



2024

KINDERGARTEN

# Clifton Park Primary School



small **school = big** impact



## **WELCOME**

With Pride We Strive is the motto of our school and that is the common theme that we attempt to follow in all our dealings with our work, our environment and the relationships within our school. We enjoy a close sense of community, attractive grounds and academic success in our small school. This booklet is to provide you with information about our school. It is our aim to answer any queries you may have; please contact us and we would be happy to assist with your query.

The aim of our Early Childhood Education program is to establish a positive beginning to schooling and to ensure continuity of learning. We trust you and your child enjoy and benefit from the educational experience with us.

The school staff, students, parents and community of Clifton Park are working cooperatively towards the physical, emotional, creative, social and academic development of students in preparation for their role in a rapidly changing society.

## **Moral Purpose**

To provide a high-quality education to ensure all students achieve their potential.

## **PREPARATION FOR A CALM START**

Kindergarten is often the first time a child is part of a 'formal' social setting and as such it is important that your child is aware of what to expect.

Kindergarten classrooms are a busy place. On the very first day of school year, it is helpful to limit the number of people in the classroom. If possible, it is best for only one parent or caregiver to accompany the child.

On leaving please be assured that even though there may be tears, we will have lots of fun and they will be well cared for. We understand that it can be just as hard (if not harder) for you but we have had lots of experience so please trust us. On the rare occasion that your child is still upset during the session, we will phone you to discuss the best possible action to take.

## **YOUR CHILD'S PROGRESS**

Reports indicating how your child is developing are given out at the end of Semester 1 and Semester 2. If at any time you have concerns, please contact us and arrange a time to have a meeting.

## **KINDERGARTEN TIMETABLE 2024**

Our Kindergarten will be structured as a 5-day fortnight timetable for our 2024 Kindergarten students. This includes attending two full days one week, Wednesday and Thursday and three full days in the next week, Tuesday, Wednesday and Thursday. See the **2024 Kindy Days Planner** for timetabled days for Kindy students to attend.

Kindergarten 2024 students will commence school on Wednesday 31st January, 2024. The Kindergarten door opens at 8:35am and the day begins at 8:50am and finishes at 2:50pm.

## **COMMUNICATION**

Parents are urged to communicate with teachers at any time they or their children have concerns. Meetings may be arranged with teachers throughout the year however an appointment is required to ensure the teacher's availability.

The Principal or Deputy Principal are also available to assist. Please see the office or contact the school to make an appointment, however it is essential that the first point of contact is your child's teacher.

## **PARENT COMMUNICATION AND SCHOOL NEWSLETTER**

There will be approximately three school newsletters per term. The newsletter and other information is available on the Clifton Park Primary School facebook page and Class Dojo for current up to date information. The Kindergarten windows are also a source of information. Our schools' main communication is Class Dojo.

**CLASS DOJO APP** brings school communities together, with one place for teachers and families to connect, communicate, and share learning experiences. You will receive a parent login at the beginning of the school year.

At the commencement of each new term a 'Term Calendar' is published in the school newsletter and on our Class Dojo app. This will have all the planned 'happenings' on it.

## **LUNCH AND RECESS**

Our school promotes healthy lifestyles and we educate the children about healthy choices of food. When packing your child's lunchbox, we ask that you please limit high sugary snacks and include a piece of fruit or vegetable. If you are including yoghurt our preference is the tube style and if you could open the top and then put it back on that would be wonderful. It makes it much easier for the children to open and enjoy their snack.

Please be aware that we are an allergy aware school so nuts should not be included in any cakes etc

## **MORNING TEA**

Finger food – fruit or vegetables. Cheese and crackers., small sandwich, small muffins etc

## **LUNCH**

A substantial sandwich and a piece of fruit / vegetable or other healthy snack.

## **Not Recommended**

Fruit juice, nuts, chips, lollies, fruit roll-ups, peanut paste and nutella.

The Kindy children are supervised at all breaks by the staff.

**DRINKS** – water only. Please provide a 'pop-top style' drink bottle for your child, filled only with water. This is so your child can safely access water in the classroom whenever they are thirsty.

## **SUN SMART – HATS, SUNSCREEN AND MOZZIE REPELLENT**

Children are expected to wear a broad-brimmed hat while playing outside. School hats are available through the P&C uniform shop for your Kindy child. To easily identify your child's hat you are welcome to stitch on a cloth badge or ribbon. Their hat will remain at school. If you would like to wash them they can be sent home at the end of each term.

Please apply sunscreen to your child prior to arriving at school.

Mozzies are often a problem at school. There are some great natural wrist bands etc that are effective at repelling mozzies if they are a problem for your child.

## **TOILETING**

Our Kindergarten area has its own toilet facilities for Kindy students only. It is expected that children are toilet trained before starting Kindergarten. If you have any concerns about your child not being able to independently use the facilities, please see your local Child Health Nurse or GP to discuss your concerns.

## **MEDICATION**

Staff must have written parental permission to administer prescribed medication to students. If your child does need to take medication, ask the doctor if they could have a twice a day solution (before and after school). If that is not possible then you need to complete an "Administration of Medication" form available from the front office. Staff cannot administer medication until the appropriate forms are completed.

Updating us on your child's health is very important. Please see us if your child has any additional health needs.

## **ALLERGIES**

There is an increasing number of children in schools with medical needs including critical allergies. It is vital that the school is informed of any allergies or medical conditions your child may have so the correct procedures are followed.

## **POOR HEALTH**

Coughs, colds and stomach bugs tend to go in cycles, and it is best that children with these be kept at home in order to reduce the chances of other children contracting them. We realise that children often want to come in spite of these, but please, it is important for everyone's health and wellbeing that they are kept home until they are fully recovered. It is a requirement that vomiting, and diarrhoea has stopped for 24 hours before returning to school.

Sometimes notifiable diseases and conditions can occur at this stage of life. Some of these are: Measles, Mumps, Chicken Pox, Rubella, Conjunctivitis, Whooping Cough

If your child contracts any of the above, please notify the school immediately. A period of exclusion from Kindy is necessary for all of the above.



## **STUDENT ABSENCES**

Let us know that your child is away.



**SMS**

0455 776 793

\*SMS can be received 24/7



**Email**

cliftonpark.ps@education.wa.edu.au



**Phone call**

9796 7300

## SCHOOL BASED MEDICAL CHECKS

Some medical screenings will take place during the Kindergarten year. In some cases, children may be referred to The Primary Health Services in Hudson Road, Bunbury for assessment. Parental permission will always be sought before any screening happens.

If you have concerns in regard to your child's health and/or development, please discuss with your GP as soon as possible to access any support that they may be required.

## EMERGENCY NUMBERS

It is of the utmost importance that you supply at least two current emergency contact numbers for your child so that in an emergency we can contact someone, other than parents. Please keep these numbers up to date by informing the school office of any changes.

## DROPPING OFF AND PICKING UP

Preparing children for school involves establishing good routines and ensuring that children arrive on time. If you do arrive late it is necessary for you to sign in at the office or on the class iPad.

We have a bell that is rung at the start of the day to signal that it is time to pack up puzzles and sit quietly on the mat. That is the time for you give kisses and hugs and say goodbye. If your child is reluctant to let you go it is best to make the goodbye quick and be assured that we will care for them and settle them. If they don't settle, we will contact you and discuss the best way to help them transition.

At the end of the day's session young children can become very distressed if they are left waiting for parents. If you are going to be late please phone to let us know so that we can reassure your child.

Children are:

- to be dropped off or collected by the parent or designated caregiver and not school-aged brothers or sisters
- to arrive or leave accompanied by the parent or designated caregiver. If someone other than a parent or normal caregiver will be collecting your child, please notify us, by telephone or in writing.

## STUDENTS SIGNED IN AND OUT OF SCHOOL

Any student who arrives late must be legally signed in by a parent or guardian.

This is also the case if a student is being taken out of school before the end of the day. A parent or guardian must come to the office to complete the sign out procedure and be given a sign out ticket which is then to be taken to your child's classroom and handed to the teacher.

Children will not be released without this.



KINDERGARTEN SIREN TIMES  
Clifton Park Primary School  
9796 7300

DOORS OPEN - 8:35 AM

START  
8:50 AM TO 10:50 AM

RECESS  
10:50 AM TO 11:10 AM  
(TIMES MAY VARY)

LUNCH  
1:10 PM TO 1:40 PM  
(TIMES MAY VARY)

1:40 PM TO 2:50 PM HOME TIME

KINDERGARTEN TIMETABLE  
Our kindergarten doors open at 8:35am on the first siren. The school day starts at 8:50am, on the second siren, the day finishes and students will be released from class at 2:50pm.

## **SCHOOL SITE SIGN IN**

Any visitor to the school be it a tradesperson, salespeople, other school's staff, community members or even a parent or guardian coming into the school must sign in at the front office.

- For parents and guardians this means that if you volunteer to work at the school in any way you must come to the office and sign the register when you arrive.
- If you are coming in to drop something off to your child at any time during the day you must also come to the office to sign in.

This is to safeguard our students and also it allows us to know who is on the site in case of a fire or another emergency.

## **PARKING**

Parking at the start and end of each day at any school will always be a hassle and as such we ask for your tolerance and patience. We recommend that you park either at the front of the school, the grass area or the main car park.

The driveway for the Early Childhood building is a kiss and drop area and is used by a local Day Care bus. Please don't park in this area as it is Staff Only.

## **BIRTHDAYS**

As we all know, these are special days in our children's lives and we like to recognise them at Kindy. You might like to send along some cakes for the class to share your child's special day and if you do please make it small patty cakes only as these are practical for children of this age. Please check on the number of children in the class prior so as something can be shared with the whole class. Please be aware that we are an allergy aware school so nuts should not be included in any cakes etc. If you would prefer for your child not to have a cupcake, please speak with the classroom teacher to discuss alternative arrangements.

## **BAGS - THINK BIG**

Please ensure your child's school bag is large enough to carry a drink bottle, hat, a lunchbox, a large library book, notes and spare clothing.

## **SCHOOL DEVELOPMENT DAYS (SDD)**

These days are designed for staff to engage in school and curriculum development, priority setting and policy writing. Students do not attend. These dates are provided on the Term Planner, newsletter and through Class Dojo.

## **TERM PLANNER**

Each term the school provides parents with a planner of events for the coming term. These are updated (via the newsletter and our class Dojo app.) as changes occur. Parents are encouraged to add to and display the planner in a prominent position at home to act as a reminder of coming events.

## **FACTIONS**

Our school has three faction colours. Blue, Gold and Red. Children are allocated factions when they commence at the school.

## **CONTRIBUTIONS AND CHARGES**

These funds are used towards the costs of materials, services and facilities used by students in the educational program. Payment of this contribution gives the school the ability to supply the necessary resources to provide a quality education. A Contributions and Charges Information sheet is included in your Kindy pack or available at the school office.

## **CLASSROOM REQUIREMENT LISTS**

A Personal Requirements Items List, showing the requirements for each year level, is distributed to each child at the end of the year (for the commencement of the new school year).

## **PERSONAL ITEMS**

Please don't send along toys or special items to school. If they get lost or broken it is very upsetting for everyone. We cannot take responsibility for them. To prevent potential heartbreak or disappointment these things are best left at home.

## **CLOTHING**

Our Students are encouraged to wear school uniform although it is not compulsory in Kindergarten. If you choose to have your child in uniform, we have brightly coloured polo shirts available for purchase from the uniform shop, <https://www.cliftonparkpandc.com/> This is different to the rest of the school who wear a blue polo shirt. They look very colourful when all together and makes it easy to identify Kindergarten students in the playground which is shared with the Pre Primary classroom.

Appropriate clothing and footwear is essential. Children love to climb, climbing is encouraged and included in our programs. Clothing that is comfortable and not restrictive is the way to go.

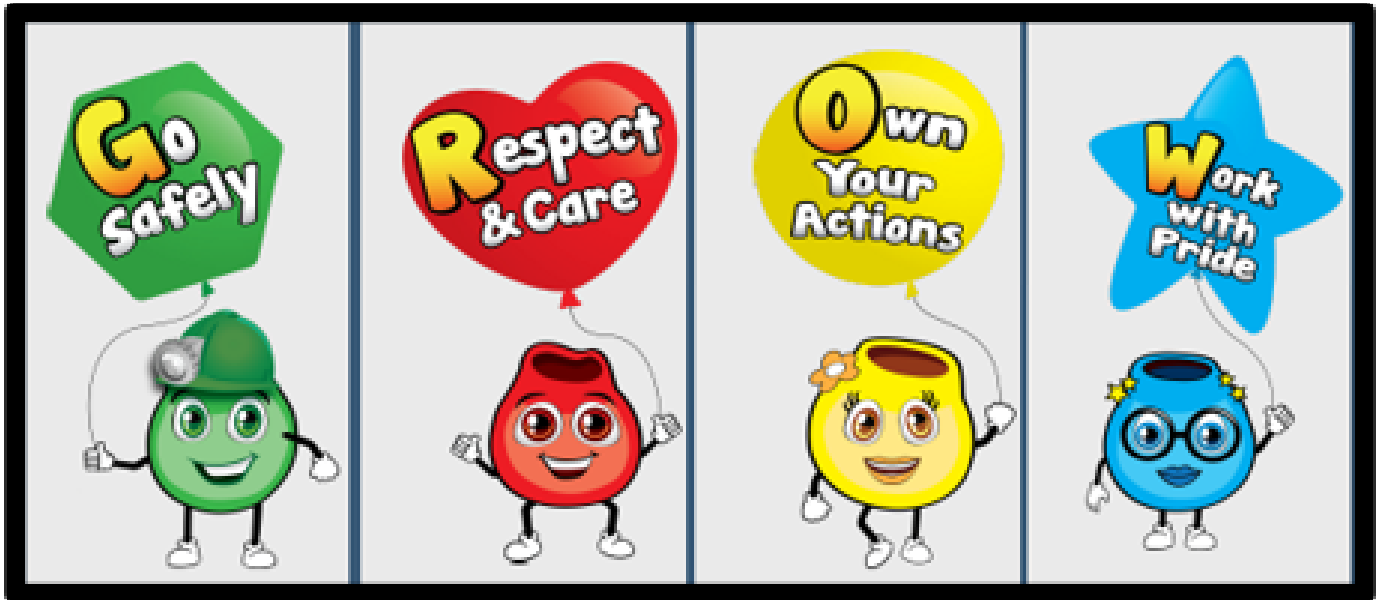
- Please label all removable clothing with your child's name. This makes it much easier to return clothing when they take it off.
- Footwear - We recommend sending your child in joggers/sports shoes, with Velcro. There are times when the children are asked to remove their shoes. Shoes need to be easy to remove and the children must be able to put them on by themselves.

Paint Stains ~ The children are encouraged to wear a paint smock when painting, however there are times when they forget to put one on and we don't notice. On those occasions paint can sometimes get on their clothing. In our experience, it's best to soak in cold water overnight and then scrub with soap and wash, as hot water makes the stain harder to shift.

## STUDENT WELLBEING AND ENGAGEMENT

We emphasise student health and wellbeing as a key area for us to develop our students. We have structures to support our students in engagement, behaviour and attendance. This includes ensuring our students are safe, happy and their needs are supported across the school environment.

Our Whole School Expectations of behaviour are created using the acronym G.R.O.W:  
Go Safely, Respect and Care, Own your Actions, Work with Pride.



### SCHOOL CONTACT INFORMATION



Telephone: 9796 7300

Email: [cliftonpark.ps@educaton.wa.edu.au](mailto:cliftonpark.ps@educaton.wa.edu.au)

Web: [cliftonpark.wa.edu.au](http://cliftonpark.wa.edu.au)

#### ADMINISTRATION STAFF

Principal:

Tanya Uren

Deputy Principal:

Monike Fitt

Manager of Corporate Services:

Kylie Clarke

School Officer:

Jodie Clayton