WELCOME TO KINDY
Phone: 9842 7434

Teachers:
Mrs Martine Hennig (Mon—Thurs)
Mrs Lisa Wahlsten (Fri)

Education Assistant:
Mrs Marlene Bartley and TBA

Note: Mrs Hennig has Friday set aside to prepare for instruction time and meet with parents and other staff.

CLASS TIMES: 8.40am—2.50pm

KINDY TIMETABLE
Classes will be split on a fortnightly rotation as follows:

Group 1A:
Week 1: Monday / Wednesday / Friday
Week 2: Monday / Wednesday

Group 1B:
Week 1: Tuesday / Thursday
Week 2: Tuesday / Thursday / Friday

ETHOS AND VALUES
Albany Primary School aims to be a very caring, student centred institution where learning and people are valued and appreciated.

To this end we have 5 agreements:
• Attentive Listening
• Mutual Respect
• Strive for Personal Best
• Appreciations and consideration of others
• Right to Pass / Right to participate

How you can help your child with the transition from home to Kindergarten
• Talk to your child about what they will be experiencing.
• Arrange a visit time when school opens for start of the year.
• Read stories about the first day at school and read stories daily.
• Actively talk to your child about the world around them.
• Create and join in social play situations.

Note: Please conduct preparatory, discussions about a week before school starts as a week is a long time for a four year old.

How you can help your child have a successful first year.
Assist them to:
• speak in sentences.
• toilet independently.
• dress themselves independently.
• listen to and follow instructions.
• hold pencils/textas correctly.
• use glue, scissors, play dough, drawing and paint.
• listen carefully during story telling.
• ask for assistance.
• to play safely on playground equipment.
• play with other children.
• take turns and share.
• collect their own belongings and put them away.
• walk to and from places without being carried.
• have a good sleeping routine that enables 10 to 12 hours sleep a night.

What to bring to Kindergarten every day
1. A piece of fruit for morning and afternoon tea (2 pieces each day). If parents do not have any fruit on a particular
day they are encouraged to provide substitutes such as cheese, dried fruit, dates, vegetables e.g. carrot, celery sticks, cucumber, capsicum etc.

2. A healthy lunch with any packaging easy for your child to manage independently.

3. A water bottle with **water only** (no cordial, fruit juice etc.)

4. **A bag with a full change of clothes.** *(including underwear)*

5. A broad brimmed hat (not a peaked hat). Please note that Albany Primary School is a Sun Safety school requiring hats all year). Labelled with your child’s name please.

6. Please apply sunscreen on your child before school.

7. **Easy to slip on and off joggers.**

8. A school bag.

**What is required to start the year**
Stationery items a per the stationery list (items do not need to be named except the display folder and hat).

**Contact and Interviews**
Parents and teachers need to work together in the best interests of your child so please come and discuss any concerns you may have about your child. Interview times can be arranged by appointment. We will also contact you if we have any concerns. Please feel free to share important family news and developmental steps.

**Attendance**
It is expected that once a student is enrolled at a school they are to attend fulltime unless ill or important family business precludes attendance. The decision to attend school lies with the parent and not the child. Please don’t ask your child if they want to attend or not. Irregular attendance causes a lack of continuity with the program and encourages negative attitudes to future patterns of attendance.

**Punctuality and Learning Program**
Class starts at 8.40am. Unless rostered on as parent help, parents should depart promptly so that the learning program can begin. No child is to be left unsupervised by the caregiver before this time and students should not play on equipment.

Children should arrive promptly and be picked up on time at 2.50pm at the classroom door. Parents arriving late may need to collect their child from the office where they will be under the supervision of Administration.

Children are to be dropped off and collected by the parents or an adult designated by the parents. Any changes to this routine needs to be written in the attendance book in the classroom. Parents can also ring this information through to the school.

Children cannot be dismissed from school without direct permission from the caregiver. Parents must sign out students either via the School Office or the ‘Sign Out Book’ located in the Kindy classroom when collecting their child during school hours.

If parents are using the car parks they should park their car in a parking bay then collect their child. No double
parking is allowed and the parking area is not designed as a “kiss and go”. There is always a staff member on car park duty in the afternoon.

**School Newsletter**
The school issues a newsletter containing important dates and information each week. This is uploaded to our website for your convenience. A paper copy is sent home each week with the eldest sibling attending the school.

**Illness and Injury**
During the year your child may fall ill. Often this is a minor ailment that may require a day at home. In managing your child’s absence in the case of illness or injury please:

- Make the decision based on the child’s wellbeing and not what they want to do. (The decision is yours, not theirs).
- Consider other students who may become infected if the illness is contagious.
- Minimise non-attendance. Be sure your child is genuinely ill or injured.
- Discuss the matter with the teacher or provide a note. This information is a departmental requirement. You may like to phone or email.
- Consider the extent of an injury and how it affects your child’s capacity to move and be pain free if they attend school.

Note: Please avoid keeping students home because they feel a little “tired”. Once at Kindy, students do engage and will overcome a ‘slow start’.

**Allergies**
There are several students enrolled at the school who have severe, potentially life threatening anaphylactic reactions to nut and egg products as well as some animals.

The school urges parents to refrain from providing their children with snacks and lunches that contain nut products/raw eggs. The school canteen does not sell products containing nuts.

As with all students with special needs or medical conditions, the school has developed appropriate health care and emergency plans for these students.

Please do not bake cakes to share for birthdays as they may contain items that may cause an allergic reaction.

**Pets on School Property**
Pets should not be brought onto the school grounds unless organised with the class teacher and authorised by the Principal as part of a supervised educational programme.

**School Nurse and Other Support Agencies**
The role of the school nurse is to screen all children for sight, hearing and any parental concerns. The nurse will contact parents with all results and referrals may need to be made for further screening.

We also screen children for referral to the Physiotherapist, Occupational Therapist, or Speech Pathologist. All referrals must have parent permission before they can be made. A School Psychologist and School Chaplain are also available, with parent consent.

**Independence**
Children need to be toilet trained and able to dress themselves independently before beginning Kindergarten. While accidents are unavoidable it is in your child’s best interest that they can manage toileting.
Parents and Citizens Committee & School Council
The P&C is a very valuable and active committee within our school. Becoming a member will help give more understanding of how the school runs and allow you to contribute to help make our school a better place. Joining the School Council gives you an understanding of, and some input into, the major decision making about the school. More information on both is available from the school office.

Reporting
Reporting is done both informally and formally. A written report is issued at the end of each semester and a portfolio showing samples of the children’s work will be available for you to view at the end of Term 2 and taken home at the end of the year. Both formal and informal interviews can also be arranged to discuss your child’s progress.

Towards the end of Term 1 and Term 3 the parents will be invited into the classroom to be taken on a “Learning Journey” which enables parents to see their students work in the classroom.

Behaviour Management
At the start of the year we will be teaching the children our classroom rules and routines. We will also help them to learn to play with others, share and be considerate of others. We will follow up with parents when a child is having difficulty behaving appropriately.

We understand that appropriate behaviour and playing with others are learnt so we take a teaching approach. However, sometimes students will face consequences, such as withdrawal from class activities, if inappropriate behaviour persists.

Communication
Please keep an eye on the classroom doors for information about the topics we are covering. The class teacher may also send a note home about a forthcoming event. The school also puts out a weekly Newsletter each Thursday.

School Dress Code
Wearing of the school dress code is optional for Kindergarten children. We ask that all clothing be labelled with your child’s name. If your child wears other clothing it should be practical, sun safe and easy to manage independently.

Children must wear a broad brimmed hat. No peak caps. All effort is made to protect clothing from paint etc but it is still recommended old play clothes be worn to school.

A full change of clothing should be kept in the child’s bag in case of accidents. Shoes should be practical and easy to manage independently by the children. Shoes are removed outside and placed under the child’s bag before the start of the day. This allows for safety when climbing.

Administering Medication
If a child is required to take medication, parents are asked fill in the appropriate forms available from the school office. For ongoing medical conditions such as asthma, an Emergency Response Plan must be completed by the parent. These are available from the school office also. are suitable to yourself.
**Parent Help Roster**
Parents are encouraged to volunteer their time to assist in the Kindergarten and to take an active interest in the development of their child. A roster will be available for you to select times that

Please note that to help children settle in to the routine of the class and to be comfortable being away from their parents the help roster will not start until week three in term one. A declaration form must be signed by all parents and volunteers before they can assist in the room stating they are a fit person to work with children. The form also mentions the importance of confidentiality when being a volunteer.

**Conclusion**
We look forward to getting to know you and your child in 2016.

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**PENCIL GRIP**

At Kindergarten we teach the children to hold their pencil correctly.

It is a very important part of a child’s learning - Poor pencil grip, learnt from early habits, seriously affects students’ capacity to write efficiently.

A picture has been included so parents can model this at home.

- Pretend the pencil is an aeroplane, between your thumb and index finger.
- Peter Pilot (index finger) bends and rests on top of the aeroplane.
- Cody Co-pilot (thumb) joins Peter Pilot on the side of the aeroplane.
- The passengers (the rest of the fingers) on the aeroplane sit behind the pilots.
- Now the aeroplane is ready for take off.

These are available in the classroom and must be completed before parents/volunteers begin.

**Correct pencil grip is very important!**