



# 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  
Deputy Principal  
Manager of Corporate Services  
School Officer

Cathy Allen  
Deborah Jolliffe  
Kylie Clarke  
Jodie Clayton

### KINDERGARTEN STAFF

Kindergarten Teacher  
Kindergarten Education Assistant

Moira George  
Lisa Cooper



### CONTACT PHONE NUMBERS

School..... 9796 7300  
Email ..... [cliftonpark.ps@education.wa.edu.au](mailto:cliftonpark.ps@education.wa.edu.au)  
Webpage..... [www.cliftonpark.wa.edu.au](http://www.cliftonpark.wa.edu.au)

## School Term Dates for Students 2019

2019	Students commence	Last day of term
<b>Term One</b>	Monday 4 February	Friday 12 April
<b>Term Two</b>	Monday 29 April	Friday 5 July
<b>Term Three</b>	Tuesday 23 July	Friday 27 September
<b>Term Four</b>	Tuesday 15 October	Thursday 19 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 2019

- Group: **Turtles** - Students will commence on **Tuesday 5 February 2019**
- Group: **Dolphins** - Students will commence on **Wednesday 6 February 2019**

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

#### Week 1

Day	Group	Time
Tuesday 5 February	Turtles	8:55am - 11:55am (½ day)
Wednesday 6 February	Dolphins	8:55am - 11:55am (½ day)

#### Week 2

Day	Group	Time
Tuesday 12 February	Turtles & Dolphins	8:55am-11:55am (½ day)
Wednesday 13 February	Turtles & Dolphins	8:55am-2:55pm (full day)
Thursday 14 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 19 February	Turtles & Dolphins	8:55am-2:55pm (full day)
Wednesday 20 February	Turtles & Dolphins	8:55am-2:55pm (full day)
Thursday 21 February	Turtles & Dolphins	8:55am-11:55am (½ day)

### 2019 SCHOOL DEVELOPMENT DAY DATES – *Students do not attend*

<b>Term 1</b>	Thursday 31 January, Friday 1 February and Friday 1 March
<b>Term 2</b>	Nil
<b>Term 3</b>	Monday 22 July
<b>Term 4</b>	Monday 14 October

### 2019 PUBLIC HOLIDAYS - DURING SCHOOL TERM

<b>Term 1</b>	Monday 4 March - Labour Day
<b>Term 2</b>	Monday 3 June - WA Day
<b>Term 3</b>	No Public Holiday - during school term
<b>Term 4</b>	No Public Holiday – during school term

## 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 talk about it in a positive way but do not make it into too big a deal.

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

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

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.



## 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' (class informal communication app.)

## 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 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.



## 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).

- ✓ Label all removable clothing with your child's name.
- ✓ Check lost property regularly.

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.

### ➤ FOOTWEAR

We recommend sending your child in sandals with velcro in summer and sneakers with velcro ties in winter. 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.

**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.

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 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.

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.

Children are:

- ✓ to arrive at Kindy after 8:55 am
- ✓ 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 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 need 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.

## 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 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 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. 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.
- **NO LUNCH ORDERS** available



## 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.

## 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](http://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.

Dojo will be available as a communication tool for general informal notification. Anything formal or discussions of a personal nature will be done in a formal parent interview.

## PARENT ROSTERS

Parent roster will begin in Term 2, allowing time for the establishment of class routines, expectations and behaviours.

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. (You don't have to stay until 12 noon, you may leave when it suits you).

*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.

## POSITIVE BEHAVIOUR SUPPORT (PBS)

Our school is in the process of implementing the Positive Behaviour Support (PBS) framework into our school. PBS is an evidence based approach to teaching positive behaviours and expectations that will lay a platform for our social emotional and academic learning program. It will promote and build a positive and safe school environment. This framework is underpinned by -

- Clearly defined **Whole School Expectations of behaviour**
  - Go Safely
  - Respect and Care
  - Own your Actions
  - Work with Pride
- Teaching and reinforcement of expected behaviours
- A consistent approach to the management of behaviour (appropriate and inappropriate)
- The provision of support for students at all levels to achieve success in regulating their behaviour

## 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.

### ➤ 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](mailto: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.

### 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.

### 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. (The bucket style hat is a great option and is available for purchase through our Uniform Shop).

From the beginning of the year your child will require an easily recognisable hat (by either stitching on a cloth badge or ribbon) that will remain at school. We will send it home for washing at the end of each term.



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. If you have any concerns about your child not being able to independently use the facilities, please see the teacher so we can support you.

## **VOLUNTARY CONTRIBUTIONS**

**The amount for Kindergarten 2019 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 2019.

### ➤ **P&C FUNDRAISING DONATION**

Clifton Park P&C Fundraising Donation for 2019 has been set at **\$10.00 per child, \$20.00 per family**. Payment options will be advised at the start of the school year.

## **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**.

**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.

## **QUESTIONS**

If you have any questions, queries or concerns during the year, please see me.

*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.*

*Molra George*

Kindergarten Teacher