



# EARLY CHILDHOOD CENTRE KINDERGARTEN & PRE-PRIMARY

2018



Telephone: (08) 9354 2088  
[www.willettonps.wa.edu.au](http://www.willettonps.wa.edu.au)

Welcome to Willetton Primary School Early Childhood Centre for Kindergarten and Pre-Primary children. We have five classes operating in our centre. They are as follows:

**Kindy: Blue Jay 1, Blue Jay 2 and Brolga,**  
**Pre-Primary: Blue Jay, Kingfisher and Woodpecker.**

The purpose of this booklet is to provide you with some general information about our centres. Information specific to your child will be provided by the classroom teacher.

### **AIMS OF THE EARLY CHILDHOOD CENTRE**

In the Early Childhood years the foundations for your child's adjustment to school including educational and social development are established. We aim for the staff, students, parents and other members of the school community to work collaboratively to develop the "**whole child**" (cognitive, language, physical, social, emotional, aesthetic and creative development).

#### **Cognitive Development**

To provide the opportunity for the child to construct their own knowledge through interaction with people and materials. The child will learn to think and reason and gain understandings, skills and processes across all areas of the curriculum.

#### **Language Development**

To provide the opportunity for the child's receptive and expressive language to grow and to foster the emergent literacy development through using language (oral and written) in naturally occurring contexts.

#### **Physical Development**

To provide the opportunity for the child to participate in movement experiences which promote gross and fine motor development, and to engage in manipulative activities which will foster their ability to handle writing materials.

To provide the opportunity for the child to independently handle daily routines (eating, toileting, dressing) which are also part of their physical development.

#### **Social Development**

To provide the opportunity for the child to achieve optimal social growth by developing their confidence to participate in a variety of tasks with different individuals. They are encouraged to share, help, co-operate, understand others points of view, negotiate, compromise, lead, follow, make new friends and sustain friendships.

#### **Emotional Development**

To provide the opportunity for the child to develop a positive self-image. To learn self-discipline, to recognize and accept a variety of emotions and the appropriate expression of their feelings, manage stress and resolve conflict.

#### **Aesthetic and Creative Development**

To provide the opportunity for the child to enhance their creativity, problem solving, risk taking and their environmental and aesthetic awareness.

## **THE PROGRAMME**

We believe play and exploration, where imitation, trial and error become key learning processes, is central to effective learning. Thus our programme incorporates free play periods, intentional explicit teaching, group activities, whole class sessions and individual activities.

We aim to match our curriculum to the children's needs by including a variety of experiences, materials and opportunities to pursue interests. The children are actively engaged in their learning; the learning is integrated and continuous and is closely related to development. We do not expect all children to gain the same learning from every experience nor do we expect every child's final products to be the same. We believe the process is far more important than the product. In recent years the expectations of what students can and should achieve in their first years of schooling have been raised.

The Early Childhood programme is guided by the Principles of Teaching and Learning as described in the WA Curriculum and Assessment Outline, the Early Years Learning Framework and the Australian Curriculum. A key principle is the importance of depth of learning over breadth of learning.

A cross – curriculum/integrated approach will characterise the teaching and learning experiences in the early years of schooling.

### **Learning Experiences should:**

- Enable students to observe and practise the actual processes, products, skills and values which are expected of them.
- Connect with students' existing knowledge, skills and values while extending and challenging their current ways of thinking and acting.
- Be meaningful and encourage both action and reflection on the part of the learner.
- Be motivating and their purpose clear to the student.
- Respect and accommodate differences between learners.
- Encourage students to learn both independently, with and from others.
- Take part in a setting which is safe and conducive to effective learning.

### **On entry assessment of Literacy and Numeracy**

During Term 1 your Pre-Primary child will participate in the Department of Education's state-wide assessment program. The testing will provide teachers with valuable information on the development of your child's skills and understandings that are known to predict future literacy and numeracy success. Teachers will draw on results and other assessment information to extend children who perform well and support those who need more time. Some assessment activities will be included in the daily classroom programs and some will be completed in a one-to-one situation during weeks 4-8.

### **Parents as partners**

When parents are connected, informed and supportive of their children's learning, children's engagement with school and learning is better.

It is also important that parents share information about their children with the school – when things are going well and when there are problems – so teachers can respond to each child appropriately.

## School Terms/Vacations 2018

**2018**

### **Semester 1**

#### ***Term 1***

Students Attend:

Wed 31 January - Fri 13 April

Easter – Friday 30 March - Tuesday 3 April

Break – Saturday 14 April – Sunday 29 April

#### ***Term 2***

Students Attend:

Monday 30 April - Friday 29 June

Break – Saturday 30 June – Sunday 15 July

### **Semester 2**

#### ***Term 3***

Students Attend:

Mon 16 July - Fri 21 September

Break – Saturday 24 September – Sunday 7 October

#### ***Term 4***

Students Attend:

Tuesday 9 October - Thursday 13 December

### **School Development Days (Student Free) – Staff Attend 2018**

Schools are granted Professional Development (Student Free) Days each year to give staff the opportunity to plan school organisation, develop policies and undertake various professional development activities. Professional Development Days for 2018 are:

Term 1 Monday 29 January and Tuesday 30 January

Term 1 Tuesday 6 March

Term 2 Friday 1 June

Term 4 Monday 8 October and Friday 14 December

### **School Office Reopens:**

Thursday 25 January 2018

## **ATTENDANCE TIMES**

**Kindergarten** students attend two and half days a week. Doors open at 8.30am.

**BlueJay 1** -Mondays and Wednesdays full days, 8.50am - 3.00pm  
Friday mornings half day, 8.50am – 11.40am

**BlueJay 2** -Tuesdays and Thursdays, full days, 8.50am - 3.00pm  
Friday afternoons half day, 12.10pm-3.00pm

**Brolga** - Mondays and Wednesdays full days, 8.50am - 3.00pm  
Friday mornings half day, 8.50am – 11.40am

**Pre-Primary** students attend five days a week. **Blue Jay, Kingfisher and Woodpecker**

The school day is from: 8:50am – 3:00pm. Doors open at 8.30am.

Please wait with your child outside until the door is opened at 8:30am or 12.10pm. If you should arrive early children should stay with their parents, **not on play equipment**.

## **VOLUNTARY CONTRIBUTIONS & CHARGES**

In order to enrich the opportunities available to your child and to provide additional resources, The Department of Education and Training provides that a school may establish a voluntary contribution scheme as follows-

One child	\$ 60.00
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Payment is requested at the start of the school year as it allows for establishing the year's budget. School contributions should be paid at the Willetton School Office.

Further charges may arise throughout the school year for such things as excursions, incursions, curriculum consumables, photographs. Parents will receive notification prior to the event of the amount required.

## **MONEY COLLECTION**

The collection of money from students may present problems for teachers, students and office staff if common procedures are not followed. The need for money for excursions etc is usually notified through class room notes with an indication of where and when money is required.

- Correct change should be placed in a sealed envelope marked with student's name and class and what the payment is for.
- All monies are collected by class teachers and sent to the office each morning. Money cannot be paid after this occurs.
- EFTPOS facilities are available through the school office for the payment of excursion or incursion money. There is a \$10 minimum for each transaction. No cash out facility is available.
- Bulk payment of monies is encouraged. Please refer to "Contributions and Charges" sheet for a detailed breakdown of monetary items.

## **OTHER REQUIREMENTS**

Please see the personal items list.

Any 'Useful Junk' is also appreciated by the Kindy classes and may be left in the box provided, but please make sure items are clean and dry.

## **CAN YOU HELP? Kindy use all these scrap materials in the classroom.**

<b>Fabric</b>	<b>Paper</b>	<b>Cartons</b>		
Dress	News	Egg		
Curtain	Magazine	Fruit Juice		
Upholstery	Gift Wrapping	Yoghurt		
Hessian	Brown	Tea		
Lace	Store Wrapping	Match Boxes		
Ribbon	Tissue	Cellophane		
Clip	Plates			
	Off cuts of paper & Card			
	Easter egg foil			
<b>Plastic</b>	<b>Cardboard</b>	<b>Nuts</b>	<b>Dry Food</b>	
Sheeting	Corrugated	Pine Cones	Macaroni	
Cups	Tubes	Gum	Rice	
<b>Miscellaneous</b>				
Cards – birthday	Screws	Beads	Rope	
Cards- Xmas	Cotton wool	Lino	Wood shavings	
Wool	Curtain rings	Corks	Wood off cuts	
Ceramic tiles	Cotton reels	Shells	Pop sticks	
Plywood	Waistcoats	Ties	Masonite	
Onion bags	Handbags	Fly wire	Orange bags	
Tin foil	Men's shirts	Feathers	Egg shells	
Rubber bands	Women's skirts	Bottle tops	Sawdust	
Vinyl scraps	Old jewellery	Buttons	Women's dresses	

## **ROUTINES OF THE EARLY CHILDHOOD CENTRE**

### **STARTING AND FINISHING TIMES**

To ensure your child and other children settle more easily, please observe the starting and finishing times as closely as possible. Please bring and collect your child on time. Students who arrive late disrupt the morning routines which are an essential part of setting up the day's learning. Students who arrive late will be required to sign in at the office before being admitted to the classroom.

To ensure your child's safety, we ask that you remain outside the classroom until the door is opened at the start and finish of the session. Children must not wait in the playground without a parent or guardian.

### **No one should play on equipment before or after school.**

It can be distressing to the child if parents/guardians are late. A courtesy call is appreciated if you are going to be late. Classes are dismissed at 3:00pm. As with all students, prompt pick up is essential. Students who are not collected promptly will be escorted to the Administration Block where they will wait for collection.

If you are not collecting your child yourself, please write the teacher a note, which will introduce the person who is collecting your child, or write it in the "Pick Up" book at the beginning of the session. Older students should not collect children, unless they are Year 4 and above and have a note from the child's parent or guardian. If you need to collect your child early, please arrange this with the teacher at the beginning of the session. **Be aware that the internal gates will be locked at 3.15pm. Please ensure you have left the area by this time.**

### **SICK STUDENTS**

If a student is sick, they should not be at school. If your child becomes unwell during the day and parents are requested to collect them from class, they must be signed out through a sign-out book in your child's classroom.

### **CLOTHING/ FOOTWEAR**

Students are required to wear their school uniform. Please note that it is a requirement, for safety reasons, that children keep shoes on at all times.

**Please supply your child with a spare full set of clothes, including underwear, in a plastic bag with the items clearly named and keep them permanently in their school bag. Keep the seasons in mind (for hot or cold weather clothing).**

When children enter an unfamiliar environment they do not always behave in their usual fashion. Sometimes they become so involved in an activity they forget to go to the toilet. Also, accidents such as spilling water, paint etc happen. If your child needs to use their change of clothes, please place another set back into their bag as soon as possible.

### **BEHAVIOUR**

The behaviour of all students at WPS is managed and monitored through the School Behaviour Management Plan. A component of this process is that students who do not comply with the class and school behaviour codes, may be sent to a 'like year level' buddy class for a short withdrawal (time-out). The details are entered into the school data base for tracking student behaviour. Pre Primary students who have repeated or serious breaches of the Code of Conduct (School/Class Rules) will be issued with a letter to take home and their behaviour will be reflected upon with a member of the School Admin team.

### **SCHOOL BAGS**

A bag, which is large enough to hold a lunch box, water bottle, hat and the children's work, is required. Kindy cases are too small. Please check your child's bag every day as we often send notes home for your information.

### **HATS/SUNSCREEN**

The school has a **"No Hat, No Play"** policy. This means that any student without a hat is unable to play in the open. Please ensure hats are clearly labelled as well as jumpers and other clothing that children take on and off.

We recommend that children wear a black broad brimmed or legionnaire style hat, as advised by the Cancer Council.

### **SUN SAFE**

***Whilst staff exercise as much care as possible, the provision of sunscreen and appropriate hats are seen to be a parent responsibility.***

Parents are requested to assist the school in minimizing risks by discussing the dangers of exposure to the sun and by providing appropriate clothing, hats and sunscreen.

### **FRUIT**

Kindy and Pre-Primary classes practice crunch and sip. Each child should bring a portion of fruit or vegetables, already cut, in a small container to bring into class. Please label containers with your child's name.

**Please advise the teacher if your child has any food allergies.**

### **LUNCH**

Once again, please consider healthy options when preparing your child's lunch. Lunch should consist of foods your child will eat and in quantities they would normally consume. **Lunch boxes, lids and water bottles need to be clearly named.**

### **NUT POLICY**

Due to the increase in allergic reactions to nut products, we request that your child does not bring nut products to school. This includes Nutella.

### **TOYS**

Toys brought to school are sometimes lost or broken. This often results in many tears and heartbreak. Please encourage your child to keep their precious toys and trinkets at home. The exception will be made on your child's 'show and tell' day. However, toys will not be played with, only shown.

### **BIRTHDAYS**

Birthdays are an important part of your child's life. Parents are welcome to bring in cup-cakes to share with the other children as part of their child's birthday. Please advise the teacher if you do not wish your child to take part in these celebrations for any reason.

### **EMERGENCY CONTACT**

We urge you to keep the "emergency number" on the admission card up to date so we can deal with sick or injured children quickly and relieve their distress. Please ensure that the person you have nominated is aware that their name is on your child's admission card for this purpose. Please also advise the teacher of any change of home address, telephone number or other details.

### **CUSTODY**

Parents who have custody papers or orders should provide copies for the school. The class teacher and school administration should be made aware of any custody issues. Any changes to Court Orders need to be adjusted at school so we can act accordingly.

### **PARENT HELP**

We would be very grateful for parent help in our **morning session 8:30 am to approximately 12:00 noon**. This provides an opportunity for you to see how your child is coping with the classroom environment. Help during this time can be given in supervising activities, preparing fruit, mending games, story telling, preparing materials etc. The rosters will be placed on the notice board for your reference.

A **CONFIDENTIAL DECLARATION** must be completed for all in class parent help.

A **WORKING WITH CHILDREN** card must be obtained for any other family member over 18 years of age to assist in the classroom.



## **SCREENING OF VOLUNTEERS AND PARENTS ASSISTING IN SCHOOLS**

Schools are required by The Department of Education and Training to obtain **Confidential Declarations** from all volunteers and parents assisting with students at schools. This includes parents participating as parent helpers in Kindergarten and Pre-Primary classes, attending excursions and any other situations where you are helping out at the school. Your child's classroom teacher will ask you to complete a *Confidential Declaration* at the beginning of the school year. These forms will be kept on file at the office. A copy of the form is included in this booklet for you perusal.

## **SAFETY HOUSE PROGRAM**

At present a Safety House Program operates throughout the school district. This program is dependent upon volunteer helpers. Anyone willing to help in this area should contact the P. & C. Safety House Committee.

## **PARENT /TEACHER COMMUNICATION**

To keep you informed of your child's progress, we rely upon three main forms of communication:

1. The **Work Sample Folder** – This is a collection of samples of the children's work, some of which are to show the types of activities they have been doing and others that give an indication of their developmental progress. (Kindy only)
2. The **Teacher/Parent interviews** – These are available throughout the year and are initiated by either teacher or parent request. If you wish to have an interview it is advisable to make an appointment rather than trying to chat before or after school. These are very busy times of the day and the teacher may not be able to spend quality time with you.
3. **Reports** – Progress reports will be sent home at the end of Term 2 and Term 4.

We have a strong commitment to keep parents informed of school matters. School newsletters are available on the website. Please visit [www.willetttonps.wa.edu.au](http://www.willetttonps.wa.edu.au) to subscribe.

## **SCHOOL CAR PARKING**

The main school car park off Woodpecker Avenue is strictly for staff use only.

Parents, visitors and dental clinic patients may use the parallel parking provided in Woodpecker Avenue and Pinetree Gully Road, or in the Pinetree Gully Road car park.

The car park in Pinetree Gully Road operates one way only. The Kiss and Drive bays are for dropping off your children. There are also set down and pick up bays available for longer term parking. Please be considerate.

## **SPEED RESTRICTIONS**

A speed limit of 40km/hr has been imposed around the school precinct. In the interests of student safety, please abide by these restrictions.

## **PARENTS & CITIZENS COMMITTEE**

Kindergarten and Pre-Primary Parents are welcome to attend P & C Meetings. Please refer to the School Newsletter for details of the meetings. The P & C Association meets to discuss issues concerning the whole school. Consider being a member of the P & C, as it is a good opportunity for parents to be informed of school planning, policies and to have an input into decision-making. Everyone is welcome to attend committee meetings.

Everyone is welcome to attend Committee meetings. These meetings discuss possible fundraising activities so that items can be purchased for the Kindergarten and Pre-Primary children. Please allow some time to come along and keep updated with Kindy/Pre-Primary events.

## **HEALTH**

Please notify the teacher of any cases of communicable diseases. For your convenience information concerning common communicable diseases can be found at the end of this booklet.

A school nurse visits our school regularly. Any concerns about your child's health can be referred to the school nurse through the classroom teacher.

For health and safety reasons longer hair should be tied up.

If your child has an illness that requires the administration of medication during school hours please make arrangements for parent or carer to give dosage. In special cases teachers may administer medication but only after completion of detailed medical forms.

Should your child be unwell, overtired, or irritable, the best place is home.

## **AMBULANCE POLICY**

In the event of a serious injury, students will be placed in an ambulance and transported to hospital. Parents will be liable for costs incurred.

## **ABSENTEE NOTES**

It would be appreciated if all absences could be accompanied by a note when your child resumes school.

## **COMMUNITY HEALTH NURSES (SCHOOLS)** (Telephone 9313 5418)

Community Health Nurses from Armadale Community Health Service provide services to the school. The nurses visit the school by arrangement and:

- Provide assistance with and monitoring of children with chronic medical conditions
- Undertake assessments on children, with parental consent, to detect and refer on, when required, conditions adversely affecting learning
- Participate in and provide assistance to health promotion and education programs
- Provide health related short-term counselling and crisis intervention on health related issues
- Provide advice on health related issues when required

The nurses can be consulted by parents/care-givers to discuss any health related issue affecting their children by contacting them via the school office.

**CONFIDENTIAL DECLARATION**

SCREEN FORM 2

VISITORS

EDUCATION DEPARTMENT OF WESTERN AUSTRALIA  
151 Royal Street  
EAST PERTH WA 6004  
PHONE: 08 9264 4111

**CONFIDENTIAL DECLARATION**

**This form is for persons requiring access to schools who are not employees of the Education Department.**

Please place a tick in one of the boxes below.

<b>(1)</b>	I declare that I <b>do not have</b> any convictions, circumstances or reasons that might preclude my working with or near children.	<input type="checkbox"/>
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Or

<b>(2)</b>	I declare that I <b>do have</b> convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below. _____ _____ _____	<input type="checkbox"/>
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I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(BLOCK PRINT PLEASE)**

Signature: \_\_\_\_\_

Company: (if relevant) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

School: \_\_\_\_\_

## COMMON COMMUNICABLE DISEASES

### **CHICKEN POX**

Exclude from school. Exclude until recovered or until at least 5 days after the eruption first appears.

Some remaining scabs are not an indication for continued exclusion.

Contacts - do not exclude. Any child with an immune deficiency or receiving chemotherapy should be excluded for their own protection.

### **CONJUNCTIVITIS**

Exclude from school until discharge from eyes has ceased.

Contacts - do not exclude.

### **DIARRHOEA**

Exclude until diarrhoea has ceased, for 24 hours.

### **GERMAN MEASLES (Rubella)**

Exclude from school.

Re-admit on recovery or 4 days after onset of rash. (Please let us know so that mothers who are pregnant can be warned).

### **HAND, FOOT AND MOUTH DISEASE**

Exclude until vesicles have formed crusts that are dry.

### **HOOKWORM**

Exclude until diarrhoea has ceased.

### **IMPETIGO (School Sores)**

Exclude until effective treatment (including antibiotic treatment and the proper use of occlusive dressings) has been instituted.

Contacts - do not exclude.

### **LICE**

Exclude until effective treatment has been instituted. (Parents should remove all evidence of infestation from hair).

Contacts - Family contacts will probably be infested and should be treated. Other close contacts should be checked regularly for signs of infestation. The link to the Health Dept:

<http://www.healthywa.wa.gov.au/Healthy-WA/Articles/F I/Head-lice>

### **MEASLES**

Exclude from school.

Re-admit on medical certificate of recovery or at least 4 days after appearance of the rash if well.

Can only be diagnosed positively by blood test.

Contacts - Do not exclude immunised contacts (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into pre-school or day care centre unless they have had the disease).

### **MENINGOCOCCAL DISEASE**

Exclude until antibiotic treatment has been completed.

### **MUMPS**

Exclude from school for 9 days or until swelling goes down.

Contacts - do not exclude.

### **WHOOPING COUGH**

Exclude for 3 weeks from onset of illness or for 5 days after starting antibiotic treatment.

Re-admit on medical certificate of recovery.

Contacts - do not exclude.