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, 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: Des Semmens
Registrar: Kylie Clarke
School Officer: Jodie Clayton

**STAFF**
Kindergarten Teacher: Marian Colling
Kindergarten Teacher Assistant: Liz Davy

**CONTACT PHONE NUMBERS**
School: 9725 2400
Email: cliftonpark.ps@education.wa.edu.au
Webpage: www.cliftonpark.wa.edu.au

**School Term Dates for Students 2014**

<table>
<thead>
<tr>
<th>2014</th>
<th>Students commence</th>
<th>Last day of term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term One</td>
<td>Monday 3 February</td>
<td>Friday 11 April</td>
</tr>
<tr>
<td>Term Two</td>
<td>Tuesday 29 April</td>
<td>Friday 4 July</td>
</tr>
<tr>
<td>Term Three</td>
<td>Monday 21 July</td>
<td>Friday 26 September</td>
</tr>
<tr>
<td>Term Four</td>
<td>Monday 13 October</td>
<td>Thursday 18 December</td>
</tr>
</tbody>
</table>
**Kindergarten Timetable**

**Transition timetable for Kindergarten 2014**
Group A Students will commence on **Monday 3\textsuperscript{rd} February 2014**
Group B Students will commence on **Tuesday 4\textsuperscript{th} February 2014**

**Week 1 Only**

<table>
<thead>
<tr>
<th>Day</th>
<th>Group</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 3\textsuperscript{rd}</td>
<td>A</td>
<td>8.55am - 11.55am</td>
</tr>
<tr>
<td>Tuesday 4\textsuperscript{th}</td>
<td>B</td>
<td>8.55am - 11.55am</td>
</tr>
<tr>
<td>Wednesday 5\textsuperscript{th}</td>
<td>A &amp; B</td>
<td>8.55am - 11.55am</td>
</tr>
</tbody>
</table>

**Week 2**  
Full time Kindy timetable will commence second week of school.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.55am-2.55pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8.55am-2.55pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8.55am-11.55am</td>
</tr>
</tbody>
</table>

**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. 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.
**Dropping Off and Picking Up**

Preparing children for school involves establishing good routines and ensuring that children arrive on time for sessions. 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 DEO Policy and for you, your child and the school’s benefit)

Children are:

- **not** to be left at Kindy before 8.55 a.m.
- **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.

**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**.

**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 cake 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.

**Parent Communication and School Newsletter**

There will be approximately five school newsletters per term. **The school newsletter goes out fortnightly to the youngest child in each family attending the school**. The newsletter and other information are also available on the 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 take time to read.

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. This will have all the planned ‘happenings’ on it. It is handy to keep it on your fridge.
Early Childhood Program
The Kindergarten program is outcome based, meeting the developmental needs of the children. A thematic approach is used to stimulate, maturate and foster the children’s creativity.

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.

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.

Toileting
Our Kindergarten area has its own toilet facilities. This is a designated area for Kindy students only and they will be required to use this facility independently. Therefore children commencing Kindergarten need to be toilet trained.

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.

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.

School Based Medical Checks
Some medical screening takes place in the Kindergarten year, however in some cases children can 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.
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 use the forms provided to advise us of any absences.

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.

Clothing
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 may 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.

**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”. 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.

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.
Parent Rosters
If you would like to spend a Monday, Tuesday or Wednesday 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.

Voluntary Contributions
The amount for Kindergarten 2014 is $45.00 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 2014.

Contributions for 2014 are:

<table>
<thead>
<tr>
<th>Year</th>
<th>K</th>
<th>PP</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contribution $</td>
<td>45</td>
<td>45</td>
<td>45</td>
<td>45</td>
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<td>45</td>
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VOLUNTARY APPROVED FUNDS
Clifton Park P&C Fundraising Donation for 2014 has been set at $10.00 per child, $20 per family. Payment can be made through the School office.

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.

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; one for morning tea and another one for lunch.

<table>
<thead>
<tr>
<th>MORNING TEA</th>
<th>Lunch Box 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggestions</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Healthy snacks – fruit, crackers, vege sticks, fruit muffins (not chocolate)</td>
<td>Yoghurt, fruit juice, nuts, chips, lollies, puréed fruit, fruit roll-ups, pre packaged foods, peanut paste and nutella</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LUNCH</th>
<th>Lunch Box 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>This should include a substantial sandwich and a piece of fruit</td>
<td></td>
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</tbody>
</table>

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

DRINKS – water only, no juice or milk drinks please. 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.
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 require 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.

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.

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!

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.

Marian Colling
Kindergarten Teacher