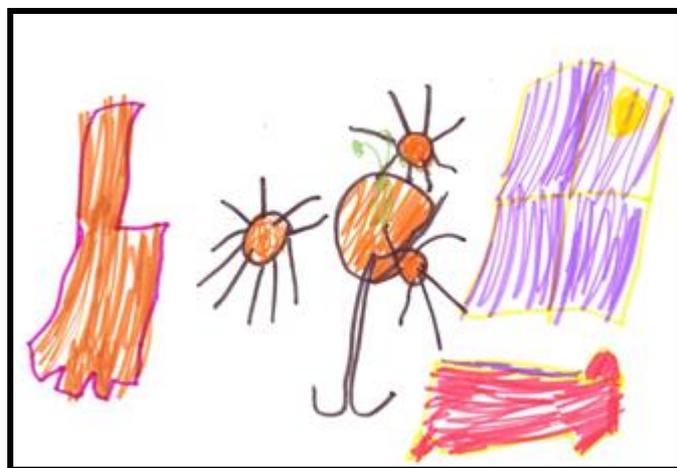


Kindergarten

Parent Information Book 2018



Kindergarten Teachers: Mrs Lisa Moore and Mr Carmelo Miragliotto
Education Assistants: Mrs Fiona Benino and Mrs Georgie Matthews



Winterfold Primary School
41 Annie Street, Beaconsfield WA 6162
Phone: 6274 1900
Email: winterfold.ps@education.wa.edu.au

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WINTERFOLD PRIMARY SCHOOL

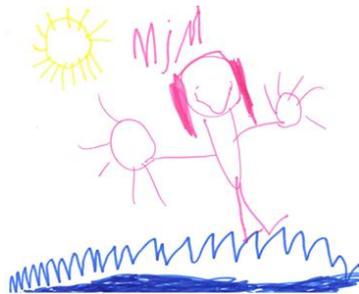
Kindy Telephone: (08) 6274 1927
School Admin Telephone: (08) 6274 1900
Website: www.winterfoldps.wa.edu.au
Email Address: winterfold.ps@education.wa.edu.au
PRINCIPAL: Steve Berry
Associate Principal: Brendan Hodge
Manager Corporate Services: Brianna Hunter

OFFICE HOURS: 8.00am - 4.00pm

Kindergarten Program 2018

Kindergarten is a significant year in your young child's growth and development. It is your child's first year at school and is a year where your child explores, plays, makes friends and school routines are established in a play based environment.

We value the home as the first learning environment for young children, so the program we provide builds on your child's previous experience. Kindergarten learning experiences emphasise social, emotional and physical development through play and active involvement with other children and adults. Explicit learning experiences are held each day to promote and enrich early literacy and numeracy knowledge and skills.



Session Times

The 2018 Kindergarten program will have 2 classes - Starfish and Seahorse.

The **Starfish** group will attend on Monday, Tuesday from 8.25am - 2.40pm and every alternate Wednesday from 8.25am - 2.40pm.

The **Seahorse** group will attend on Thursday, Friday from 8.25am - 2.40pm and every alternate Wednesday from 8.25am - 2.40pm.

2018 "Phase in" Program

For the first 2 weeks of Term 1, a 'phase-in program' will operate so that the children have a gradual increase in attendance time. This allows the children to -

- cope with an increasing amount of time spent away from the home
- develop the stamina to cope with the full day program in an educational setting
- learn the full day routine in increasing increments
- establish relationships with Kindy staff and peers

A parent or supporting adult is asked to accompany your child on their first day of attendance. This gives the parent opportunity to see the morning routine and provides support for the child on their first day.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	29 January PUPIL FREE DAY	30 January PUPIL FREE DAY	31 January Kindy Non Attendance Day	1 February Half Group 8.25am to 11.00am	2 February Half Group 8.25am to 11.00am
Week 2	5 February Half Group 8.25am to 11.00am	6 February Half Group 8.25am to 11.00am	7 February All Starfish attend 8.25am to 1.30pm	8 February All Seahorse attend 8.25am to 1.30pm	9 February All Seahorse attend 8.25am to 1.30pm
Week 3	12 February All - Full Day 8.25am to 2.40pm	13 February All - Full Day 8.25am to 2.40pm	14 February All - Full Day 8.25am to 2.40pm	15 February All - Full Day 8.25am to 2.40pm	16 February All - Full Day 8.25am to 2.40pm



May



Before and After School Behaviour

Children are not permitted on school equipment before or after school.

Parents waiting to pick up their Kindy child are asked not to allow younger siblings on the play equipment. We also ask that children remain with parents while waiting for doors to open and DO NOT run on pathways or through gardens and please DO NOT climb on the fences.

Please refer to our "Guidelines for Before and After School" at the rear of this booklet.

Collection of Children During School Hours

If you are going to take your child out of school during school hours, you will need to obtain a Leave Pass from the school administration office. This information will then be kept on record. The Leave Pass asks you for a reason for the departure – your child may be sick or have an injury, or have an appointment such as dentist or doctor.

We also ask that you, if possible, notify the teacher in advance if you wish to remove students from the class during lesson time. Students will only be released from class if the person collecting the child has the relevant pass.

General Information

What to Wear

Clothing and Footwear Many activities at Kindy can be messy.....please dress your child in clothes which they can manage by themselves. Suitable enclosed footwear that your child can put on independently would be greatly appreciated, no laces or thongs please.

Hats Our generous P&C will issue a complimentary hat to each Kindergarten student, on their first day, to welcome them to Winterfold Primary School. We have a "No hat- No play" in the sun policy that is implemented for the entire year.

Spare Clothes At times accidents will happen as a child engages with water play, painting or as a result of arriving late to the toilet. Please leave a spare set of clothing in your child's bag.

Please ensure that all items of clothing are labelled with your child's name.

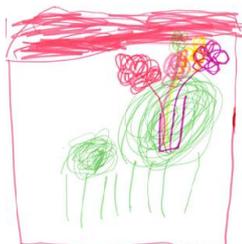
What to Bring

Please only bring what has been highlighted

SR Flour
Plain Flour
Cream of Tartar
Salt
Snap lock bags
Lentils
Cup Cake cases – small
Spray and wipe
Shaving cream

BAG

Your child requires a **LARGE BAG** which he/she can open and close independently.



Unsettled Children

Sometimes children may become upset when a parent leaves. Our aim is to reassure both the child and parent. We will do our utmost to help your child settle at Kindy. We will always call you if your child continues to be upset.

If your child is upset here are some things you can do to help:

- Be positive and optimistic when leaving
- Leave your child with a member of staff
- Talk through the 'drop off routine' with your child and leave promptly when the bell rings
- If your child continues to be upset regularly we will work with you to develop a settling program

Accidents

Safety is a part of our primary concern. If accidents occur:

- Basic care will be given
- If necessary, parents will be notified immediately
- Any serious injuries may warrant an ambulance

It is important that our medical records are accurate. Please notify the teacher and school of any change to your child's medical status or to your contact details.

Morning Tea

To promote healthy eating choices, we have a 'fruit first' approach to our morning tea.

- Each child is required to bring their fruit or vegetables every day in a small named container, separate to their lunch box.
- A named water bottle needs to be brought each day and placed on the drink table.

Lunch

Lunchtime is an interactive social time for the children when social skills and independence are encouraged. In a further step to encouraging responsibility, parents are asked to prepare lunches that are easily accessible to the child. Some easy tips are:

- Provide small servings.
- Limit choices to 2-3 food items.
- Use containers or a 'waste free' style lunch box.

As part of promoting healthy eating choices, the children are encouraged to eat their healthy food first eg sandwich and fruit and then a treat if provided.

Canteen

Please let the Teacher know if you have ordered recess or lunch to ensure collection from the canteen.

- The school canteen is available Monday, Wednesday and Friday.
- Please order all recess and lunches directly at the canteen.

Independence

To assist in the transition from home to Kindergarten it would be very helpful if children are already able to:

- go to the toilet independently
- wash and dry hands
- independently eat morning tea and lunch
- put on socks and shoes



Toys

Toys and other items such as jewellery should be left at home as they are easily lost and broken which causes distress.

The early childhood program operating in the Kindy provides a variety of developmentally appropriate toys, materials and equipment for the children's use. Responsibility will not be taken for lost or broken toys.

Communication

Notes The school e-mails the newsletter out once per fortnight. Please provide your e-mail address to the front office. If you do not have an e-mail address, a hard copy can be given to the eldest sibling at the school. The newsletter is also put on the Winterfold Primary School website www.winterfoldps.wa.edu.au.

The Parent Noticeboard is outside the Kindy and displays the latest updates from the Kindy and whole school information. It is a parent responsibility to read this daily.

You are encouraged to contact the teacher on any matter concerning your child.
If required please make an appointment for a suitable time slot.

Reporting

Clear communication between parents, student and teacher is fundamental to the child's progress. The following are some of the ways you will have to access your child's progress at Kindy.

There will be an opportunity during the 'induction talk' to nominate a time to see the Kindy teacher 'one on one'.

Two formal reports are issued each year -

- Term 2 - Semester 1 Student Report
- Term 4 - Semester 2 Student Report
- These documents report your child's progress in literacy, numeracy, physical and social development. Parents are always urged to consider the child's progress and not to compare with others, as young children develop in differing rates and with different learning styles.

Parent Roster

Once the children have settled during Term 1 we offer parents the opportunity, in Term 2, to place their name on the Kindy Parent Support Roster. Parents, and significant relatives, help is of great assistance in Kindy and we welcome you to come and spend some quality Kindy time with your child. Please add your name to the Parent Support Roster that is located on the Kindy Noticeboard outside the class.

Due to the Duty of Care that is required in a Kindergarten centre, it is preferred that babies and toddlers do not attend with parents on roster.

Attendance and Absence Information

While attendance in a Kindergarten is not compulsory under the guidelines of the Department of Education, we strongly recommend students attend all sessions unless they are sick, as they miss out on the development of important skills. Parents are required to fill in a Students Taking In-Term Holiday form available at the front office if holidays are planned in within the term dates. As a school we consider that if you have accepted a place in our Kindy you have made a commitment to bring your child regularly.

Notes are required if your child is absent for any reason and need to be handed to the class teacher on the students' return. Parents and carers can also make a phone call to the Kindy 6274 1927, or advise the School Admin Office on 6274 1900.

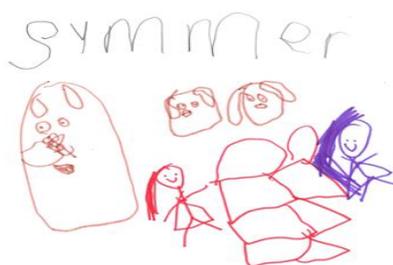
Delivery and Collection of Children

For safety reasons, parents or guardians are asked to personally deliver and collect their child from Kindergarten. Siblings are not to deliver or collect the Kindergarten child. Parents are encouraged to come into the Kindy in the mornings to help settle their child and read a book or do a puzzle together.

We have a car park dedicated for Kindy drop off. To be fair to the parents in the Primary School, Kindy parents are requested to use the Kindy car park and not park in Annie Street. Please keep in mind that the Kindy car park is padlocked shut at 3pm sharp.

Please let us know of any custody arrangements which involve your family. You will need to provide documentation to the Front Office.

If you wish your child to go home with someone other than yourself, please be sure to inform the teacher with a written note or a phone call. For parent convenience, a communication notebook is located on the Kindy kitchen bench for the inclusion of these instructions.



School Parking Policy

Aim: The school aims to ensure the safety of the children and mutual convenience and harmony of all concerned users. The staff car park located on Annie Street, near the front of the school, and the rear staff car park located on Wardle Place, at the rear of the school, are strictly off limits to parent pick up and drop off. If the Kindy carpark is full parents can park in Annie Street or better still, park in the side streets and walk the short distance to collect your child.

School Zone: Our school is a designated School Zone. A 40 km per hour limit applies between 7.30am to 9.00am and 2.30pm to 4.00pm.

Speed Limit: The speed limit within the school grounds is strictly 8 km per hour.

Infectious Diseases

From time to time common childhood illness can become a concern. Please refer to INFECTIOUS DISEASES (page 13) for further information on individual illnesses.



Diet/Allergies

It is imperative staff are notified in writing of allergies or dietary restrictions at the beginning of the year. Our Enrolment Form requests this information upon completion and further paperwork may be required by the school front office.

Parents are responsible for keeping the teacher informed of any changes.



School Development Days 2018

Term One	Monday, 29 January and Tuesday, 30 January
Term Two	Friday, 1 June
Term Three	Monday, 13 August
Term Four	Monday, 5 November and Friday, 14 December

Children do not attend school on these days.

Term Dates 2018

Semester 1

Term 1	Wednesday, 31 January - Friday, 13 April
Break	Saturday, 14 April - Sunday, 29 April
Term 2	Monday, 30 April - Friday, 29 June
Break	Saturday, 30 June - Sunday, 15 July

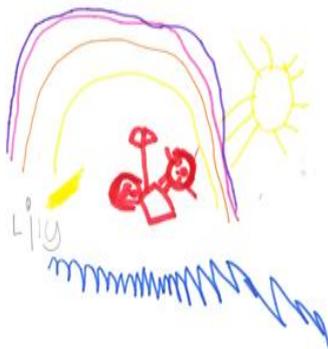
Semester 2

Term 3	Monday, 16 July - Friday, 21 September
Break	Saturday, 22 September - Sunday, 7 October
Term 4	Monday, 8 October - Thursday, 13 December
Break	Friday, 14 December - Sunday, 3 February 2019

Public Holidays 2018

New Year's Day	Monday, 1 January
Australia Day	Friday, 26 January
Labour Day	Monday, 5 March
Good Friday	Friday, 30 March
Easter Monday	Monday, 2 April
ANZAC Day	Wednesday, 25 April
Western Australia Day	Monday, 4 June
Queen's Birthday	Monday, 24 September
Christmas Day	Tuesday, 25 December
Boxing Day	Wednesday, 26 December

PLEASE NOTE: Tuesday, 3 April (Easter Tuesday) is a WA Government School Student NON - ATTENDANCE Day. This is **not** a Public Holiday.



Learning to Write

Many children are interested in learning to write prior to their Kindy year. Please encourage writing using lower case letters and the correct pencil grip. Capital letters will be used to start names and sentences.

Aa			Bb			Cc			Dd		
Ee			Ff			Gg			Hh		
Ii			Jj			Kk			Ll		
Mm			Nn			Oo			Pp		
Qq			Rr			Ss			Tt		
Uu			Vv			Ww			Xx		
			Yy			Zz					
0	1	2	3	4	5	6	7	8	9		

School Fees

In order to enrich the opportunities available to children at Winterfold Primary School, the Education Department's regulations provide for the establishment of a Voluntary School Contribution from which the school can purchase extra resources. These contributions can be paid to the school front office at the start of the school year or through the Personal Item List. The amount of \$60.00 for the 2018 Kindergarten Voluntary Contribution is endorsed by the School Board. Also approved by the School Board is the P&C (Parents and Citizens Committee) Voluntary Contribution of \$20 per child.

Infectious Diseases

The following Infectious Diseases summary is provided for information of all parents.

Hand, Feet and Mouth disease - exclude until all blisters have crusted.

Herpes Simplex (Cold Sores) - young children unable to comply with good oral hygiene practices should be excluded while lesions are uncovered or weeping. Where possible, lesions should be covered by a dressing.

Chicken Pox - exclude from school. Re-admit when fully recovered, usually at least five days after the rash appears and until the vesicles have formed crusts. Some remaining scabs do not justify continued exclusion.

Conjunctivitis - exclude from school until discharge from the eyes has ceased.

Rubella (German Measles) - exclude from school. Re-admit on recovery or until at least 4 days after onset of rash.

Contacts do not need to be excluded but should be advised to see their doctor.

Glandular Fever - exclude until child is well.

Hepatitis A - exclude from school. Re-admit on medical certificate of recovery but not before seven days after onset of illness. This can be up to fourteen days.

Hepatitis B - exclude until well. Contacts should be advised to see their doctor.

Hepatitis C - exclude until well.

Impetigo (School Sores) – exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

Influenza – like illness – exclude. Readmit on recovery.

Measles – exclude from school. Re-admit on medical certificate of recovery, or at least 4 days after appearance of the rash if well. **PARENTS ARE ASKED TO NOTIFY THE SCHOOL IMMEDIATELY A DIAGNOSIS IS CONFIRMED BY THEIR FAMILY DOCTOR.**

Unimmunised contacts should be excluded until 14 days after the first day of appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Contacts should be advised to see their doctor immediately.

Mumps – exclude for at least 9 days after onset of symptoms.

Contacts should be advised to see their doctor.

Pediculosis – Head Lice (Nits) Children with head lice are excluded from school at the end of the school day. They are allowed to return the day after treatment has commenced. Family contacts will probably be infected and should be treated. This is a parent problem and should be treated at home.

Ringworm – exclude from school until the day after treatment has commenced.

Scabies – exclude from school until the day after treatment has commenced. Family contacts will probably be infested and should be treated.

Pertussis (Whooping Cough) – exclude for 3 weeks from onset of cough or for 5 days after starting antibiotic treatment.

Exclude unimmunised household / child care contacts aged less than 7 years for 14 days after the last exposure to infection, or until they have received 5 days of treatment.

Contacts should be advised to see their doctor.

Parents will be informed of common infectious diseases of currently enrolled children at the Kindy by signs placed in strategic locations (no identifying names will be documented).

Taken from "Communicable Disease Guideline",
Government of Western Australia, Department of Health
2016 Edition



The staff at Winterfold Kindergarten aim to deliver a child friendly and stimulating programme.

We hope you and your child will have a happy and rewarding year at Winterfold Kindergarten.

Tips to help your child transition into Kindy 2018

Below are some ideas that can better equip your child for their transition into Kindy.

Oral Language

- Encourage eye contact when saying 'good morning' to others
- Recite a range of nursery rhymes such as: Row, Row, Row Your Boat, Humpty Dumpty, Baa Baa Black Sheep, Twinkle, Twinkle Little Star, Incy Wincy Spider, Jack and Jill, Ladybird, Ladybird.

Reading

- Listen to and share at least 2 stories a day.

Maths

- Count at least to 5, starting with Number 1. Talk about numbers in your environment e.g. house numbers, licence plates ect.

Pre Writing

- Establishing the correct starting points is fundamental to becoming a writer. These strokes can be done playfully in sand, with chalk, with a paintbrush or wherever your imagination takes you.

Top to Bottom



Top to Bottom



Side to side

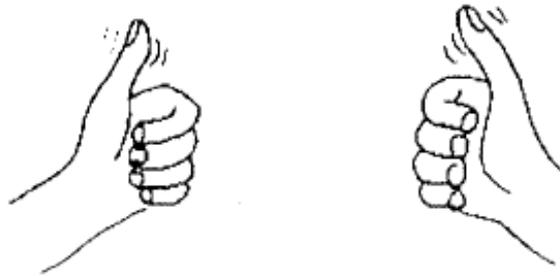


Circle

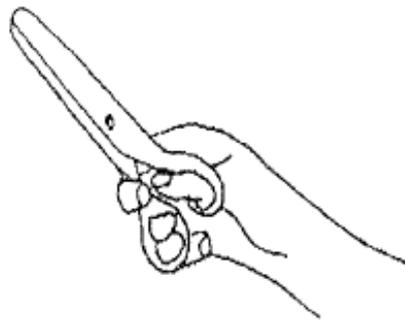


LEARNING TO HOLD SCISSORS PROPERLY *and* TO OPEN AND CLOSE THEM

1. Show your child how to give the "thumbs up!" sign. Can they wiggle their thumbs around, up and down?



2. Show your child how to hold the scissors with thumb in top ring of scissors, and two or three fingers in the bottom ring. The scissors should face away from their body.



Play a little game of "open, shut them" to show your child how to open and close the scissors properly.

Guidelines for Before and After School

Winterfold Primary School is committed to ensuring that our students are safe before, during and after school. These guidelines are intended to assist parents to support the school and its vision for our students. The following guidelines relate predominantly to Pre Primary to Year 6 students but are provided to our Kindy parents for their information.

Before School Procedures

Overview

Our school starts quite early and this is to negate the effect of Christ the King traffic. We are aware that this early start can be challenging for some parents, but ask you to have your children at school on time, as late students miss out on essential learning opportunities and disrupt the learning of other students.

Guidelines

- The best time to arrive at school is between 8.15am and 8.20am, whereupon students may go straight to class where their teachers will supervise them to set up for their learning for the day (unpack bags, chairs out etc).
- Students who arrive at school before 8.15am need to go straight to the Admin Block bench where they will be supervised until released to their class at 8.15am.
- Students arriving after 8.25am must go through the front office, collect a Late Note and present it to their teacher.
- Games and activities are not permitted before school as we cannot provide duty teachers as they are busy setting up for the day's learning.

After School Procedures

Overview

It has long been the practice at WPS to not allow students to play on playgrounds after school because of duty of care issues. However, this has impacted on some of our parents who have asked if this can be relaxed. It should be noted that the issue of Duty of Care whilst playing after school does not relate to parents who are supervising their own children. The issue has always been about the unsupervised students that are attracted to the playground.

Guidelines

- Students who are under the DIRECT supervision of a parent or carer may play ONLY on the playground on the oval until 3.30pm. The use of other playgrounds has Duty of Care implications for WPS staff so these are not to be used.
- Students being collected by another parent or carer, and who will leave the school site with that person, are considered to be under the supervision of that person

- Students who do not meet the above 2 points may not play on any school equipment and are to leave the school promptly at 2.40pm as per normal.
- Parents at the oval playground after school need to establish amongst themselves that all students at the playground are being directly supervised by an adult who holds the Duty of Care for that student/s as per the two first dot points.
- Students not being directly supervised by a person holding the Duty of Care for them need to be asked to leave the school grounds by supervising parents at the playground, and if there are issues with this not happening, the school office needs to be notified by a parent at the playground.
- If parents become aware that there are any safety or maintenance issues related to the oval playground, they should notify the school office.
- Supervising parents should ensure that children use the playground in appropriate ways (ie keeping sand within the playground area).

NOTES