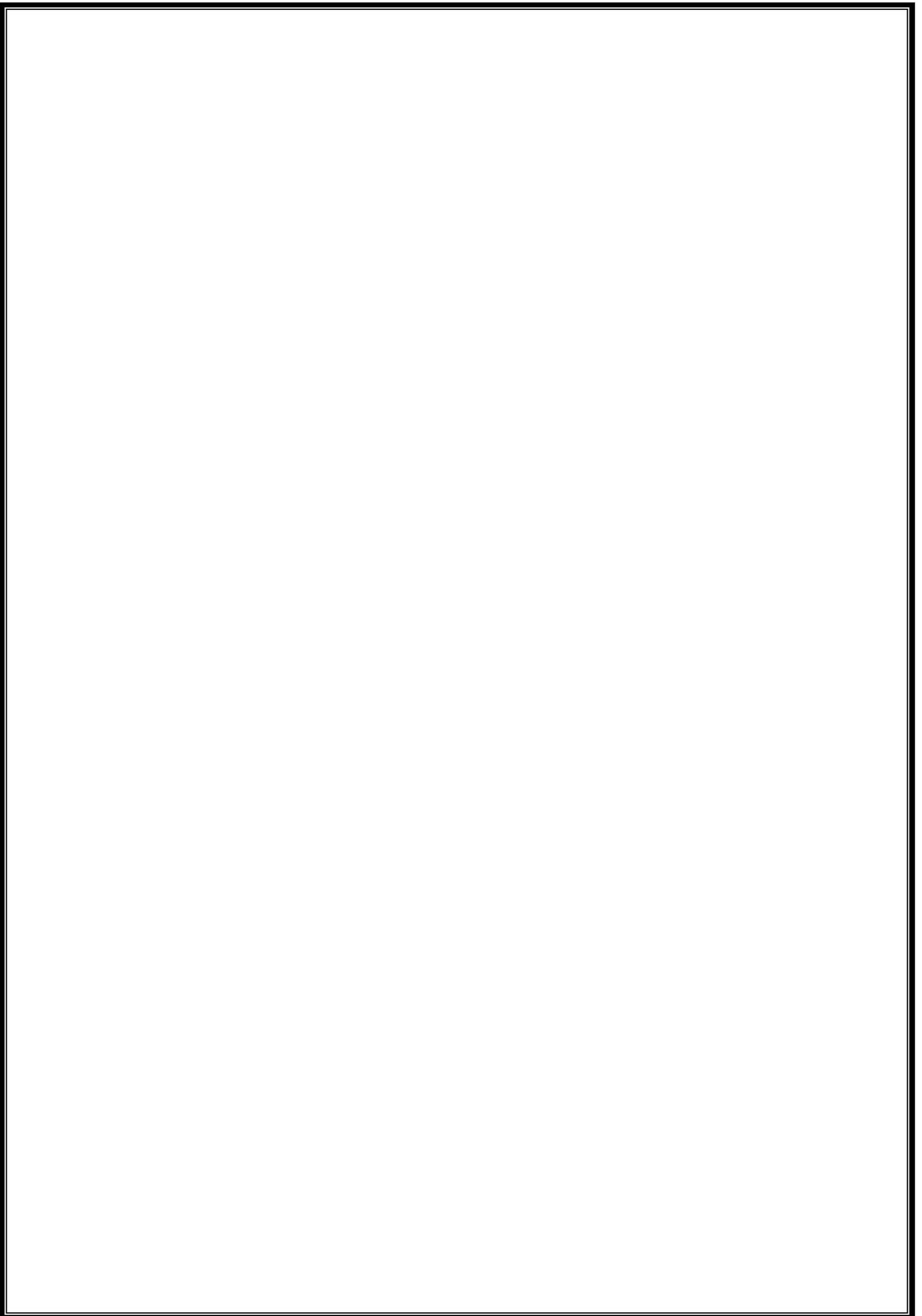




Kindergarten Information Booklet 2019



Kingston Primary School Website: www.kingstonprimary.wa.edu.au
Please download the free "Kingston Primary School" App on your
smartphone.



Dear Parents/Carers,

I hope this booklet will help you to settle your child in Kindy, and go some way towards answering some of your questions and making you feel welcome.

I am expecting that you will be given this booklet during your first visit to Kindergarten or your child's first visit. If there is any information you would like, that we have not provided, please ask me.

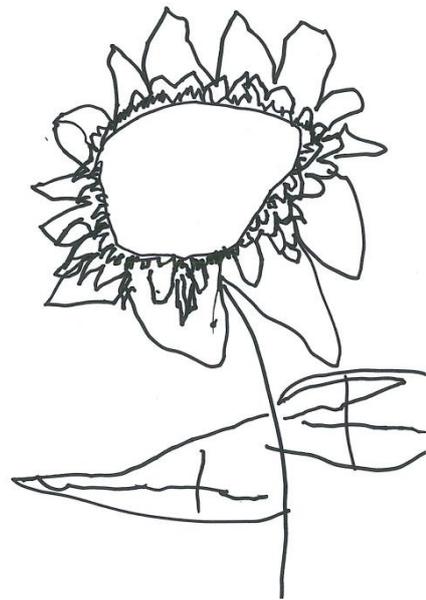
There will be plenty of time to look around and ask questions on your visits.

Do talk about starting Kindergarten with your child so that they know what to expect. Let them know that it is a friendly place and something to look forward to. Whilst you are visiting, join in the activities; show your child the toilets, where to wash their hands, how to dry them, where to find a drink of water, where to play and which adults to ask if they need help.

I am really looking forward to welcoming you to our school community.

Come and enjoy yourselves!

*Alan Kidd
Principal*



Important dates

Your child's first visit to classrooms will be on 28th November 2018. Your child's start day and time will be on their start letter, which will come to you in December 2018.

Visits

The first visit is an opportunity for you to come and look around the Kindergarten and hear information from the school Principal, Deputy Principal with responsibility for Early Childhood Education, the Child Health and School Health nurse. After this there will be a visit offered for your child to see the Kindergarten classrooms and meet the staff members.

If you feel your child needs additional visits to Kindy this can be requested through speaking with or phoning Anne Curd (Deputy Principal) on 9797 0451.
(Email: anne.curd@education.wa.edu.au)

Settling

Settling into Kindergarten is an important time for young children and their families. For some children this will be the first time they may have been left with another person and often the first time they have been left in a larger environment.

At Kingston Primary School Kindergarten we aim to make this process as smooth as possible. All children and families are unique and as such their individual needs are taken into account throughout the settling in process.

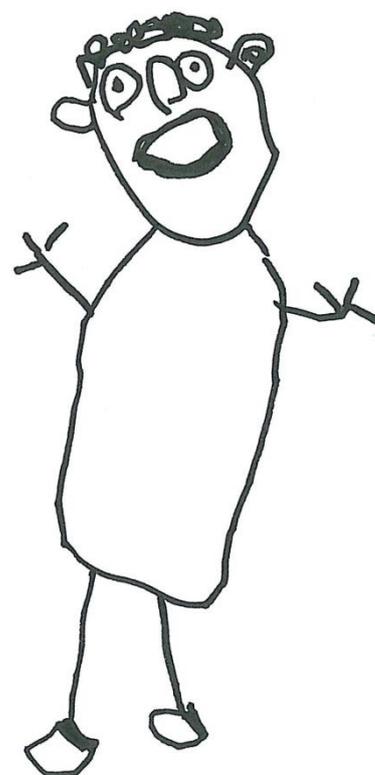
Through discussion with each child's teacher or the Deputy Principal (Anne Curd) individual arrangements can be agreed for each child.

Although it can be tricky to arrange to attend visits to Kindergarten due to other commitments, these visits will be particularly valuable if you are a working parent and need to settle your child quickly.

Children's entry into Kindergarten is staggered to enable staff to spend time welcoming and settling each child.

On your child's start date parents/carers should:

- Arrive at the time stated on their staggered start letter which can change over the first few days of Kindy.
- Ideally be prepared to stay for a short period of time with your child/ren in the Kindergarten, or arrange for another familiar adult to do so, on their first few days.



Our Session Times

8.45am-2.55pm Monday and Tuesday

8.45am-11.25am Wednesday

Or

12.15-2.55pm Wednesday

8.45-2.55pm Thursday and Friday

The week has been arranged in this way to offer your child the most consistent start possible to Kindergarten whilst also taking into consideration the numbers of students in classes.

It is important to arrive and collect on time.

The children are only here for 15 hours a week and we really want them to make the most of their time with us. It also helps them to learn the necessity for good timekeeping.

If you will be unavoidably late picking up – please telephone so that we can explain this to your child.

If someone other than you or a regular person that we have met before is picking up, then you must phone or send a note with that person. If we are in any doubt, we will not send the child home until we have phoned you to check who you expect to be there to pick up your child.

Our Daily Routine

Upon arrival children and parents are asked to wait outside Kindy classes in the playground area until a member of staff opens the door and welcomes them in. While they are waiting please encourage your child to take out their own water bottle and shared piece of fruit from their bag for the session and ask them to place it in the correct areas of the trolley just outside their room.

Children are encouraged to enter the classroom, place their bags on the shelves independently and then find an activity to go to within the room.

Parents are welcome to stay and play with their child until their child is settled.

The children are called together for a mat session where they welcome each other and participate in songs, rhymes and games.

After the mat session the children explore the learning environment. They have opportunity to join in teacher guided activities and to explore learning for themselves through play based, open ended experiences.

At morning tea time the children share fruit from a shared plate. During this time the children have opportunities to be social with one another.

Following morning tea children have opportunities to continue their learning including the outdoors classroom area.

On full days children will need to bring their lunch as well as fruit to share for morning tea.

On half days children need only bring a piece of fruit as they will have their lunch at home.

Everyone helps to tidy up towards the end of each session both inside and out. Children are also encouraged to tidy the area they have been working in. The session finishes with a group time where the group may talk about ideas in relation to our topics, singing, or share a story.

At the end of the session Parents/Carers are asked to wait outside the classroom until a staff member opens the door although on some days you will be invited to join in with a story or rhyme time. The children remain on the mat until they are collected.

How we learn in Kindergarten

We believe that children learn through play. They are encouraged to join in all the activities, to be independent and to make choices.

We offer a rich and varied curriculum in a safe and inviting environment. We understand that children develop at their own pace, with encouragement and opportunity will reach their full potential. Children learn best when they are happy, safe and secure. The staff members are there to guide and teach and look forward to getting to know you and your child.

We have a number of curriculum documents, statements and policies all available for you to see. Please ask if you would like to look through these documents. You can also ask any of our staff about the curriculum.

Our environment is intentionally planned to enable children the opportunity to extend and develop their thinking and learning across all areas of the curriculum.

Our environment both inside and out consists of several areas although not all areas are available within the classroom every day. Each area offers a different variety of learning experiences for our children and the range includes:

- Dramatic Play
- Puzzles and fine motor skills
- Construction
- Sensory play
- Small world
- Playdough
- Mark making
- Creative art area
- Book corner
- Interest based areas



The staff members work with the whole class, groups and individuals to meet each child's specific needs.

Record keeping/parent consultations

In order to plan for your child's development, all staff members contribute to observations on your child's development. These begin with the information you share with us through kindy transition process and the kindy information sheet which is provided for you to complete at the start of the year. We collect the children's drawings and photographs of things they have done at kindergarten and share with parents via the Seesaw App.



Accidents and accident reporting

All accidents requiring treatment are noted.

Whoever picks up your child will be informed of what has happened. If in our opinion a child requires medical treatment, we will contact you immediately.

Please make sure we have up-to-date contact numbers.

Absence

We ask that you ensure your child makes full and regular use of the place offered to them.

If for any reason your child will not be able to attend, for example due to illness, or holiday please could you telephone on 9797 0451 to let us know.

Safeguarding

The Kindergarten has a duty of care to all children to ensure they are safe and free from harm. If your child has any accidents or has hurt themselves please let a relevant member of kindy staff know. We are duty bound to follow up any unusual marks or injuries reporting them to the safeguarding authority who may need to follow them up.

Toys from home

Occasionally children like to bring a toy from home to show other children or an adult in the kindergarten, or just for security. Could you please discourage this. Treasures can easily be lost or misplaced which can be very upsetting for the children.

Children's illnesses

Please inform us of the reason your child is absent from Kindergarten and of any infectious illness so that we can inform parents/carers.

The following apply

Illness	Appropriate action
Conjunctivitis	Please do not bring your child to Kindergarten if their eyes are 'gunky'. Wait until 24 hours after treatment has been started.
Chicken pox	Please do not bring your child to Kindergarten until the last spot has scabbed.
Hand, foot and mouth	Please do not bring your child to Kindergarten until the last blister has dried up.
Sickness or diarrhoea (gastro)	Following a bout of sickness or diarrhoea, we ask that you keep your child at home for a full 24 hours after the last episode.
School sores	Please do not bring your child to Kindergarten until 24 hours after antibiotic treatment has been started. Sores need to be covered with a waterproof dressing.

Please contact the school on 9797 0451 for advice on exclusion times for German measles, Head Lice, Hepatitis A, Measles, Mumps, Ringworm, Scabies, Strep throat and Whooping Cough.

Notwithstanding the above, it is expected that parents/carers use their discretion and if your child/ren remain unfit for school beyond the above guidelines then your child/ren should stay at home.

Should your child become ill at Kindergarten, we will try and contact you as soon as possible so that they can be collected.

Please call in at the school front office to collect a yellow 'student release note' so that the teacher knows the child can be released to you.

Please help us to keep contact numbers up-to-date.

Intimate care of children

During their time at Kingston Primary School kindergarten your child may need intimate care. Staff who provide intimate care to children have a high awareness of child protection issues.

This can be when cleaning up a child after they have soiled themselves, supporting a child with Special Needs, helping them to change clothes when wet or changing nappies for those children who are not yet toilet trained.



Kingston Primary School is committed to ensuring that all staff responsible for the intimate care of children will undertake their duties in a professional manner at all times. The team recognise that there is a need to treat all children with respect and dignity when intimate care is given.

We do ask that all children carry a change of clothes in their bag in case of accidents at kindy.

Clothing

Please dress your child in uniform as it is easy to manage so that your child can learn to be independent. Young children need to wear clothing that enables them to go to the toilet easily and independently.

When it is sunny we advise that children wear clothing that protects them, as well as a sun hat and sun block that you put on at home.

ALL CLOTHING AND SCHOOL BAGS SHOULD BE CLEARLY LABELLED especially coats, hats and shoes. School bags need to be big enough to carry a lunch box, a set of spare clothes, a school jumper in winter and large pieces of art work. The school uniform shop sells Kingston Primary School bags which are a really good size. We also recommend that children do not come to school wearing long skirts as these can be dangerous when climbing in the garden.

In winter we ask that children wear gumboots as these are easy for children to pull on and off for themselves.

In summer children often leave their shoes in the shoe tubs at the classroom door and spend time barefoot unless they have a known allergy (e.g. insect bites, bees or pollens)

Fruit/drinks/snacks

Parents are asked to provide fruit or vegetables each day for the children to share. Each class has a basket close to the door where children can put their fruit. Water should be the only drink provided from home in a water bottle for your child to drink through the day. Your child can put their bottle near the fruit basket. The children also have access to water fountains.



Communication

Communication with Parents and Carers is very important to us at Kingston Primary School.

Your main point of contact within the school will be your child's teacher. Please come in and talk to your child's teacher if you have any worries or concerns – sometimes a chat is all that is needed to set your mind at rest.

Throughout your child's stay at Kindergarten we will provide more formal and informal opportunities for you to discuss your child. Opportunities will be provided for you to meet teachers throughout your child's time at Kindergarten, to celebrate your child's achievements and share any worries or concerns.

We appreciate parent support. If you would like to come in and help, when children are ready a parent help roster will be displayed outside class for you to sign up. If you have any particular skill or talents you may wish to share with us please talk to your class teacher.

Newsletters and noticeboards

We try to keep you informed about events in Kindergarten through regular newsletters and through the Skoolbag app. We also ask you to keep an eye on the various notice boards for daily information.

This will keep you informed of activities that the children will be doing in Kindy.

Communication is a two way process, so if there is anything you would like to know, please ask.

Home and School

We recognise that all children come into kindergarten having learnt so much at home. We aim to build on these initial learning experiences and provide a range of opportunities to develop further learning, not only in the Kindergarten, but also at home in a variety of ways. Your child's learning is a partnership between home and school. Let's work together!

Conveyance Allowance

If you are planning to use the School Bus Service to eventually transport your child to school please contact them on:

www.schoolbuses.wa.gov.au/parents/conveyanceallowance

You may be entitled to a small amount of financial rebate if you are conveying your child in your own car and have been approved to travel on the School Bus Service.

Safety

Children's safety is our first concern and we need your co-operation.

Please:

- Do not smoke on Kindergarten premises
- Do not bring dogs on the Kindergarten premises
- Do not let your child bring sweets/chewing gum/money to Kindergarten.

Complaints

We hope that during your child's stay with us you will be happy with the Kindergarten, and be able to discuss any worries you may have with your child's teacher. If however you do feel it is necessary to talk to someone else please come and talk to Anne Curd – Deputy Principal or Alan Kidd - Principal who will endeavour to resolve the problem or issue.

If concerns are not resolved they can be forwarded in writing to the Department of Education WA.

