

Secret Harbour Primary School Kindergarten Program



Welcome to Secret Harbour Primary School Kindergarten. We hope you and your child will have a happy year with us. This booklet aims to provide you, with information about the Kindergarten programme 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 children are 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
Group A	☑	☑		
Alternate Wednesdays to be advised				
Group B			☑	☑
Alternate Wednesdays to be advised				

Doors Open 8.35 am

TERM DATES 2018

Term 1 Commences

Wednesday 31 January to Friday 13 April 2018

Break

Saturday 14 April to Sunday 29 April 2018

Term 2 Commences

Monday 30 April to Friday 29 June 2018

Break

Saturday 30 June to Sunday 15 July 2018

Term 3 Commences

Monday 16 July to Friday 21 September 2018

Break

Saturday 22 September to Sunday 7 October 2018

Term 4 Commences

Monday 8 October 2018 to Thursday 13 December 2018



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**. 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.

Parents are responsible for their children until the door is opened signaling the start of the session. If you arrive late, please open the door and see your child into the Kindergarten. 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.

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. Explain where you will be picking them up from, 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 half way through the session 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 a week or more. 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 involved in Kindy learning.

Before and After School : Children are NOT permitted to play with or on any of the outdoor play equipment at this time.

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. If something happens and you know you may be late please ring us or arrange for someone to pick up your child. 95248100

THANK YOU FOR HELPING TO MAKE OUR SCHOOL A SAFE PLACE FOR YOUR CHILD



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 and finish 10 minutes before the rest of the school.

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, this however 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 perhaps.
- Park in 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 from the transfer of illness. If your child is on prescribed medication for illness they should stay at home. 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! There may be questions you would like to ask or you might wish to make an appointment with your child's teacher to chat about any concerns. Some of the questions may be covered in this booklet. If not, please feel free to arrange an appointment with us. Within the first few weeks we will hold an information session where many of your questions will be answered.

PARENT ROSTER

Your participation in activities helps to make your child's Kindergarten experience more meaningful and enjoyable. A parent roster will be drawn up at the beginning of each term. Parent involvement is an essential part of the program and we encourage you to become involved. Younger siblings are welcome when a parent is on roster, but please remember they are your responsibility, and keep an eye on them at all times.

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 with the activities of the centre.

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. It is a requirement by the Department of Education that shoes be worn at *all times* at school. We do encourage children to empty the sand from their shoes at the conclusion of their outside play. It would therefore, greatly assist us if your child could wear footwear which can be put back on with a minimum of fuss, with the exclusion of crocs, thongs and slip-ons. 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 voluntary contribution for subsequent children after this number is not required. (The maximum amount a family of four or more children is expected to contribute is \$180.)

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.

Secret Harbour Primary School is a 'Crunch & Sip' school, encouraging healthy bodies-healthy minds and therefore appreciates parents supporting healthy eating through providing a fruit or vegetable afternoon snack for your child and **only** sending water in drink bottles.

Due to some children having severe allergies to nuts we are a 'Nut-Aware Centre', please avoid sending snack food that contain 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 passed around. 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

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 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 or email us via 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.
- **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 very worried about anything concerning your child please do not hesitate to see the teacher. If we can't help you then we are in a position to direct you to someone who can.

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.