



Clifton Park Primary School Parent Information Booklet

Kindergarten

Welcome to your Kindergarten

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.

Information regarding the Kindergarten organisation is listed below.
Please keep this information booklet in a handy place for easy future referral.

ADMINISTRATION STAFF

Principal

Ric Gates

Deputy Principal

Deborah Jolliffe

Registrar

Kylie Clarke

School Officer

Jodie Clayton

STAFF

Kindergarten Teacher

Leah Tiede

Kindergarten Education Assistant

Lisa Cooper



CONTACT PHONE NUMBERS

School..... 9725 2400

Email cliftonpark.ps@education.wa.edu.au

Webpage..... www.cliftonpark.wa.edu.au

School Term Dates for Students 2018

2018	Students commence	Last day of term
Term One	Wednesday 31 January	Friday 13 April
Term Two	Tuesday 1 May	Friday 29 June
Term Three	Tuesday 17 July	Friday 21 September
Term Four	Tuesday 9 October	Thursday 13 December

School Hours	
Start of school day:	8:55am
Close:	3:00pm

OFFICE HOURS
8:15am to 3:30pm

KINDERGARTEN TIMETABLE

TRANSITION TIMETABLE FOR KINDERGARTEN 2018

- Group: **Turtles** - Students will commence on **Wednesday 31st January 2018**
- Group: **Dolphins** - Students will commence on **Thursday 1 February 2018**

You will find your transition group in the information pack you receive at the Kindy meeting.

Week 1

Day	Group	Time
Wednesday 31 January	Turtles	8:55am - 11:55am (½ day)
Thursday 1 February	Dolphins	8:55am - 11:55am (½ day)

Week 2

Day	Group	Time
Tuesday 6 February	Turtles & Dolphins	8:55am-11:55am (½ day)
Wednesday 7 February	Turtles & Dolphins	8:55am-2:55pm (full day)
Thursday 8 February	Turtles & Dolphins	8:55am-11:55am (½ day)

Week 3 Full time Kindy timetable will commence third week of school

Day	Group	Time
Tuesday 13 February	Turtles & Dolphins	8:55am-2:55am (full day)
Wednesday 14 February	Turtles & Dolphins	8:55am-2:55pm (full day)
Thursday 15 February	Turtles & Dolphins	8:55am-11:55am (½ day)

2018 SCHOOL DEVELOPMENT DAY DATES – *Students do not attend*

Term 1	Monday 29 January, Tuesday 30 January
Term 2	Monday 30 April
Term 3	Monday 16 July
Term 4	Monday 8 October

2018 PUBLIC HOLIDAYS - DURING SCHOOL TERM

Term 1	Monday 5 March – Labour Day
	Friday 30 March – Good Friday
	Monday 2 April - Easter Monday
	Tuesday 3 April – Easter Tuesday (<i>Schools Only</i>)
Term 2	Monday 4 June – WA Day
Term 3	No Public Holiday
Term 4	No Public Holiday

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. Many parents often wonder how to best prepare their children for kindergarten. Here is a link providing information and ideas on topics including:

- Getting ready for kindergarten
- Resources for families
- Reading books about starting school
- Services to help parents and children

<http://det.wa.edu.au/schoolsandyou/detcms/navigation/your-childs-education/kindergarten/?page=1#toc1>

Before your child comes to Kindy please ensure you talk about it in a positive way but do not make it into too big a deal as it can leave the child feeling anxious.

On the very first day of school only parent/parents are to drop off their child. Please **do not** bring along brothers and sisters, especially younger siblings as it is often their tears that unsettle the new students.

*Please read "*What to do on your Child's First Day of 4 year old Kindergarten*" included with this package.

When leaving, reassure your child that you will return soon, that they will have lots of fun, then leave. Do not return for extra hugs as this can create separation anxiety. 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. We **will** look after your child. 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.



ABSENCES

Routine, continuity of learning and ongoing social development is very important to young children. We hope that unless there is an illness or some other important reason, your child attends Kindergarten regularly. **To help us keep our Records of Attendance up to date please advise us of any absences by any of the following methods:**

- **Skoolbag app**
- **Email**
- **In writing**
- **Telephone**

Not through 'Dojo'

BAGS - THINK BIG

Please ensure your child's school bag is **large enough** to carry a drink bottle, hat, 2 x lunchboxes, a large library book, notes and spare clothing.



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 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.



CLOTHING

Our Students are encouraged to wear school uniform. Appropriate clothing and footwear is essential. As the children are often climbing and exercising, **shorts or track pants** should be worn as they are safer and less restrictive. (Dresses are not really appropriate). We recommend sending your child in **sandals with velcro** in summer and **sneakers with velcro ties** in winter. **No shoes with laces are allowed.** Children are **required to remove** their footwear for outside play. Sandals are easy to remove and the children can put them on by themselves. In winter the children will be allowed to wear sneakers inside and outside. **For safety purposes no other footwear can be worn for climbing.**

✓ **Label** all removable clothing with your child's name.

✓ Check **lost property regularly**, it is kept at the front office.

Children are encouraged to wear school uniform although it is not compulsory. The school promotes uniforms as students feel a part of the school and it saves arguments at home or comparisons at school. These can be ordered through the school uniform shop.

Paint Stains ~ Soak in cold water overnight. Scrub with soap, wash. Do not use hot water.

DROPPING OFF AND PICKING UP

Preparing children for school involves establishing good routines and ensuring that children arrive **on time** for sessions. Any student who arrives late needs to go to the office to collect a late note. Apart from disrupting the Kindy program, children who are constantly late for sessions often suffer embarrassment which can lead to reluctance to attend. Please give goodbye hugs and kisses before your child sits on the mat at the commencement of the day.



At the end of the day's session young children 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.

It is Department of Education **Policy** that Kindy children are delivered to the Teacher or Assistant at the commencement of the day and collected from the Teacher or Assistant at the end of the day by their **parent or a designated caregiver.**

Our Rules (for compliance to DOE Policy and for you, your child and the school's benefit)

Children are strictly:

- ✓ **not to** be left at Kindy **before 8:55 am**
- ✓ **not to** be dropped off or collected by school-aged brothers or sisters.
- ✓ **not to** arrive or leave **unaccompanied** by their parent or designated caregiver. If someone other than a parent or normal caregiver will be collecting your child, please notify the Teacher/Assistant verbally, by telephone or in writing. We have a white board for parents to write down who is picking up their children. This is particularly useful for social engagements.

INTERVIEWS

These can be arranged by parents to discuss their child's progress or any concerns.

Please see the teacher to organise a suitable time for an interview.

LIBRARY



Sharing library books with young children is a great way of developing an interest in reading. The Kindy children will be borrowing books regularly from the school library and will be instructed in the correct care of books. As such, the children will be provided with a waterproof bag to be able to borrow a book, so as to protect it. Correct care of library books is your child's responsibility so please reinforce this at home. Understandably, school policy states that damaged books must be replaced or paid for.

LUNCH AND RECESS



- In week 1, children will only need to bring their **morning tea**.
- From week 2 children will need to bring morning tea and lunch in separate small boxes.



Please do **NOT** overfill recess and lunch boxes.

Our school promotes healthy lifestyles and as such we educate the children regarding healthy diets. Support us to support your children to make healthy choices. Experience has shown us that the children in kindy are best to have two separate lunch boxes; small one for morning tea and another one for lunch.

MORNING TEA Lunch Box 1	LUNCH Lunch Box 2
A piece of fruit or vegetable pieces only (cut up if preferred)	A substantial sandwich - crust on - and a piece of fruit
Not allowed	
Yoghurt, fruit juice, nuts, chips, lollies, puréed fruit, fruit roll-ups, pre packaged foods, peanut paste and nutella.	

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

- **DRINKS** – water only, **no juice or milk drinks are allowed throughout the school.** Could you 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 he/she is thirsty. The bottle will be sent home for refilling each day.



MEDICATION

Staff must have written parental permission to administer prescribed medication to students by completing an “Administration of Medication” form available from the front office. Staff are unable to administer analgesics to students. Emergency medication, such as that used for insect stings, should be provided with the correct instructions attached. Please let your child’s teacher know if your child is taking regular medication or may require emergency medication.

MEETINGS

Apart from this meeting we will be having another whole class parent meeting in term three. This will be a progress meeting and follow up on any issues that may arise during the year. This is an important meeting to attend.

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 fenced grass area or the main car park.

The driveway for the Pre Primary building is **not for the use of Kindy parents**.

PARENT COMMUNICATION AND SCHOOL NEWSLETTER



There will be approximately five school newsletters per term. The newsletter and other information are available on our website www.cliftonpark.wa.edu.au and Skoolbag app for current up to date information. The Kindergarten windows are also a source of information.

Please read and keep or note down the relevant points from the newsletters. They contain important and relevant information.

At the commencement of each new term, a 'Term Calendar' is published in the school newsletter and on our Skoolbag app. This will have all the planned 'happenings' on it. Dojos will be set up next year with photos only going onto personal pages and should not be on-shared via screenshot or other means to public social media sites.

PARENT ROSTERS

If you would like to spend a Tuesday, Wednesday or Thursday morning 8:55am – 11:55am helping out at Kindy, please put your name on the roster board inside the classroom. Parent roster will begin in week 6 Term 1, allowing time for the establishment of class routines, expectations and behaviours.

*Younger brothers and sisters are welcome to come along with you on roster, but be mindful that they cannot be allowed to disrupt the program, hence **their supervision is your responsibility.***

PERSONAL ITEMS

We do not have show and tell in Kindy. Please don't send along toys or special items because if they happen to get lost or broken we cannot take responsibility for them. So to prevent potential heartbreak or disappointment these things are best left at home.

POOR HEALTH

Coughs, colds and stomach wogs 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, for everyone's sake, keep them at home until they are fully recovered.

Sometimes **notifiable diseases and conditions** can occur at this stage of life. Some of these are:

Measles	Mumps	Chicken Pox	Nits
Rubella	Scabies	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.

RECYCLABLE MATERIALS

One person's junk is another's treasure and we in Kindy treasure all sorts of 'clean' junk. Listed below is some of our favourite junk:-

Boxes (Sml & Lge)	Coloured Paper	Cardboard rolls
Cardboard	Computer Paper	Buttons/Ribbons
Cards	Bottle Tops	Bright fabrics

Note: We cannot use dirty food containers, toilet roll tubes, cigarette packages, etc. We sometimes need special items for specific activities and requests for these will be posted on the notice board.

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.

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.

➤ IMMUNISATION

- The School Education Act of 1999 requires parents to provide their child's immunisation records when the child enrolls in school.
 - Parents can request an Immunisation History Statement at any time by:
 - telephoning ACIR on 1800 653 809 (free call)
 - emailing acir@humanservices.gov.au
 - visiting their local Department of Human Services Centre
- Enrolment of unimmunised children can proceed but parents should be advised that during outbreaks of vaccine preventable diseases such as measles, their child may be excluded from school for an extended period of time.

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.

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.

STUDENTS SIGNED IN AND OUT OF SCHOOL

Any student who arrives late needs to come to the office to collect a late note. If a student arrives later than 9am, they must be legally signed in by a parent or guardian at the front office. 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 form which is then to be taken to your child's classroom and handed to the teacher. Please make sure that you adhere to these legal policies at all times.

SUN SMART – HATS AND SUNSCREEN

All Kindergarten children are required to wear a hat for outside play during Term 1 and Term 4. Our policy is “**no hat no sun**”. (Our preference is a wide brimmed hat not a cap). From the beginning of the year your child will require an easily recognisable hat (by either stitching on a cloth badge or ribbon), which will be kept in their bag.



If **parents** could please **apply sunscreen** and **insect repellent** as appropriate, to their own child in the morning for each day they will attend Kindy.

TOILETING

Our Kindergarten area has its own toilet facilities. This is a designated area for Kindy students only and they will be expected to use this facility independently. Ideally all children should be toilet trained before commencing kindergarten.

VOLUNTARY CONTRIBUTIONS

The amount for Kindergarten 2018 is \$50.00 per child

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. Contained within this pack is a Charges and Contributions list for 2017.

➤ **Contributions for 2018 are:**

Year	K	PP	1	2	3	4	5	6
Contribution \$	50	50	50	50	50	50	50	50

➤ **P&C FUNDRAISING DONATION**

Clifton Park P&C Fundraising Donation for 2018 has been set at **\$10.00 per child, \$20 per family**. Payment can be made through the School office.

WRITING

We encourage children to write their own names at Kindy and Pre Primary. This develops an initial interest in writing, fosters name recognition and develops confidence. Should you wish to encourage name writing at home with your child please encourage your child to write their name with **one upper case letter followed by lower case letters**. The writing of names in block print – all upper case letters – is developmentally unsound and a hard habit to break. Please also encourage the correct pencil grip – an example is included with this package.

Our Kindy program is based on the developmental needs of children. We believe that children learn about themselves and their abilities through 'doing'.

At this age **Play is a child's work**.

Our Kindergarten interacts with the 'big school' throughout the year. The children go to the school for library and we share an enclosed playground with the Pre Primary.

We appreciate help so if you have any skills, which you would be willing to share with us during the year in any areas, e.g. art, music, language, etc please offer your assistance.

Please remember when discussing your child's work with him/her:-

*The most important thing that your child learnt today,
He/she may not be able to carry home in his/her hand,
But it may last a lifetime.
An empty bag does not mean an empty day,
Many of the things that we do each day cannot be put into a bag,
These things however are very important and educational!*

YOUR CHILD'S PROGRESS

Reports indicating how your child is developing are given out at the end of Semester 1 and Semester 2. You will have close contact with the Kindy staff, however if you need further clarification on any aspect of the 'Reports' the staff will be most willing to assist.

PROBLEMS / CONCERNS

If you have any questions, queries or concerns during the year, please bring them to me before they become issues.

I look forward to working with you during the year to provide an interesting and happy Kindergarten environment for your child to learn and grow.

Leah Tiede

Kindergarten Teacher