Welcome to your Pre Primary

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.

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 experience.

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

On Thursday 6th February at 9:00am a parent meeting will be held in the Pre Primary building. This is an opportunity for you to ask questions and gather more information on the Pre Primary program. We hope to see you there.

**ADMINISTRATION STAFF**

Principal Ric Gates
Deputy Principal Des Semmens
Registrar Kylie Clarke
School Officer Jodie Clayton

**STAFF**

Pre Primary Teachers Moira George/Michelle Clifton
Pre Primary Teacher Assistants Carolyn Garton/Kirsty Webley-Hurrell/Joanne Lawson

**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>
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<tbody>
<tr>
<td>Term One</td>
<td>Monday 3 February</td>
<td>Friday 11 April</td>
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<tr>
<td>Term Two</td>
<td>Monday 28 April</td>
<td>Friday 4 July</td>
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<tr>
<td>Term Three</td>
<td>Monday 21 July</td>
<td>Friday 26 September</td>
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<tr>
<td>Term Four</td>
<td>Monday 13 October</td>
<td>Thursday 18 December</td>
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HOURS
Pre-Primary session times are conducted Monday, Tuesday, Wednesday, Thursday and Friday.

Start 8:50am – Finish 3.00pm

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 Pre Primary program, children who are constantly late for sessions often suffer embarrassment which can lead to reluctance to attend.

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 Pre Primary 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.

The Pre Primary door does not open before 8:50am. This is an important time for planning and setting up before school starts.

Our Rules (for compliance to DOE Policy and for you, your child and the school’s benefit)
Children are:
✓ not to be left at Pre Primary before 8.50 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, in the bays halfway up the main entrance driveway or on the verge in front of the ‘small swings’ park.

The driveway for the Pre Primary building is not for the use of Pre Primary parents. There is limited parking and what is available is for staff use only. The driveway is also used as a “kiss and drop” in the morning by the primary school parents and there is also the day care bus coming through morning and afternoon. For this reason it is important that it remains clear.

PARENTS ARE NOT PERMITTED, UNDER ANY CIRCUMSTANCES TO PARK ON THE DRIVE-WAY OUTSIDE THE PRE PRIMARY ROOM.
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. We recommend sending your child in **sandals** 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.**

SUN SMART – Hats and Sunscreen
All Pre-Primary children are required to wear a hat for outside play. Our policy is **“no hat, no play”** Please supply your child with a hat at the start of the year to be left at the centre for the year. If you would like your child to wear a hat while walking to and from school please keep a different hat in their bag for that purpose.

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

BAGS - THINK BIG
Please ensure your child’s school bag is **VERY LARGE** as it will need to carry a drink bottle, hat, lunchbox, large library book, notes and spare clothing.

YOUR CHILD’S PROGRESS
Reports indicating how your child is developing are given out at the end of Semester 1 and Semester 2 along with a Portfolio containing samples of work. You will have close contact with the Pre Primary 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.

ABSENCES
Routine, continuity of learning and ongoing social development is very important to young children. **Pre Primary is now compulsory for WA students.** We hope that unless there is an illness or some other important reason, your child attends Pre Primary regularly. **To help us keep our Records of Attendance up to date please advise Pre Primary staff of any absences.** Email is sufficient notification of your child’s absence-
cliftonpark.ps@education.wa.edu.au

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.
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 Pre Primary is necessary for all of the above.

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 notifying the school office of any changes.

PARENT COMMUNICATION AND NEWSLETTER
There are note holders on the wall outside the Pre Primary classroom. Each child has a pocket where notes will be placed. Please check your child’s pocket each day. Sometimes small notes can be hidden down the bottom. If you have any younger children could you please watch that they don’t remove notes from the pockets.

- Please read and keep newsletters. They do contain important and relevant information.
- Please read the information board at least once a week to keep up to date with current events.

In keeping with the school’s policy, the newsletter will go out regularly. The school newsletter goes to the youngest school aged child in each family at the school or can be emailed directly to you (see front office), or can be found on our website www.cliftonpark.wa.edu.au . We also have the Skoolbag app for current up to date information.

At the commencement of each new term a term calendar is published in the school newsletter. This will have all the term’s planned “happenings” on it and it is handy to keep on the fridge for easy reference.

PERSONAL ITEMS
Please DO NOT allow children to bring personal items to school. We cannot keep track of all the special things that children bring with them and cannot accept responsibility for them if they get lost or broken.

Your child is responsible for the care of his/her own belongings. The staff will not be responsible for picking up the children’s belongings or knowing the whereabouts of them.

- Label all removable clothing with your child’s name.
- Check lost property regularly, which 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 during school hours on 0400 239 144.

Paint Stains ~ Soak in cold water overnight. Scrub with soap, wash. Do not use hot water.
**BIRTHDAYS**
As we all know, these are special days in our children’s lives and we like to recognise them at Pre Primary. If possible we ask that at least one parent come on roster on this day. If you would like to bring a cake to share we prefer it to be small patty cakes, chocolate crackles etc. These are much easier to share equally. Please be aware we are an allergy aware school so it is recommended nuts should be excluded from any cakes etc.

**RECYCLABLE MATERIAL**
One person’s junk is another’s treasure and we in Pre Primary treasure all sorts of ‘clean’ junk. Listed below is some of our favourite junk:-

<table>
<thead>
<tr>
<th>Boxes (Sml &amp; Lge)</th>
<th>Coloured Paper</th>
<th>Cardboard rolls</th>
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</thead>
<tbody>
<tr>
<td>Cardboard</td>
<td>Computer Paper</td>
<td>Buttons/Ribbons</td>
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<tr>
<td>Cards</td>
<td>Bottle Tops</td>
<td>Bright fabrics</td>
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*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.

**PRE PRIMARY PROGRAM**
Our Pre Primary program is based on the developmental needs of children. Research proves that children learn about themselves and their abilities through doing. **Play** is an essential part of a child's development.

The programs for the centre are prepared at the commencement of each term in a sequential manner. In the social science area the children look at themselves, their families, their community and the world around them. These areas are used in the themes in the Pre Primary.

As we are fortunate to be an on site Pre Primary we interact with the school throughout the year. The children go into the school for library and attend the assemblies.

If you have any skills, which you would be willing to share with us over the year in any areas, e.g. art, music, language etc; **please** offer.

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!!!

**EXCURSIONS**
The children will be taken on excursions when it is relevant to the Pre Primary program.
PARENT ROSTERS
We have two rosters at the Pre Primary that we ask parents to volunteer for:

LAUNDRY ROSTER
If each family volunteers for laundry roster once then we will have almost enough volunteers for the year. Please put your name down at the parent meeting.

DUTY ROSTER
Come and spend a morning helping out in the Pre Primary. Parent roster will begin in week 4 of term 1, allowing time in first weeks for the establishment of class routines, expectations and behaviours. At the parent meeting you will be asked to indicate whether or not you are available to go on the roster and what day’s suit. We will then allocate a morning for you to come and join in with the fun.
As we only have roster parents of a morning, if you are unable to come on roster on your day please make arrangements to swap with another person. Roster people are so valuable that it is difficult to run our program without you. Our weekly activities are planned with rostered help in mind.

Roster helpers are asked to:-

1. Join in with puzzles/news.
2. Supervise an activity.
3. Help at pack-away time.
5. Join in with your child in activities.

Younger brothers and sisters are welcome to come along with you on roster but their supervision is your responsibility.

VOLUNTARY CONTRIBUTIONS
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.

Contributions for 2014 are:

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<th>Year</th>
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<th>7</th>
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<tr>
<td>Contribution $</td>
<td>45</td>
<td>45</td>
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The amount for Pre Primary in 2014 is $45.00 per child.

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.
RECESS AND LUNCH TIME SUPERVISION
The Pre Primary staff are part of the whole school staff and therefore are on the whole school duty roster. At recess and lunch times the children will be supervised by the rostered duty teacher for the front of the school. In Semester two there will be a transition phase introducing the children to the whole school yard.

RECESS / LUNCH
The children need to bring lunch as well as recess. In Kindy they used 2 lunch boxes; In Pre Primary we will be transitioning the children from two lunchboxes to one. A cooler bag with two sections is great as it keeps morning tea separate from lunch. The Pre Primary has morning tea at 10:45am before the rest of the school. During that time they are supervised by the Pre Primary staff and we will be talking to the children about what food they need to eat first and what food is morning tea or lunch.

COOKING
Cooking is an important part of our Pre Primary program. There will be times throughout the year when your child may be asked to provide some ingredients to facilitate this - e.g. fruit, bread, vegetables etc.

LIBRARY
Sharing library books with young children is a great way of developing an interest in reading. The Pre Primary 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.

WRITING
We encourage children to write their own names at 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 in 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. When looking at the letters in your child’s name or any words they see in their environment it is good practice to talk about the sounds they can hear in their name or the word rather than the letter names. They need to be able to hear the sounds before they start recognising them. When we start teaching the letter sounds and begin to sound out it will be easier if they are familiar firstly with using the sounds not the names of the letters.

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

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

Moira George/ Michelle Clifton
Pre Primary Teachers