

# Secret Harbour Primary School Kindergarten Program



Welcome to Secret Harbour Primary School Kindergarten. We hope you and your child will have a wonderful year with us. This booklet aims to provide you, with information about the Kindergarten program to help ensure a smooth start to the year.

We encourage you to read through this booklet. If you have any queries, please do not hesitate to contact us.



## WHEN WILL MY CHILD BE COMING TO KINDERGARTEN?

Kindergarten is considered 'pre-compulsory' schooling. However, once your child is enrolled in a kindergarten program it becomes compulsory for them to attend five days a fortnight. In the first week your child will attend with a smaller group of children as they settle in. If you feel additional support is needed with transitions please talk to the classroom teacher.

CLASS	Monday	Tuesday	Thursday	Friday
5, 6, 1			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Alternate Wednesdays to be advised				

## TERM DATES 2021

### Term 1 Commences

Mon 1 February - Thu 1 April

### Break

Fri 2 April - Sun 18 April

### Term 2 Commences

Mon 19 April - Fri 2 July

### Break

Sat 3 July - Sun 18 July

### Term 3 Commences

Mon 19 July - Fri 24 September

### Break

Sat 25 September - Sun 10 October

### Term 4 Commences

Mon 11 October - Thu 16 December

### Break

Fri 17 December - Sun 30 January



## BRINGING YOUR CHILD TO KINDY

Parents (or Caregivers) must accompany their child to the centre and **wait with him or her until the door is opened by the teachers or assistant at 8.35am**. Children must not be left unsupervised. Once the doors are open please bring your child in and settle them by doing a table top activity or a puzzle.

***PLEASE NOTE FOR SAFETY REASONS, OUTDOOR PLAY EQUIPMENT CANNOT BE USED BEFORE SCHOOL.***

If you arrive late, please open the door and see your child into the Classroom. Children arriving late often feel very self-conscious, so having you come into the Kindergarten gives them that added reassurance to happily join the group.

***\*You will need to obtain a Late Pass from the Office after 9am***

## IF YOUR CHILD BECOMES DISTRESSED WHEN YOU LEAVE

Kindergarten may be your child's first time away from you, which can be a little daunting. There initially may be some tears and tantrums.

If your child becomes distressed when you say you are leaving, please give your child a hug and reassure them that this separation is only for a short time. Give him/her a kiss - then take a deep breath and leave. This is the very best thing to do. In most cases, once you have left your child, there will be no reason to cry and they will soon settle into an activity. Delaying your parting makes it harder for you and your child.

If you are still concerned when you leave your child, give us a ring on 9523 3900 and we will let you know how he/she is doing. Some children take a while to settle and the tantrums and tears may last longer. Don't dismay and don't give up. It is most important to be consistent. We have very kind and caring staff members who will help your child through this period. If you leave your child each day with a reassuring smile and return for them when you've said you will, he/she will soon relax and enjoy the fun, games and activities at Kindy.

Please be assured no child is ever left to be upset at Kindy.

## COLLECTING YOUR CHILD

Children will only be released from our care to their parent unless we have been notified of other arrangements. If your child is to go home with a baby-sitter or older siblings please let us know in writing. We are sorry if this causes inconvenience for you ***but the welfare of the children is our utmost concern.***

Please remember to be on time to collect your child.-2.50pm. If something happens and you know you may be late please ring us or arrange for someone to pick up your child on 9593 3900.



## PARKING

Parking at Secret Harbour is in short supply, especially if you want to park close to the school buildings. The P&C Association through their Roadwise Committee have worked very hard to alleviate the traffic congestion and improve the safety of our students during the very busy before and after school time slots. Kindy students start at 8.50am and finish 10 minutes before the rest of the school (2.50pm)

As the Kindergarten is located at the rear of the school it is sensible for parents of kindergarten children to use the rear car park. However, this becomes very busy during pick up and drop off times.

To avoid congestion in this car park please consider the following;

- If you live close to school take the opportunity to get some exercise and walk to school with your child.
- Park at the shopping centre and walk through the underpass.
- Try to arrive early as this will make finding a parking space a little easier, especially at the end of the day.
- If driving to school please approach the school via Warnbro Sound Ave and turn into Maratea Parade, hence driving in an anti-clockwise direction. This will prevent a traffic hold up when trying to enter the car park from the opposite side of Maratea Parade.
- When leaving the car park please turn left into Maratea Parade. This will keep the traffic flowing in an anti-clockwise direction and will avoid having to turn across the flow of traffic.

## ILLNESS

Please **do not** bring your child to Kindergarten if he/she has a cold, has had an upset stomach in the past 24 hours, has a fever, rash or a discharge from ears/eyes, even if he/she “really wants to go”. It is best for your child to stay at home to fully recover, rather than be at school. This also saves the other children and staff from the transfer of illness. If your child is on prescribed medication for illness they ***should stay at home***. If medication is to be administered at school please give directly to staff. When your child is absent please provide a written note explaining the absence for our records or call to have the absence recorded by office staff. You can also notify the office of an absence via our school App. (information regarding this is at the end of this booklet)

## PARENTS HAVE FEELINGS TOO!

The beginning of Kindy can be a tricky time for parents too! Within the first few weeks we will hold an information session where many of your questions will be answered. Otherwise please make an appointment with your child's teacher to discuss concerns or questions.

## PARENT ROSTER

Your participation in activities helps to make your child's Kindergarten experience more meaningful and enjoyable and we encourage your involvement. A parent roster will be drawn up once all children have settled in to the new routines of school.

## SIGNING OF CONFIDENTIAL DECLARATION FORM

For child protection purposes it is a requirement of the Department of Education that any adult assisting within the school environment is required to sign a confidential declaration form indicating they are a person of good character and without a criminal record.

These forms are available in the Kindergarten or from the front office and a copy is included with this booklet. Your child's teacher will ask that you complete one of these before becoming involved at Secret Harbour Primary School.

## CLOTHING

Please clearly mark all clothing (including hats and shoes) with your child's name. Children should have a complete change of clothing in their bag in case of accidents. We do encourage children to empty the sand from their shoes at the conclusion of their outside play, therefore it would greatly assist us if your child could wear footwear which they can manage independently, crocs, thongs and slides are not a safe option for Kindy. If your child wears laced shoes please encourage them to learn to tie their laces independently. Your child's shoes should have suitable grip for playing on the outdoor equipment.



**REMEMBER**

**NO HAT!**

**PLAY IN THE SHADE!**

## CONTRIBUTIONS AND CHARGES

A Voluntary contribution is requested from parents towards the cost of materials, services and facilities used by K-6 students in the educational program. The Secret Harbour PS School Board has approved a voluntary contribution of \$60 per student.

While contributions are voluntary the quality of our teaching and learning program is maximized when each family makes its contribution. The School Board has determined that the maximum number of paying children per family is three (3). (The maximum amount a family of four or more children is expected to contribute is \$180.)

## SCHOOL UNIFORM

School Uniform can be purchased from Lowes in Mandurah. The shop is located in the Forum shopping centre and they carry a large range of styles and sizes.

Tel: 9535 7320



## ENCOURAGING HEALTHY EATING

Children attending Kindergarten will be required to bring their own healthy snack for morning break, and fruit or vegetables for 'Crunch & Sip' in the afternoon. Healthy morning snacks may include crackers and cheese, fruit or grain based snacks.

Kindy students can place a lunch order at the canteen. Recess food cannot be ordered or accessed.

Secret Harbour Primary School is a 'Crunch & Sip' school, where students each bring a fruit or vegetable to encourage healthy habits. Each day your child will need a drink bottle filled only with water.

Due to some children having severe allergies to nuts we are a 'Nut-Aware Centre'. Therefore, do not send food that contains nuts or nut products (eg peanut/hazelnut paste, Muesli Bars).

## CHILDREN'S BIRTHDAYS

If parents wish to come into Kindergarten with cake please bring nut free cupcakes as they can easily be distributed. We are also aware that not everyone celebrates birthdays and other special occasions. Please let us know so we can respect your beliefs.

## WHAT TO BRING/NOT TO BRING

Please do not bring toys as they may get broken or lost. Do not bring jewellery, valuables, mobile phones, money, lollies, collectables, fast food or soft drinks.

## OUR SCHOOL WEBSITE

Our school website is an important form of communication for our school community. It contains lots of current information about the school including:

- Term Dates
- Term Planner
- Current notices
- Recent events - photos
- Student work
- Current and archived newsletters
- P&C information



Remember to click the "refresh button" each time you visit the site to get the latest information.

[www.secretharbourps.wa.edu.au](http://www.secretharbourps.wa.edu.au)

## OUR SCHOOL APP

Our school has a smartphone app available for iPhone or Android. It will keep you informed regarding whole school events, updates, newsletters and announcements. It is free and available from your app store by searching for Flexi Buzz and then "Secret Harbour". Enable notifications for whole school updates and also for Kindy and any years you would like to receive information for.

We're making it easier to *bee connected* by using FlexiBuzz to stay in touch.



Register for FlexiBuzz on your phone, tablet or PC to receive our news, messages, events and other communications.

**FlexiBuzz** 

### Stay in touch with FlexiBuzz

- STEP 01** Sign up for FlexiBuzz and then login  
 Search "FlexiBuzz" in your app store.  Go to [web.flexibuzz.com](http://web.flexibuzz.com) and click "Sign Up".
- STEP 02** Connect to us  
 Select the "Search" icon and type in our name. Select us from the results.
- STEP 03** Select your communication groups  
 Click the "Add" icon beside the communication groups that apply to you.
- STEP 04** Get started  
 Click the "Home" icon to view our recent posts.

For further information or assistance please visit our website [www.flexibuzz.com](http://www.flexibuzz.com) or email us via [support@flexibuzz.com](mailto:support@flexibuzz.com)

**FlexiBuzz** 

## MEDICAL INFORMATION FORMS

You will have received in your enrolment pack a medical information form asking for details on your child's medical requirements. It is important that this information is kept up to date at all times. If details change during the course of the year it is important that you update this information with the main office as soon as possible.

All kindergarten students receive medical assessments from the school Health Nurse.

### COMMUNICABLE diseases

Recommended periods of exclusion from child care centres and schools for some more common conditions are as follows:

- **Chicken Pox** – Exclude for 6 days after the appearance of the rash.
- **Conjunctivitis**- Exclude from school until discharge from eyes has ceased.
- **Diarrhoea** – Exclude until no further diarrhoea and child is well.
- **Hand, Foot and Mouth Disease (Coxsackie 'A' Virus)** – No need to exclude.
- **Head Lice** – Re-admit when treatment has started and nits have been removed. It is necessary to treat the whole family and please notify staff to ensure adequate cleaning can be done.
- **Herpes (Cold Sores)** – Exclude children who are ill or have painful lesions in the mouth or have a lot of sores. Re-admit when healed.
- **Impetigo (School sores)** – Exclude from school until effective treatment has been instituted.
- **Measles** – Exclude for 7 days from the appearance of the rash. Re-admit on medical certificate of recovery.
- **Meningitis (Bacterial Infection)** – Exclude. Re-admit on medical certificate of recovery.
- **Ringworm** – Exclude from school. Re-admit on medical certificate that the child is no longer likely to convey the infection.

## ONE LAST NOTE!

If you are worried about anything concerning your child please do not hesitate to see the teacher.

We do urge that if you need to discuss your child with us you do so in private, away from your child and his/her classmates.

Kindergarten is often the first port of call with other Community based institutions. i.e. Speech, Occupational Therapy, Nurse, Psychologist etc. It is our duty to let you know if we have a concern. Open communication and promptness with forms is very beneficial.

**We look forward to sharing this exciting first year at school with your family.**