



Inglewood Primary School
34 Normanby Road
INGLEWOOD WA 6052

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INGLEWOOD KINDERGARTEN 2019



PARENT HANDBOOK

- To be read in conjunction with other school documents such as IPS Business Plan, Information Booklets, Policies and P&C Information (all of which can be found on the school website)

Kindergarten Address

Corner of Grand Promenade and Craven Street
BEDFORD WA 6052

Unit 1 9271 9485

Unit 2 9271 7685

2019 School Term dates for Students

Term 1	Monday 4 February to Friday 12 April
Term 2	Monday 29 April to Friday 5 July
Term 3	Tuesday 23 July to Friday 27 September
Term 4	Tuesday 15 October to Thursday 19 December

Welcome to Inglewood Kindergarten

Your child's time at kindergarten establishes the foundation for his/her social adjustment and academic learning. The program will be aimed at informative and incidental learning through free play and teacher directed activities in an environment structured to the children's age and needs. This promotes social, cognitive, physical and language development.

There is a 15 hour kindergarten provision in all schools across Western Australia, along with a commitment that, wherever possible, every Kindergarten child will have access to a place at his/her local school. As we implement the Early Years Learning Framework (EYLF) and Kindergarten Curriculum guidelines, there will be more opportunities for your child to learn English, Mathematics and Science in the early years. The Kindergarten teachers start the implementation of the Inglewood Way program which outlines the programs for education across the years Kindergarten to Year 2.

The teachers will **open** both centres on **Wednesday 14 November at 9.00am** so parents and students can enjoy an orientation at the centres. You will also be given the chance to meet school personnel such as the Principal and P&C representatives.

Please access our school website www.inglewood.wa.edu.au and our app which is available through iTunes or Google Play. Search for The Smartlink and then Inglewood Primary School.

Starting Kindergarten

The Department of Education advises that the full complement of 15 hours per week for Kindergarten students will be offered from the start of the school year. If, however you feel that this may not suit your child, a transition period can be arranged for the first two weeks on a case-by-case basis..

Times for Kindergarten are 8.55am to 2.55pm.

Unit 1A and 2A students attend Monday and Thursday with alternate Wednesday

Unit 1B and 2B students attend Tuesday and Friday with alternate Wednesday

The confirmation of enrolment letter sent to you states which unit your child is in and the dates they will attend. Please keep this letter in a safe place.

On Your First Day

Come inside the centre and meet the staff. Your child will be given a name tag to wear and a peg on which to hang his/her bag. Ask your child to place their piece of fruit in the basket/bowl. Settle your child in the puzzle/book corner with a puzzle or read them a story before leaving. Make sure you say goodbye and reassure your child that you will be returning. A bell will ring indicating to all parents that it is time to leave.

What To Do If Your Child Cries

Do not be concerned, as tears are very common in the early days. Take your child to a staff member and say goodbye and go home. Don't linger as some children are not used to a parent leaving and find the initial parting difficult. Children only cry for a few minutes and when they see you have definitely gone, they soon settle and enjoy themselves. If this is not the case, we will phone you and discuss the situation. If you are worried or anxious please phone after an hour and we will let you know how your child is getting on.

Your Child At Kindergarten

- **Attendance**

Department of Education regulations require an explanation and or a dated note or medical certificate to cover a child's absence from school. All absences due to vacation will be marked as unauthorised and no work packages will be provided for students.

- **Birthdays**

We love to celebrate birthdays at Kindy. You are welcome to send along small cupcakes to help us celebrate with your child. Please check with your child's teacher with regard to food allergies.



- **Change Of Details**

Please notify us of any change of address, telephone number or emergency contact (a vital piece of information) and let us know if you are leaving the area.

- **Charges**

A \$60 contribution charge was collected at the time of enrolment. This charge covers consumable items that are used at the centres. If you have not paid this, please pay at the school office on Normanby Road or alternatively use direct deposit into the school's bank account, BSB 066 111 A/C No. 00900025, with your child's name and unit as the reference. Any cheques should be made payable to Inglewood Primary School.

- **Delivering And Collecting Children**

- Please do not arrive too early as class does not commence until 8.55am. Your child should not be left unattended in the playground.
- At the beginning and end of every day please allow your child to sort their things out. By doing the simple things like hanging their own bag up and putting the fruit in the bowl, children gain independence and confidence.
- You are welcome to stay with your child for a short time at the beginning of each session while they read books or do puzzles. This helps children to settle into the environment before the formal session starts.
- If anyone other than yourself will be collecting your child, we ask that you sign our collection book giving permission for that person to take responsibility for your child. If you have forgotten to sign the book, please phone and let us know the arrangements. We cannot release your child to an unauthorised adult.
- If for some reason you need to collect your child early, you will be required to sign them out.



- **Dogs**

Due to health and safety requirements, dogs are not permitted on the school grounds. Please do not bring your dog when collecting or dropping off your child.

- **ICT and Digital Technologies**

Inglewood Primary School has a strong commitment to providing students with a 21st century contemporary learning environment. Kindergarten classrooms have LED display panels for teaching and learning experiences. Students also have access to iPads in their classroom throughout the year. Students also have access to other school owned digital technologies such as Bee Bot robots.

- **In-school Activities And Excursions**

Sometimes we may have visitors to our Kindergarten to present experiences that contribute to our educational program. These may include animal farms, plays and musical performances. Sometimes, we may attend excursions outside our Kindergarten. When these excursions are planned, you will receive a note with all the information and provision for you to give permission for your child to attend. A fee may also be charged.

- **Junk Materials**

At school, we find many materials useful for teaching Mathematics. To develop children's understandings about Mathematics, it is important that they are actively involved in using a variety of materials. Young children are involved in lots of sorting and counting. 'Junk materials' that are useful in the classroom are often thrown out at home. If you have any of the items listed (that you are not using), could you please send them to school and we will put them to good use.

Useful items include: boxes, bottle tops, pine cones, plastic tubs/buckets, different containers, plastic bowls, string, ribbons, buttons, shells, newspapers, adding machine tapes, straws, pipe cleaners, corks, thread spools, ceramic tiles, cord, golf tees, catalogues, gum nuts. We **cannot** accept toilet rolls or meat trays.



- **Laundry Roster**

We have a laundry roster for washing aprons, tea towels, home corner clothes etc. Each family will be called upon to help with the laundry throughout the year.



- **Learning Support Team**

The Learning Support Team (LST) plays a pivotal role in supporting teachers and students using best practice collaborative strategies in the implementation of support programs which cater for individual needs. This may be for learning, behavioural, cultural, emotional or social reasons. Some students have identified disabilities and will need extra support or an Individual Education Plan.

- **Medical Conditions**

- **Allergies**

Due to an increase in allergies over the past several years, we are endeavouring to be an ALLERGY AWARE school. Please support us by ensuring your child does not bring nuts of any description (including peanut paste and nutella). An allergic reaction can be life threatening, so we appreciate your help in this matter. Class teachers will advise parents if any other allergies exist within the class.

- **Headlice (Nits)**

While head lice are not dangerous, do not carry diseases and are not a sign of poor hygiene, identification of head lice is essential to reduce the likelihood of transmission to others. If you become aware that your child has head lice, please inform their classroom teacher and keep your child away from class until treatment has begun.

- **Illness**

If your child is sick please keep them home until they are well enough to return to school. Sick children get tired and grumpy very quickly and are unable to stay on task, which often disrupts others around them. If this happens, you will be called to pick your child up.

Medication (short-term)

If your child requires short term medication, teachers are able to administer this provided the correct forms are completed and discussed with the class teacher.

Medical Conditions requiring action plans or long term medication

If your child has a severe medical condition, a Health Care Plan (available from the main site school office) must be completed to provide us with valuable information, should an emergency arise. If you have any concerns that staff should know about, don't hesitate to talk to your child's teacher about them.



Please note the communicable diseases information on the back of the booklet.

- **Money**

If your child has to bring money to Kindy for inschool activities/fundraising etc. would you please ensure that it is always in an envelope with your child's name, the exact amount and what it is for on the front. The envelope should then be placed in the money collection letterbox just inside the door of your kindy class. This saves confusion when handling money.

- **P&C Committee**

The P&C Committee meet on the second Tuesday of the month at the main school and are responsible for fundraising, as well as school operations such as fundraising and canteen. All parents are welcome to come along to the meetings. There are a number of sub-committees that operate within the P&C, including a K/PP sub-committee. The P&C AGM will be held in February.

- **Parent Participation**

We welcome and encourage parents to come into Kindergarten on parent roster for the morning. The roster will be pinned on the noticeboard once the children have settled into each term. When on roster, you are encouraged to play and have a good time with your child and their friends. You may be asked to help the teachers with odd jobs such as cutting the fruit and helping out with activities.

The roster system gives parents the opportunity to meet staff, other parents and see their child interacting within a group. PLEASE NOTE: When you are in the room information gleaned from working with students is confidential.

Parents are a wonderful resource that we hope to use in as many ways as possible. If you have a hobby that you can share with us (such as cooking, dancing, music, pottery etc.) or just simply enjoy children's company, we would love to hear from you.

- **Parent/School Communication**

- A numbered fortnightly newsletter is emailed to parents every second Thursday. It is also available on the school's mobile app, the webpage www.inglewood.wa.edu.au and a few copies are in the school office.
- Teachers and admin also send occasional emails. Please ensure that email addresses, telephone numbers and emergency contact numbers held by the school are always up-to-date.

• Personal Items List

A personal items list that can be ordered through the school supplier is sent home before the beginning of the school year. It can then be collected in January, prior to school starting. Alternatively, items may be purchased from local stores (please note the specific brands). Please bring your child's equipment on the first day of school.



• Responsible Behaviour Policy

We believe that children learn best in a safe, caring, supportive and friendly environment. Behaviour in the centre is managed in a positive way. The rules and consequences are discussed and reinforced during the year.

The rules of the centre are:

- ◆ Walk inside and on the concrete.
- ◆ Listen to instructions from staff.
- ◆ Be kind and share with each other – we are all friends at Kindy.
- ◆ Speak quietly inside.
- ◆ Put your hand up and wait to have your turn to speak at mat times.
- ◆ Look after the equipment at Kindy and help at pack away times.

Children are praised frequently for their positive actions and encouraged with rewards such as stickers, special privileges/activities and certificates/notes sent home to parents. Consequences initially involve warnings, reminders and modelling of the desired behaviour. If the inappropriate behaviour continues, the student will be engaged in a brief period of “time out”. At the conclusion, the child returns to an activity after a simple discussion of the rule broken and appropriate alternatives to this behaviour. Parents will be kept informed at all times.

• School Development Days

Each year the school will have six days on which students do not attend. For 2019 the dates are as follows:

Term 1: Thursday 31 January – Friday 1 February

Term 2: Friday 31 May (WA Day long weekend – public holiday Monday 3 June)

Term 3: Monday 22 July

Term 4: Monday 14 October and Friday 20 December.

• Toys/Lollies/Jewellery/Trading Cards

Please discourage your child from bringing toys, lollies or jewellery to Kindy. Children's toys are precious. Breakage or loss can be heart breaking. The school cannot assume responsibility for any loss or damage to personal property.

• Uniform

Kindergarten students are strongly encouraged to wear school uniform, which is available for purchase from Uniform Concepts on Beaufort Street, Inglewood.

• What To Bring

- **A large bag** which is big enough to collect treasures and works of art. Please make sure your child can do it up and undo it.
- **A small cushion**
- **A wide brimmed hat** to wear outside. No caps, please. The school policy is “No Hat – No Play in the Sun” for the **whole year**. We follow the school rules so all children will be required to wear a wide-brimmed hat for all outdoor activities.

- **Clothing** that is easy to manage and not special. Activities are often messy, so please do not send children in their best clothes. Please think about buckles, buttons, zippers, straps, etc when dressing your child. A spare set of labelled clothing including underwear will need to be kept in your child's bag at all times. Children who have an accident or are wet are changed into a spare set of clothing. PLEASE LABEL ALL ITEMS OF CLOTHING

Fruit Time – For the first session, please bring a piece of fruit that can be shared with the class and place it on the plate provided. Following this, your class teacher will advise you at your group's meeting what the protocol will be for the rest of the year.



- **Lunch** - All children need to bring a healthy lunch to eat every day. Suggestions include a sandwich, fruit, health bar, etc. Please clearly label all containers. Heating and cooling facilities are not available for children's lunches.
- **Shoes** – Should be easy for the children to put on and take off by themselves. Students are required to keep shoes on at all times, including on play equipment.
- **Water Bottle** – to be left in the class, so that children have access to drinking water at all times. Please clearly label the bottle with your child's name.

- **Wednesday Staff**

Your child's teacher may have a non-contact day on Wednesday and another teacher will take the class. The class teachers will be available for interviews on a Wednesday, so please feel free to contact them if any concerns arise.

- **Writing**

If your child is interested in writing, you can assist them by using the correct lettering. Upper case letters are easier to write but should only be used to start a name with the others being in lower case. Attached is a copy of Victorian Modern Cursive, which we encourage the children to use. Whenever you write something for your child, it would help if you could use this style of writing. It is also important that children are helped to hold writing tools correctly whenever they draw or write. Please see us if you are unsure about the correct grip/hold.

A a B b C c D d E e F f

G g H h I i J j K k L l

M m N n O o P p Q q R r

S s T t U u V v W w X x

Y y Z z

For your information, the following are the exclusion periods of common infectious diseases.

CONDITION	EXCLUSION
Chicken pox	Exclude until all vesicles have crusted.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diarrhoea	Exclude until diarrhoea has ceased.
Hand, Foot and Mouth disease	Exclude until vesicles have crusted
Hepatitis A	Exclude until 14 days after onset of illness or 7 days after jaundice appears.
Herpes simplex "Cold Sores"	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
Impetigo (school sores)	Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Measles	Exclude for 4 days after the onset of rash.
Meningococcal infection	Exclude until treatment has been completed.
Molluscum contagiosum	Do not exclude.
Mumps	Exclude for 9 days after onset of symptoms.
Parvovirus (B19 erythema infectious, fifth disease)	Exclusion not necessary.
Ringworm, scabies, pediculosis (lice)	Exclude for 24 hours after treatment has commenced.
Rubella (German measles)	Exclude for 4 days after onset of rash.
Streptococcal infection (including scarlet fever)	Exclude for 24 hours after antibiotic treatment has commenced.
Whooping cough	Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude until diarrhoea has ceased.

(Department of Health/Government of Western Australia)Prevention and Control Program

