socks and sneakers (mostly white).

Winter: Sky blue long-sleeved polo shirt with logo, navy leggings or track suit pants, white fold-down socks and sneakers (mostly white).

Boys Uniform

Summer: Sky blue short-sleeve polo shirt with logo, navy shorts with logo, white fold-down socks and sneakers (mostly white).

Winter: Sky blue long-sleeved polo shirt with logo, navy track suit pants, white fold-down socks and sneakers (mostly white).

School Hat

Students are expected to wear a school hat to school every day all year round. This is to protect them from the damaging effects of the sun. It is essential that hats be labelled. School policy is 'NO HAT, PLAY IN THE SHADE'.

Mandatory Items

- WCGS Prep sky blue polo shirt (with school logo)
- Navy shorts with logo (boys and girls)
- Navy skorts with logo (girls only)
- WCGS Prep jacket
- Navy tracksuit pants (winter)
- White Socks
- WCGS Hat (legionnaires)

The following shoes are not to be worn: Rabens, brightly coloured slip-ons or canvas style shoes, sandals or other open toed shoes.