

Kindergarten Information Booklet



Ardross Primary
An Independent Public School

Motivate - Educate - Celebrate

WELCOME

Welcome parents and children to our Kindergarten at Ardross Primary School. We hope this will be a happy and rewarding beginning for you and your child in your association with our school. This booklet is for your information to let you know all about the Kindergarten year. Please do not hesitate to ask any questions regarding information in this booklet or about any aspect of the program. We look forward to establishing partnerships with parents/guardians so that together we take on the responsibility of teaching and guiding your young child. We hope that you and your child have a very happy and fulfilling year full of learning with us. We look forward to getting to know you.

Principal: Mrs Sue Mikkelsen-Taylor

Contact:

T: (08) 9364 2771
E: Ardross.PS@education.wa.edu.au
W: www.ardrossps.wa.edu.au



School Hours:
Mondays - Fridays
8:55am to 3:10pm

2019

Term Dates - students:

Term 1 | 4th February - 12th April
Term 2 | 29th April - 5th July
Term 3 | 22nd July - 27th September
Term 4 | 14th October - 19th December

School Development Days - students do not attend

Please refer to our website:
www.ardrossps.wa.edu.au

Session Times:

The Kindergarten program operates over five days per fortnight, with one group attending.

Room 11 & 12	Kindy 1	Monday & Tuesday 8.55-3.10 Wednesday 8.55-3.10 - odd school week
	Kindy 2	Thursday & Friday 8.55-3.10 Wednesday 8.55-3.10 - even school week

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Play and the Kindergarten Program

Purposeful play is a powerful medium for learning. Children need opportunities to choose from a wide variety of activities, materials and equipment that will stimulate, challenge and involve them in interesting tasks. Experiences that we plan for the children will be open ended so that they can explore, create, change, build, construct, destruct, discover and investigate for themselves.

The main aim of our program is to make your child's first contact with school a happy and satisfying experience, which will help to establish positive attitudes to learning. We aim to encourage the development of your child's confidence, concentration, social skills, and oral language skills to foster their imagination and creativity and help build their self-esteem. By providing a rich variety of experiences, we feel the Kindergarten year will help to form a broad base on which to build your child's formal learning.

The Kindergarten program revolves around learning centres so that the children are able to make their own choices about where and how they will play. This also enables us to meet the needs of all the children and enhance individual learning styles as children go about their play-structured day. Within the program, structured activities are offered to increase participation.

Not only are these aims and objectives part of our philosophies of teaching, they are renowned as world's best practice and are embedded in The Early Years Learning Framework , The National Quality Standards and the West Australian Curriculum. These documents outline what children should know, understand, value and be able to do at their own level of development.



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Relationships are the Key

It is well known that children learn best when they have secure relationships with caring adults. When children from a very early age develop trusting relationships they feel more confident and able to explore and learn. In early childhood settings, when children feel emotionally secure they learn through play to develop the skills and understandings they need to interact positively with others and gradually learn to take responsibility.

By working together parents and educators can enhance a child's learning and wellbeing. As the most important person in your child's life you can make a difference by talking regularly with your child's early childhood educator and asking about their learning. Information you provide allows educators to link your child's experiences at home with the time they spend together in the early childhood setting.



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What to Bring to Kindergarten

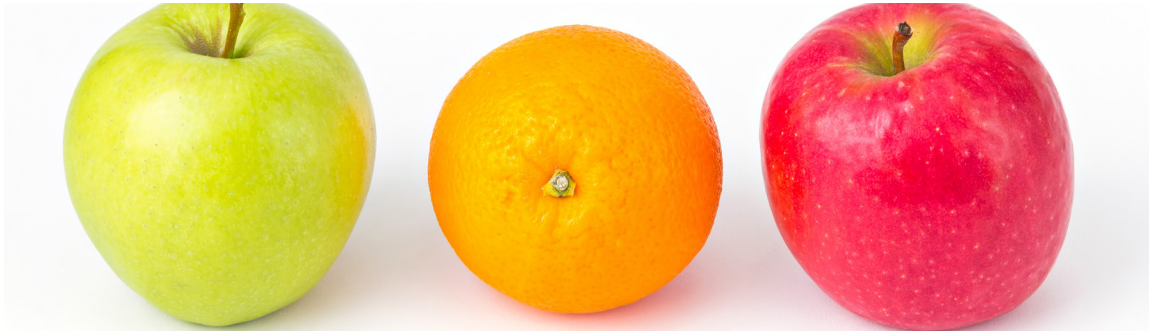
✓ **BAG** in which your child can keep a set of clothes in case of an accident and to carry their lunch box .

✓ **LUNCH** Your child will need to bring their own healthy lunch eg sandwich, chopped up vegetables, cheese in an 'easy to open' lunchbox.

Please note: No chips, chocolates, lollies or cakes as we are trying to promoting healthy eating habits.

✓ **MORNING SNACKS** To encourage healthy eating habits we eat fruit (fresh and dried) and vegetables at snack time. Please send fruit in a sealed, named container ready for your child to eat. Please ensure that children do not bring nuts or nut products eg peanut paste, Nutella. Drink bottles need to be sent each day with your child. These will be sent home at the end of each day for cleaning and refilling. Drink bottles must be filled with water only.

✓ **HAT** **Your child's hat will stay at Kindergarten.** If your child requires sunscreen please apply it before attending Kindergarten



✗ Please discourage your child from bringing TOYS, LOLLIES and OTHER SNACKS to Kindergarten. Toys are best kept at home as they are hard to share, easily lost and may become a distraction. We will have special days throughout the year when children will be allowed to bring their special things.

Food Allergies

Due to the number of students who have allergies and potential severe reactions to nuts and nut products, we request that **under no circumstances** do parents send these products to school with their children. Please ensure that children do not bring nuts or nut products eg peanut paste, Nutella.

Attendance

Now that your child is enrolled at Kindergarten it is compulsory to attend each session unless alternative arrangements are approved by the principal. Families who will be away on holidays during the school term are required to write a letter to the principal outlining the vacation time away from school

Collection of Children

Your child must be dropped off and picked up by an adult. Please be punctual at both drop off and pick up times. Children left late at school may become distressed. Please wait with them until they enter the room. Children cannot be released into the care of anyone under the age of 18 years unless written permission is received from the principal. For safety reasons, we must be advised if someone other than the parent will be picking up your child.

Absentees/Illness

Please send a note to the teacher after your child has been absent. If you know of an impending absence please inform us. If your child is unwell, the best place for him/her is at home with you. A child cannot be accepted into our care with an illness that may in any way be transferred to others i.e. influenza, chicken pox, diarrhoea etc. (See further information on this in the Health and Well Being Section).

To advise the school of an absence please phone the school reception or visit our website and follow the prompts on 'report an absence'.

SMS Messaging

All absences are recorded by classroom teachers before 9.30am. Where a student has been recorded as absent, and a parent/guardian has not contacted the school before this time, an automated SMS will be sent to a designated mobile phone asking for a reply. This service assists with our duty of care to ensure that all students' whereabouts is known.

Personal Information

Please ensure that the information on Admission and Medical forms is kept up to date. This enables us to contact you in case of an emergency. Personal information can be updated through the front office.

Parent Involvement

Parent involvement provides continuity for the child between home and Kindergarten, therefore parents are encouraged to participate and assist in the Kindergarten in whatever capacity they are able. A voluntary roster for parent help during Kindergarten sessions will be displayed on the noticeboard at the beginning of each term. Please write your name against a date(s) that suits you. Your child loves you to be involved and in this way you can be a part of the learning experiences we provide in the Kindergarten.

Remember grandparents and other family members are also welcome to come on roster. We would prefer that younger siblings do not attend the session, so that you can enjoy the time with your child.

If you have a special skill or talent that you would like to share with the children, for example, carpentry, story-telling, playing a musical instrument or speaking another language, let us know and we can arrange a suitable time and date for you to come to the Kindergarten.

Clothes – School Uniform

The wearing of a uniform is optional for Kindergarten but compulsory for Pre-Primary students. However, it is compulsory to wear a hat outside all year. We expect children to wear broad brim or legionnaires hats when playing outside to promote an awareness of the dangers of skin cancer.

The P&C Uniform Shop will be open every fortnight. A range of clothing is available from the School Uniform Shop managed by the Parents and Citizens' Association. Clothing which is of the same style and colour may be purchased from alternate sources. Covered shoes or sandals which are firmly attached by buckle or other means are approved. For sporting activities appropriate footwear is essential



How you can help your child

- ✓ Be punctual.
- ✓ Do roster duty twice a term. (Please book this as soon as possible when the roster is advertised).
- ✓ Encourage your child to show and tell you what has been done at school and listen.
- ✓ Use the same font as the teachers when teaching your child to write and when you are on roster duty at school.
- ✓ Inform the staff of any changes at home that might affect your child.
- ✓ Send in any junk materials, card or paper that you think we might be able to use.
- ✓ Read to your child every day if possible and let them see you read for your own pleasure and need.

Please make an appointment to see your child's teacher if there is anything you are unsure of or if you want to discuss something concerning your child and the school.

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What will your child learn at Kindergarten

Control over small muscles: painting, threading, building, drawing, cutting crafts

- all these require co-ordination of hand and eye muscles - essential for reading and writing.

- ★ Control over large muscles: swinging, running, jumping, climbing, digging, hopping etc. Until a child can control his/her whole body, he/she has little chance of controlling small specialised muscles.
- ★ Concentration: puzzles, games, art/craft and the use of other types of educational apparatus.
- ★ Respect for others: everyone has a right to have a turn at a favourite toy, so we must share. Respect for staff, other adults and peers.
- ★ Awareness of his/her world: nature study and science.
- ★ Music: an early appreciation of music and movement to music. Working together to play games.
- ★ Creative thinking, block building, constructing, painting, drawing, modelling dough, problem solving.
- ★ Widening of intellectual development: Kindergarten/Pre Primary is an ideal environment for the stimulation of your child's language and thinking process. We hope to develop your child's auditory, visual and problem solving skills through stories, poems, discussions and games.
- ★ Co-operation: working together to get something done.
- ★ Responsibility: for belongings, cleaning up, and for his/her own actions.
- ★ Self-discipline: learning to control own emotions and desires. Expressing him/herself in an acceptable way.
- ★ Manners: common courtesies and common hygienic practices.



Please save your ...



- Plastic containers with lids (eg icecream containers)
- Cardboard boxes - any size (not soap powder or cigarette)
- Material scraps
- Wool scraps
- Bottle tops
- Paper/card
- Cardboard cylinders (not toilet rolls)
- Egg cartons – cardboard not plastic
- Buttons, lace, ribbon
- Cotton reels
- Wrapping paper/fancy paper
- Old greeting cards
- Milk cartons – (washed and dry)
- Large drafting paper

... they can be used in our learning program.

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Health & Well Being Information

Sickness or Injury

Please do not send your child to school if he/she is unwell. If a child is feeling unwell, then a member of staff will make contact with the listed parent/guardian to request they are collected from school. If the parent/guardian cannot be contacted, the emergency contact person listed on the child's enrolment form will be called.

Adults collecting sick or injured children are asked to fill in the details in the student collection book at reception prior to picking up their child.

It is of great importance that the school is informed of any change of address, phone number, doctor's name or children's medical conditions. **It is now a requirement that all absences be reported to the class teacher in a written note upon return to school.**

Students Requiring Medication:

If a child requires medication it is always preferred that the medication is given out of school hours. When assistance is required with the administration of medication by the teacher or school, the parent is responsible for requesting this assistance from the school. **The parent and prescribing doctor must complete a 'Health Care Authorisation' form.** Teachers are unable to assist with administering medication unless the Health Care Authorisation has been completed and the school has the resources to meet the requirements of the prescribing doctor.

The parent is responsible for ensuring that the medication is clearly labelled, is not out of date and is provided in the quantity agreed, and that equipment is in good working order.

Infectious Diseases/Problems

Please do not send your child to school with any infectious diseases. You can access the following recommended exclusion periods apply for common diseases, taken from the

Health Department of Western Australia's guidelines

Communicable Disease Guidelines link: <http://bit.ly/2gLIGRU>

Head Lice Policy

Head lice are a common problem in schools. Our school adopts the guidelines developed by the Department of Health. Parents are responsible for checking their children's hair on a regular basis to ensure that head lice are not present. Parents will be contacted by the school and asked to collect their child from school if head lice are detected in hair. An information brochure on head lice is available from the school office.

School Psychologist

The School Psychologist visits the school on a negotiated part-time basis.

Students are referred to the psychologist in conjunction with the classroom teacher, SAER (students at educational risk) team and parents/carers.

School Nurse

A Health Department Nurse provides a visiting service to Kindergarten children once per year. Routine testing is carried out, with parental consent, for Kindergarten Students' hearing and vision development.

A permission form will be sent out at a later date.

Health & Well Being Information - cont

Dental Therapy

A Dental Therapy Centre is located at 43 Mt Henry Road Como for the provision of free, continuing dental service for students from Pre Primary up to Year 11. The Centre is staffed by Dental Therapists and supervised by a Dentist from the Dental Health Service. Each enrolled child is taught the proper care of teeth and gums. Please phone the Dental Therapy Centre on 93130552 should you require any further information on the service.

Allergies

Due to the number of students that have allergies and potential severe reactions to nuts and nut products, we request that under no circumstances do parents send these products to school with their children.

General Information

Laundry Roster

Classroom washing will be sent home in bags with your child and can be returned the following week. This laundry usually includes aprons, tea towels and hand towels.

Visitor at School

When arriving and departing from the school please sign in and sign out in the reception area.

Library

Classes in Kindergarten to Year 6 spend a scheduled time in the library each week. As well as learning how to use library facilities the children are given the opportunity to borrow from our collection, provided they have a bag to protect the book. Kindergarten children will begin borrowing books from the library in Term 2.

Contributions & Charges

The school office accepts the payment of school voluntary contributions and charges. EFTPOS and direct deposit facilities are available. The school office issues an invoice for an upfront annual amount to pay for additional charges. Further information is available from the front office.

Staff Meetings

All Staff Meetings are conducted after school concludes so there is no disruption to weekly timetabled lessons. These meetings are conducted fortnightly on Wednesday afternoons, straight after school.

Parking

Parents are requested to exercise extreme care and pay close attention to Council Parking By-Laws when delivering and picking up their children. The Staff Car Park and drive are only to be used by employees of the Department of Education.

“Kiss and Drive” bays are provided in Drumfern Street to enable parents of older children to pick up their children easily without having to park and leave their car, thus freeing up bays for others to use. Children from Kindergarten and Pre-Primary are too young to use the “Kiss and Drive” and MUST to be collected from class.

The speed limit on roads around the school is 40kmph between 7.30 and 9.00am and 2.30 and 4.00pm on school days. Please ensure the safety of all students by observing these limits.

Dogs at School

Dogs are **not permitted** on the school grounds. This also includes the school oval.

Lost Property

An enormous amount of property is lost and left unclaimed during the year. Lost items may be found in the box located outside the Administration Office. Children’s clothing should be clearly labelled to assist teachers to return it to the rightful owner.



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Communication between School and Home

The relationship between home and school plays a very important part in a child's education.

Communication between our School and Parents is seen as essential to promoting a mutual understanding between both parties to enhance the quality of education at this school. With effective communication it is believed that a more supportive environment will develop.

We cannot overestimate the critical role parents play in successful learning: parents contribute much to their child's development and are among the most important influences on the way in which the child approaches learning.

Teachers are responsible for the more formal aspects of children's learning, and successful teaching builds on the home experiences of the child. This is most effective where there is an active partnership with parents.

Two-way communication is a critical factor in the partnership between parents and the school. Where a partnership exists, it is easier for parents to feel confident about the teaching and learning taking place in the classroom and to solve problems.

We will seek to keep parents well informed about what is happening at their child/ren's school.

How our School Communicates With Parents:

Communication will take place in many different forms

- Regular information about the school through newsletters
- Connect - this is the platform teachers will use to connect with you
- Formal Written Reports (Years K-6)
- P & C Meetings (Monthly)
- Parent Roster
- School Board Meetings
- Parent Information Evenings (Early Term 1)
- Parent-teacher interviews (as required)
- Notes and letters
- Surveys
- Annual Report
- Displays of children's work
- Assemblies (at least one per class each year from PP to Year 6)
- Special events and celebrations (eg Presentation Night in December)
- Parent information booklets
- Parent information sessions
- School Website / Up-Dated App

Parents are welcome to talk to their child's teacher when they need to and should make an appointment to avoid disrupting the learning program.



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Communication - cont

Newsletter

The newsletter is published on the School Website every fortnight on a Wednesday. Parents who do not have access to the internet may request a copy to be sent home with the eldest child in their family. Newsletters are numbered so that parents will know if a copy has been missed. Spare copies are available from the office. Please take the time to read this very important form of communication as your child will benefit from your interest and the school relies on this communiqué to advise families of events and activities that are planned to occur.

Assemblies

At least two school assemblies are held each term. Parents are invited to class assemblies. Each class from Pre-Primary to Year 6 will conduct an assembly each year. Assemblies usually take place on Tuesday afternoon commencing at 2.15pm. Parents and friends are most welcome to attend. Notification of assembly dates is made in the newsletter. Merit Awards are presented to students from each class in Pre Primary to Year 6. Special items are also performed by designated classes on a scheduled basis. Teachers will notify parents when their child is to be a recipient of an award. The names of the certificate winners will also be published in the newsletter. An afternoon tea for parents is held before the parent assembly and is coordinated by the parent contacts for each class.

Reporting

Students from Kindergarten to Year 6 will receive a formal report twice a year. To consolidate this there will also be opportunities to meet with teachers to discuss your child's progress.

Parent Teacher Interviews/Meetings

The Principal and teachers are always pleased to discuss with parents any issues that may arise either with their children's schooling or general welfare. Parents wishing to meet with teachers are requested to make an appointment with the classroom teacher so that a suitable time can be arranged. Teachers cannot come to the telephone during lesson times. Personal telephone numbers for teachers or students are not given out. Appointments to see the Principal can be made by telephoning or calling into the office.

Parents & Citizens Association P&C

We encourage all parents to come along and become involved with the P & C Association which meets twice a term. You will have the opportunity to meet other parents and to contribute to and take part in school activities. Notification of meeting dates will be made on the weekly newsletter.

The P & C plays an important role in fostering community involvement by organising activities such as fundraising and social events.

School Board

This is a body formally constituted under the Education Act and regulations established by the principal of a school. The establishment of a Board ensures that the school can have a formal structure which provides opportunities for parents, staff and others to work together on:

- compiling and assessing the School's Business Plan and be involved with staff to decide on School Priorities.
- clarifying important issues with staff that occur throughout the year.
- formulating, with staff, broad policies for the smooth running of the school.
- aspects relating to Finance, Grounds and Safety through three sub committees.

Our School Board consists of elected community and staff members. Once a year the Board will invite parents to attend an open meeting at which a report of Board activities will be presented.



Advice For Parents & Guardians

What Can Parents do if They Have a Concern?

- Many problems can be solved by seeking information as early as possible. If parents have any questions or concerns about their child's progress, or any other issues, they should contact the class teacher. The best way to do this is to contact the school office to arrange a mutually-convenient time for a telephone conversation or meeting.
- Interpreters and English as a Second Language Teachers, and Teacher Assistants can be available to assist parents in communicating with our school. Please contact the school or the local district education office if you would like the assistance of an interpreter.
- Parents have the opportunity for greater involvement in the school through the School Board and Parents and Citizens' Association. These provide the opportunity for parents to express opinions on policy issues in the school.

Parent Channels of Communication

1	Child's progress	Teacher
2	Behaviour issues in class	Teacher
	Behaviour issues in the school yard	Deputy Principal
3	Child placement in class	Principal
4	School organisation	Principal
5	General queries	Office staff/ teachers/ Class parent contacts and School Board Representatives
6	Dress Code policy	School Board Representatives
	Dress Code purchases	P&C – Uniform shop
7	Fundraising – Whole school	P & C
	Fundraising – Class based	Teachers
8	Contributions & Charges Policy	School Board Representatives
	Contributions & Charges Payments	Manager Corporate Services & Principal
9	Excursions/Incursions & Camps	Teachers
10	Newsletter	Office Staff & Principal

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Thank you for taking the time to
read this Kindergarten Handbook.
May we suggest that you keep it for
future reference.

We hope you and your children have a
happy and successful stay at
Ardross Primary School.



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