

# LIWARA CATHOLIC PRIMARY SCHOOL



## KINDERGARTEN INFORMATION

## PROCEDURES FOR ARRIVAL/PICK UP

### **Kindy times are 8:45 -2:45**

The Kindy doors open at 8.40 in readiness for 8:45am contact time. All school play equipment both on the oval and in our Early Learning Centre, is **out of bounds for students both before and after school** and we ask for your support by not allowing your children to play on equipment at those times.

Students must be brought into the classroom by an adult each morning and picked up by an adult. not dropped off from the car park. Students must be delivered and picked up by an adult. Children will only be dismissed to an authorised person, so please **inform the teacher in writing** if your child is to be collected by another adult. An authority book is available in the classroom to enable parents to let us know about temporary changes. If it is a permanent arrangement, please inform the staff in writing and the change of details will be recorded so that further correspondence is not required.

If you are experiencing difficulties with transport, please let us know. We may be able to link you with another parent who can help.



### LATE ARRIVALS/EARLY PICK UP

If you arrive late to school, or if you need to pick up your child before the end of the school day, please ensure you have been to the School Office to sign your child in or out and then hand the slip to the K staff on arrival.

### SEPARATION ANXIETY

It is quite common for children to experience some anxiety in the initial stages of attending school. Please be aware that the best way to handle this is to remain positive and encouraging and to alert the staff that your child will need some support. Please make your farewell firm and swift. You are welcome to call and check they have settled. If we don't call you, then it means your child has settled quickly. When you pick them up please be on time and celebrate the events of their day and yours and help them to look forward to the next Kindy day.



## **WE ENCOURAGE INDEPENDENCE**

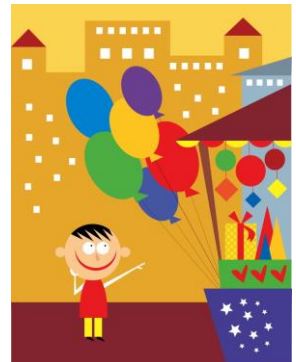
Self-management is one of the fundamental skills that we will be encouraging in the children. We want children to carry their own backpacks, place their supplies for the day in the appropriate place, put drawings in their note folders and collect and pack their own bags. We expect them to keep a track of their items of clothing and the best way for them to experience success is to have everything LABELLED. Your support is appreciated.

## **PARENT ROSTERS**

Our students love it when parents are on roster and we encourage both parents to be a part of our classroom. You will gain an insight into what we are learning and how we spend our time at Kindy. You will also be able to interact with your child and their friends. If you have other talents such as music, dancing, painting, or you may have access to a place that would be great for excursions etc, we would love to hear from you.

As this is your special time with your child, younger siblings are discouraged from attending with you when you are on roster.

A parent roster timetable will be available at the beginning of each term for you to allocate your preferred day and time. Please make changes with another parent and let Kindy staff know if you cannot make your allocated day.



## **ROSTER ADVICE**

Always comment positively and be encouraging.

- ❖ Be actively involved yourself; ask questions of your child; have them explain what they are doing/playing; be part of their play.
- ❖ Always encourage children to 'have a go' or to do things for themselves.
- ❖ Encourage children to communicate with you and their peers.
- ❖ Confidentiality is essential. Please do not discuss other children with parents, friends or the Kindy staff.
- ❖ Children all develop and their individual progress must be respected.
- ❖ Have fun!

## BIRTHDAYS

We celebrate student's birthdays at school. We sing, wear (or hold) the Birthday Hat and do various other little things so that the birthday person feels special.

## STUDENT INFORMATION

Please notify the School Office and the Kindy of any changes of address, telephone or emergency contact numbers. If your child has a medical condition or any fears that we should know about don't hesitate to talk to us about it. Remember our first concern is the welfare of your child.

Students with special medical needs, such as asthma or food allergies are required to have an Emergency Action Plan in place, signed by the child's GP outlining the management of the specific condition.



Please notify the school via the absentee line if your child is sick on the day and a **written note** must be sent giving a reason for the absence. **Please keep sick children at home.** It is suggested that 24 hours after the last vomit or bowel movement is the best way to

stop the spread of gastroenteritis. It is one thing for a child to appear to be better at home and another for them to cope with the demands of a busy day at Kindy. Please do not return your child to school until that time has lapsed. If an infectious disease is the cause such as chicken pox or school sores, please notify the school as soon as you are aware of it. Report any case of head lice immediately so parents can be notified.

## RECESS AND LUNCH

Each child is to bring their recess and lunch in a lunchbox as well as a full water bottle. **ALL ITEMS SENT TO SCHOOL MUST BE CLEARLY NAMED.** Ensure your child knows what to eat at recess, using separate containers or snap lock bags may help with this.



In order to encourage healthy eating habits please ensure the food in your child's lunch box includes nutritional choices and kept cool with an ice pack. **Pre-packaged snacks are full of sugar and fats and are to be discouraged. Please do not pack lollies and chocolate treats etc.** Please ensure all containers can be opened easily by the children.

Water bottles are placed on the water trolley and we encourage the children to drink throughout the day. Bottles are refilled.

### **CLOTHING**

As we are active throughout the day shorts, track pants and comfortable clothes and closed in shoes are required. Please ensure no 'crocs' or thongs are worn to school. Even though aprons are worn for messy activities it is difficult for children to come home perfectly clean. Easily washed clothes are the most practical and if your child gets paint on their clothes remember to soak in **cold water**.

Your child needs to wear clothing that they can manage easily when going to the toilet. Hats are needed every day. Liwara, has a '*no hat, no outside play*' rule. Please provide spare clothes in your child's bag in case of accidents. **Make sure items of clothes are labelled with your child's name.** Children are required to wear shoes outside during play. They may need to empty out sand before coming inside and we will help them with this.

No jewellery may be worn apart from studs or sleepers. Please keep play jewellery and toys of any kind at home.

### **NOTE FOLDERS**

It is important that everyone is kept informed as to what is happening both within the school and at Kindy. Note folders will go home with every child each day. It will contain notes concerning Kindy activities, school wide events and your child's work. The routine we would like to establish is that the folder goes home each night and brought back EVERY day and placed into the NOTE FOLDER BOX.

### **HELP NEEDED**

We will ask for help to wash towels and mats each week, to make playdough regularly and to provide small amounts of ingredients needed for class cooking via the note folder.

## **RECYCLED MATERIALS**

We love to use recycled materials at Kindy, so please save what you can and bring it along. If you have access to off cuts of paper and card or paper that can be used for drawing and painting, please send it along. We appreciate whatever you can supply. Some things we require:

- ☺ Material scraps, especially velvet, lace, netting.
- ☺ Firm, clean boxes and egg cartons
- ☺ Cardboard all shapes and sizes
- ☺ Cards, magazines paper
- ☺ Any old clothes, shoes, hats, gloves for dress ups (not costumes)
- ☺ Lids - spray can, bottle tops, corks, kitchen utensils
- ☺ Cotton reels, buttons, reels, wool
- ☺ Wood off cuts (soft pine), bark, wood shavings



## **COMMUNICATION**

It is essential to have good communication between parents and teachers. If you wish to discuss your child's progress or any concerns you have please make an appointment at a mutually convenient time with your child's teacher. For day to day concerns, please let us know at the beginning of the day. Your children are our priority and their welfare is very important to us. What may seem trivial to an adult may be a major concern to a child.

The school publishes a fortnightly newsletter and it is your responsibility to keep up to date on the events of our school community. It is available on the web site in the even numbered weeks.

**This booklet contains lots of information. We suggest you keep it handy so you can refer to it when you need to.**

