



# Kindergarten Parent Information Booklet 2018



Cromarty Road

Floreat WA 6014

Telephone 08 9383 9022

# Welcome

We would like to extend a warm welcome to everyone joining Churchlands Kindergarten this year. We look forward to getting to know our new families as well as renewing friendships and hope that parents and children alike enjoy a fantastic year together.

**The information contained in this booklet is designed to help you and your child settle into Kindergarten. You may find it useful to keep it handy for future reference.**

## Contact Numbers

You may contact Churchlands Kindergarten by using the main school number:

(08) 9383 9022

Fiona.jackson@education.wa.edu.au      ECE 4

Emma.jenkin@education.wa.edu.au      ECE 3

WEBSITE: [www.churchlandsps.wa.edu.au](http://www.churchlandsps.wa.edu.au)

# Kindergarten Learning Program



The Western Australian Kindergarten Curriculum and Assessment Guidelines are used to plan and deliver the Kindergarten teaching and learning program. This curriculum emphasises direct and explicit forms of instruction as well as guided play learning experiences. Curriculum planning and delivery has a focus on independent learning, instructional strategies supported by current 'best practice' and link directly to the Churchlands Primary Independent Public School Business Plan. Teaching in the Early Years is also closely tied to the National Early Years Learning Framework (EYLF) to ensure quality teaching and learning that is targeted to this stage of your child's learning and development. We recognise the importance of play-based learning experiences and place a specific emphasis on building your child's language (including early literacy and numeracy) as well as supporting their social and emotional development.

# Writing Style

The style of writing we use in Kindergarten is called “Bat and Ball font”. We have included a copy of this style, you can use this to guide name writing practice.

**Please note that we teach lower case letters.** Capitals are used for the start of names only (e.g. Peter not PETER). We also focus on teaching letter sounds before the letter names (e.g. a – apple).

## Bat and ball font

Alphabet Chart		Aa	Bb
Cc	Dd	Ee	Ff
			
Gg	Hh	Ii	Jj
			
Kk	Ll	Mm	Nn
			
Oo	Pp	Qq	Rr
			
Ss	Tt	Uu	Vv
			
Ww	Xx	Yy	Zz
			

# **Attendance Dates**

## **Term Dates 2018**

TERM 1    Wednesday 31 January - Friday 13 April

TERM 2    Monday 30 April - Friday 29 June

TERM 3    Monday 16 July - Friday 21 September

TERM 4    Monday 8 October - Thursday 13 December

There are seven school development days where students do not attend:

- Two of these days are before the school year starts for students (Monday 29 January and Tuesday 30 January) and one day is after the school year ends for students (Friday 15 December).
- The school schedules another four days throughout the year in consultation with its school board (Monday 24 April; Friday 2 June; Monday 17 July; Monday 9 October).

## **Public Holidays**

Labour Day                          Monday 5 March

Good Friday                         Friday 30 March

Easter Monday                      Monday 2 April

Western Australia Day            Monday 4 June

## **Kindergarten Attendance Times**

There will be two groups for Kindergarten and a K/PP

**Red Kindergarten attends Monday, Tuesday and alternate Wednesdays (odd).**

**Blue Kindergarten attends alternate Wednesdays (even) Thursday and Friday.**

School hours are 8.45 a.m. to 3.00 p.m.

Classroom doors open at 8:35 a.m. to ensure commencement of teaching at 8:50 a.m.

**If you have other children at the school, please collect your kindy child first.**

# **Arrival and Departure**

The following guidelines are to help protect your child and assist in the smooth running of the classroom.

- A parent, guardian or other responsible adult MUST bring and collect your child from Kindergarten. Please fill out the book if there are changes to the pick up person.
- Arrive on time, as both the literacy and numeracy programs commence first thing in the morning.
- Please remain with your child until the classroom door opens at 8:35 a.m. It is important that parents or guardians supervise children until school begins.

**Students are required to be collected on time after school.**

Please inform the teacher and the school office of any custody or access restrictions concerning your child. All family information is kept in the strictest confidence.

## **After School Care**

The Churchlands After School Care (OSH) is located near the library and provides both before and after school care.

Program Contact Number 0423 806 587

Head Office Number (08) 9261 3200

Operating Times Before School Care 7:00 AM to 8:35 AM

After School Care 3:00 PM to 6:00 PM

# What to Bring to Kindergarten

- A roomy bag or backpack
- A broad brimmed sun hat with a clear name label (No caps please)
- 2 healthy snacks
- A labelled drink bottle with WATER only please
- A packed healthy lunch

Lunch can be ordered from the canteen on Mondays, Thursdays and Fridays.

Please clearly mark the child's name and class.

No recess ordering – We have fruit time.

- Labelled spare underpants and clothes in case of accidents. To be kept in your child's bag.

## Toys and Special Belongings

We ask that children leave their toys and special belongings at home as it is easy for these things to become lost or get broken in the school environment.



# Guiding Young Children's Behaviour

- The Kindergarten program uses a positive guidance approach to manage children's behaviour. This includes the following strategies:
- We follow “**The Churchlands' Way**” to behave and talk about **Red** and **Green** choices.
- Encouraging positive behaviour in children, giving positive and specific feedback.
- Setting clear class expectations and limits.
- We use the **1, 2, 3 Magic**. 2 warnings and then onto the Think Spot. Children are counselled whilst on the Think Spot.
- Offering alternatives or redirecting the child to a new activity.
- Developing resilience through encouraging your child to ‘have a go’.

If the teacher has concerns about your child’s behaviour in class they will inform you of the problem and make a time to meet with you. Then both you and the teacher can discuss the situation and work on strategies to overcome any behaviour issues.

## Semester Reports

Your child will receive a formal written report on their progress at the end of Term Two and Term Four.

If you have concerns about your child’s progress or would like further information, please schedule a time for an interview with your child’s teacher.

# Booklist Items

Students are requested to provide items for use in the classroom as per the Kindergarten Booklist.

[http://www.churchlandsps.wa.edu.au/uploaded/files/client\\_added/Booklist-Kindergarten-2018.pdf](http://www.churchlandsps.wa.edu.au/uploaded/files/client_added/Booklist-Kindergarten-2018.pdf)

**NOTE: Only label the folders. Please do not label any other items, as all these items are shared.**



## Library Bag

Each week the children will visit the school library to borrow a book. In order to borrow, your child must bring a library bag which is clearly named. Books are returned in the bag on the allocated library day to be exchanged for a new one.

# **Parent Involvement**

## **Rostered Help**

You can be involved in the Kindergarten by being a rostered helper. Working in partnership with you is an important part of educating your child. We recognise that you are your child's first and most influential educator. When on roster you help out in the morning with a variety of tasks including preparing fruit, helping out with activities or playing a game with a small group of children. There are many ways you can help so please write your name on the roster displayed in the classroom. Grandparents, aunties, uncles and significant others in your child's life are also welcome to be on roster. The children love having helpers in the classroom. It is also a great opportunity for you to see what learning experiences they engage in each day. Please be aware that when you are on roster we ask you to keep all information about individual students in the room confidential. As part of our community, parents have a responsibility to be courteous and respectful of others and sensitive to each and every individual at all times.

## **Sharing Your Talents**

You may have a special talent or interest that you could share such as playing a musical instrument, cooking, gardening or dancing. Just let the teacher know. We love having visitors!

## **Other Involvement**

We invite your involvement in the Kindergarten but recognise that not everyone can be available during weekdays. You can still be involved as we often need parent help with such things as repairing toys, covering books, mending, sewing or helping out on weekends with busy bees. There are many ways you can help, so talk to the teacher if you would like to be involved.

You may also wish to become a member of the school's Parents and Citizens Association or apply to be a member of the School Board which assists in the running of the school.

# Accidents and Illnesses



## Emergency Contact Details

If your child is unwell or is involved in an accident at school, it may be necessary to send them home or to a doctor. It is therefore very important that the school has your **emergency** contact numbers and that these are kept up to date.

## Health Care Forms

Each student is required to have a Health Care Form completed by parents at the beginning of the year. This information assists the school in developing appropriate health care plans for your child if they have an allergy, illness or disability, ensuring health and safety while at school.

## Communicable Diseases

**If your child is unwell, please keep them at home.**

There are some communicable infections and diseases that require your child to be excluded from school for a set period of time and you may need a doctor's certificate before allowing your child to return to school. If you need more information please ask your doctor or teacher.

<http://kidshealthwa.com/guidelines/communicable-diseases-exclusion-periods/>

## Administering Medication

If your child needs medication you will need to fill out an authorisation form before it can be administered by staff.

## Absences

If your child is absent from school it is important to contact the school by phone and send a note on your child's return.

# **Settling Your Child In**

It is quite normal for a child and parents to be anxious about starting a new life experience. If your child is unhappy or frightened about starting Kindergarten, here are some hints to help:

- If you have a positive attitude and look forward to the first day of school, your child will probably do the same.
- If appropriate you may wish to stay for a little while until your child is more settled and involved in play.
- It is important to say goodbye to your child before leaving. Sneaking away in fear of upsetting your child may increase their feelings of insecurity.
- Be patient. It is normal that your child is strongly attached to you and does not want to leave you. Even if it takes time to settle your child will eventually get there.
- If you are feeling anxious after leaving your child you are welcome to phone later in the morning to check that they have settled.

## **Celebrations**

Beginning school is an important time for children and their families. By forming links between home-life and Kindergarten we can help children feel secure and settle in quickly. One way to make these links is to share with us celebrations, festivals and cultural events that are important to your family. Sharing special events help all the children to learn about the families in our community and to learn to respect each other's cultures.

We love to celebrate birthdays! You are welcome to send in a birthday cake for your child. One cupcake per child is preferred. No nuts or nut products please, as some children have severe reactions (Anaphylaxis).

Parents of children with allergies are asked to provide a treat box for their child.

# What to Wear

## Uniform

It is **not** school policy for students to wear school uniform in kindy. Please dress your child in play clothes. We might get messy! Shorts, skirts, t-shirts and tracksuits are ideal, as physically active play is part of the daily program. Please label your child's clothing clearly, as this will help keep lost property to a minimum.

## Footwear

For safety reasons your child needs to wear appropriate footwear. Sandals and shoes that are easily managed by the child are suitable. Please refrain from sending your child to school in thongs, as these do not protect children's feet and can be dangerous when children are playing outdoors.

## Hat Policy

### Hats:

To protect your child from sun exposure Churchlands Primary School has a 'NO HAT, NO PLAY' policy. We therefore require all children to wear hats when playing outside. To ensure your child is included in outside play it is best to keep a hat in the school bag. Hats are available from the P & C Uniform Coordinator.

### Sunscreen:

Please apply to your child before the start of school, if they require more throughout the day, please leave some in their bag.

## Leave Pass

If you need to collect your child during the school day, you are required to go to the main office and sign them out.

- 1) Go to the office and ask for a leave slip
- 2) Take the yellow leave slip to the kindy staff
- 3) Take your child home



## Late to School



The morning siren sounds at 8:45am. If you arrive at school after this time, you need to go to the front office and sign your child in as late, before coming to the classroom.

These are mandated education department policies.

# Conclusion

If you have any questions or queries throughout the year, please come and see us.

We look forward to working with you to provide an engaging, supportive and caring environment in which your child can learn and grow.

The Kindy Team



