A Note From The Principal

On behalf of all East Narrogin Primary School Staff, I welcome you and your student to our progressive school. I am most confident your student will enjoy an engaging, educationally sound experience at East Narrogin.

Our school strives to ensure all students, regardless of ability or style of learning, are provided with the opportunity to reach their full potential in a positive, supportive and engaging learning environment. We foster individual student interests, encourage active participation in the learning process, and assist students to develop their ability to apply knowledge and skills to real life experiences and challenges.

Building community confidence is a significant component of being a recognised and respected educational institution, and we sincerely appreciate the tremendous parental support at East Narrogin Primary School, and encourage parents and wider community members to visit our school and feel welcome. As parents and guardians, you are the first and most important educator in your students’ life.

The school values its strong partnerships with the parent and wider community and has an active and supportive Parents and Citizens Association and School Board. New members are always warmly welcomed and I strongly encourage you to consider joining one of these important groups within our school.

We look forward, with great anticipation, to getting to know you and your student, and working closely with you to ensure the partnership between home and school remains strong and vibrant. Together we can achieve focused academic goals, and social and emotional growth for all students.

Please feel free to visit our school at your convenience, and become involved in any capacity that assists the enrichment of the learning experience for our students.

I look forward to witnessing the positive influence your student will have on our school.

Kate Wilson
Principal
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EAST NARROGIN KINDERGARTEN

PHONE: 9881 2015
SCHOOL: 9881 1581    FAX: 9881 1707
http://www.eastnarroginps.wa.edu.au

PRINCIPAL: Kate Wilson
DEPUTY PRINCIPAL: Joanna Hayes, Johan Van Wyk

STAFFING

Off site Centre – Cnr Gray & Hansard Street
Teacher        Dale Hohipuha
Education Assistants  Tracy Bolton and Sue Burbridge
AEIO’s          Carole Kickett and Laycee Coles

TERM DATES FOR STUDENTS 2015

TERM 1  Monday 02 February - Thursday 02 April
TERM 2  Monday 20 April - Friday 03 July
TERM 3  Monday 20 July - Friday 25 September
TERM 4  Monday 12 October - Thursday 17 December

**Please note these dates on your calendar.

SCHOOL DEVELOPMENT DAYS 2015

Students do not attend school on these days.

Thursday and Friday  29 January and 30 January
Tuesday             02 June
Monday              20 July
Friday              27 November
Friday              18 December

PUBLIC HOLIDAYS

Monday 26 January  AUSTRALIA DAY HOLIDAY
Monday 02 March   LABOUR DAY
Friday 03 April   GOOD FRIDAY
Monday 06 April   EASTER MONDAY
Saturday 25 April ANZAC DAY
Monday 27 April   ANZAC DAY OBSERVED
Monday 01 June    WESTERN AUSTRALIA DAY
Monday 28 September  QUEEN’S BIRTHDAY
Friday 25 December CHRISTMAS DAY
Saturday 26 December BOXING DAY

Note: The Public Holidays falling during term have been highlighted.
A Note From The Staff

Dear Parents/Caregivers,

Welcome to this centre for an exciting year of new and challenging activities for your children and yourselves. We are looking forward to sharing this time with you and your child.

This introductory booklet contains important information about our centre. Please keep it in a safe place for easy referral to things like important dates for the year, contributions to the centre and information about childhood illnesses.

The children are able to place lunch orders from the canteen menu. There is an updated menu at the beginning of each term. Lunch orders must be placed at the canteen or with us prior to 8.55am and we will collect the lunches at lunchtime. PLEASE NOTE that your children will still need to bring a morning snack, as we DO NOT collect food from the canteen at recess time.

When your child begins our sessions we like to start the day smoothly, so it is important to establish the following routine with your child. After placing lunchboxes and bags in the correct place, you are welcome to share a puzzle or a book with your child until the session starts at 8.50am. (The time prior to the start of the session is valuable to us, as we prepare the day’s lessons, so your assistance with puzzles is greatly appreciated.) At this time, we would like you to pack away and say a quick goodbye to your child. The children will then participate in a mat session. You are welcome to stay with your child if he or she is upset in any way.

We are looking forward to your continued co-operation and assistance throughout this vital year of your child’s education. We will be happy to speak with you if you have concerns, but an appointment with the teacher is preferred, especially if the discussion is going to be lengthy.

Thank you and kind regards,

East Narrogin Primary School Kindergarten Staff 2015
CLASSROOM PHILOSOPHY

We provide a balanced mix of both formal and informal programs where the children can develop skills, knowledge and values as outlined in the Early Years Learning Framework for Australia and the Western Australian Kindergarten Curriculum.

- According to their own needs
- As unique individuals
- At their own pace…

by taking an active role in their own development and responding to the requirements of the social group.

This active role includes:

- Challenging self through daily play
- Exploring the environment
- Concentrating
- Experimenting
- Discovering
- Persisting
- Asking questions
- Attending to given information
- Following directions
- Acting on constructive evaluation
- Answering questions
- Talking
- Helping
- Sharing
- Listening

The children may be entering a structured program for the first time so a smooth transition from home to this classroom is very important. For this reason we like to encourage parents to stay if the child is upset in any way, leaving the centre when they are both ready for this separation.

The program has a child centred approach to help individuals develop skills in all developmental areas:

- Social
- Emotional
- Physical
- Language
- Cognitive
These areas provide the focus for formal teaching, learning and assessment.

Group rules and expectations focus on the safety of everybody and are developed slowly and consistently with the ultimate goal being self-regulation and acknowledgment of our rules.

The progress of the children is monitored during the year through the use of portfolios, checklists, anecdotal observations and discussions with parents.

We strive to provide a wide variety of enjoyable, educational experiences, the emphasis being on positive self-concepts, group co-operation and a positive attitude towards learning as well as developing within each child a willingness to try new experiences without fear of failing.

We look forward to a rewarding year with everyone involved in the program at this centre.

**East Narrogin Primary School Staff, 2015**
BEHAVIOUR EXPECTATIONS

Our basic rules for the safety of all the children are as follows:

- We always try to share toys and equipment.
- We co-operate with friends and adults in the centre.
- We walk inside.
- We do not hurt each other.
- We care for equipment and toys.
- We help our friends.
- We respect the creations of our friends.
- At mat time we follow the five L’s:
  1. Lips Closed.
  3. Look at the speaker.
  4. Listening carefully.
  5. Ready to Learn.

Most of the time the children are very receptive to these rules. They show concern for a friend who is hurt and defend a friend in need.

If a child is continuing to do something that is anti-social after two reminders and redirection, a time out procedure is adopted.

- The child is asked to sit quietly on the ‘sad chair’ for a few minutes near the teacher.
- If this occurs during outdoor play the child is seated near the teacher.
- Following discussion with the teacher an apology is expected.
- The child is allowed to rejoin the group with the understanding that he/she will need to sit for a longer time if the behaviour reoccurs.
- In extreme circumstances the Administration team will be called to help with the child’s behaviour and parents will be called to collect the child.

We are mindful of the fact that these are small children and that some children may take longer to respond than others. Also others need more reminders of our rules. Each problem is dealt with on an individual basis by staff and we are aiming to provide a safe and happy environment for all children.
THE FIRST DAY OF KINDERGARTEN

Your child’s first day at Kindergarten will be an exciting and emotional event for the whole family. As a parent the thought of sending your child off to Kindergarten could well be slightly traumatic and for children the reality of starting ‘school’ can be a scary yet highly anticipated event.

With a little preparation and planning prior to the big day you can help ensure your child’s first day at kindergarten is a positive and rewarding experience.

BEFORE THE FIRST DAY

- Talk to your child about Kindergarten and what an exciting adventure it will be. Have a chat to your child’s teacher to gain information on the Kindergarten program.
- Help your child prepare mentally for Kindergarten by spending time with them during the day or at weekends doing activities for concentrated amounts of time, such as reading a book together for fifteen minutes or playing a board game. Listening and direction games such as Simon Says will teach your child how to follow instructions.
- In the weeks leading up to Kindergarten encourage your child to be as independent as possible when it comes to dressing, feeding, going to the toilet, looking for things and washing their hands. This will give your child the confidence to perform these tasks on his/her own at Kindergarten.
- If possible spend time with other Kindergarten children in the days leading up to the start of Kindergarten so your child builds up a sense of anticipation and confidence in dealing with other Kindergarten children.
- Visit the Kindergarten with your child during school hours. This will ensure your child is familiar with the staff and surroundings and will give you an opportunity to ask any questions.
- Find out what your child needs to bring with them to Kindergarten, for example, lunch box, sunscreen, hat.
- **LABEL ALL YOUR CHILD’S ITEMS.** This will help your child to identify their belongings.

ON THE FIRST DAY

- Get up early to ensure you have plenty of time to get everything done in a peaceful and positive environment.
- Pack a change of clothes, so that your child has something of their own to change into, in the case of an emergency!
- When you arrive at Kindergarten, take your child in, show them where to put their belongings and introduce them to the teacher.
- If you are leaving straight away, give your child a cuddle and kiss, and say goodbye in a positive voice and leave. Try not to turn around if your child starts crying. Remember almost as soon as you are out of sight your child will have stopped crying.
- If you are staying, move to the puzzle area for book and puzzle sharing with your child.
### A DAY IN THE KINDERGARTEN

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.40am</td>
<td>Preparation and welcome, puzzles, books and stories with families and caregivers</td>
</tr>
<tr>
<td>8.55am</td>
<td>Pack away puzzles and books, goodbyes to families, greetings, attendance, bus, lunches</td>
</tr>
<tr>
<td>9.00am</td>
<td>Mat session – Greeting, weather, days of the week</td>
</tr>
<tr>
<td>9.05am</td>
<td>Outdoor Activities. Remove shoes ready for outdoor play, call names, shoes to baskets, hats on, proceed to outdoors</td>
</tr>
<tr>
<td>9.30am</td>
<td>Indoors for language session and activities *</td>
</tr>
<tr>
<td>10.30am</td>
<td>Snack time</td>
</tr>
<tr>
<td>10.45am</td>
<td>Mathematics, mat session and activities *</td>
</tr>
<tr>
<td>11.50am</td>
<td>Tidy up indoors, hand washing, mat time for Story and Rhymes</td>
</tr>
<tr>
<td>11.55am</td>
<td>Language activities, Rhyme Time and Stories</td>
</tr>
<tr>
<td>12.10pm</td>
<td>Lunch then puzzles, books and quiet time while staff finish lunch and tidy lunch tables</td>
</tr>
<tr>
<td>12.30pm</td>
<td>Final Outdoor Play session</td>
</tr>
<tr>
<td>1.30pm</td>
<td>Pack away outdoors and wash hands for mat session</td>
</tr>
<tr>
<td>1.40pm</td>
<td>Mat session – integrated theme</td>
</tr>
<tr>
<td>1.50pm</td>
<td>Indoors – complete theme activities, manipulative play and construction, blocks and home corner *</td>
</tr>
<tr>
<td>2.30pm</td>
<td>Pack away indoors, shoes and socks, wash hands, afternoon snack</td>
</tr>
<tr>
<td>2.40pm</td>
<td>Music Session</td>
</tr>
<tr>
<td>3.10pm</td>
<td>Home Time End Of Session</td>
</tr>
</tbody>
</table>

* Children have access to play areas – home corner, construction and play dough, blocks and painting during indoor activity sessions.
**READINESS FOR KINDERGARTEN**

**What You Can do To Help Your child**

1. Threading activities: beads, macaroni, cut straws etc.
2. Picture sorting – cut pictures from magazines and sort them into groups ie food, animals, people.
3. Measuring activities – children measure various items with strips of paper.
4. Collage pictures from anything that will stick to paper or card. Some ideas are – material, ribbon/wool scraps, torn paper shapes–newspaper, wrapping paper, old magazines, leaves, sticks, seeds, sawdust etc.
5. Constructions using cardboard boxes, pop sticks, paper, cylinders etc.
6. Playdough – provide children with a variety of kitchen utensils (the best recipe is found on the cream of tartar packet).
7. Let the children experiment with good workable scissors. Left handed children NEED left handed scissors.
8. Provide a space to write and draw on a small table. Use a variety of pens/paper/crayons and textas for drawing and encourage use of favoured hand and CORRECT pencil grip.
9. Walking, running, ball play, sand play, dressing up, bike riding and climbing at the park are good fun when it’s fine.
10. Talking and listening are important skills to help your child learn to follow simple directions and answer questions about stories you have read together, promoting language development and conversation skills.
11. Talk about colours i.e. when building blocks say, “find me a blue one”.
12. Count with your child using pegs, spoons, rocks etc.
13. Play word, board, card and computer games.
14. Provide a dress up box with old clothes, shoes, hats and scarves.
15. Make birthday cards, thankyou cards and invitations to send to friends.
16. Play shops with things from the kitchen, shopping bags, purses and real or play money. Make lists, signs and prices together.
17. Cook simple things together. Read and talk about recipes. Give your child one or two simple directions to follow.
18. Listen to taped stories.
19. Sing nursery rhymes and poems.
DAILY PRACTICE AT HOME – CUTTING AND DRAWING

We see your child regularly and provide as many opportunities to participate in these activities as we can – you have your child for the rest of the week and it would help immensely if you would spend some time with him/her to practice these skills at home on a daily basis.

- LEFT OR RIGHT? – Your child needs to have a dominant hand established early so that the fine motor skills are well developed ready for Pre-Primary.

- PENCILS – Attached to this booklet is a flyer detailing correct pencil grip which we encourage the children to learn in Kindergarten and Pre-Primary – it takes a lot of practice to achieve this and when your child develops an incorrect grip it limits the skill with which he or she writes letters later on and is VERY difficult to change.

- SCISSORS – the importance of correct scissor hold and well maintained scissors is very important. (Have you experienced the frustration of scissors that won’t cut something? Too blunt or too stiff?) We encourage the children to hold the scissors in their preferred hand with the thumb in the upper handle and index and tall finger in the lower handle. If your child is left handed he/she needs left handed scissors – the blades are arranged differently. The child then holds the paper in his/her non-preferred hand and cuts away from themselves around the shape – turning the paper as needed.

Outdoor Play

- Encourage climbing, hopping, balancing, running, throwing, catching, crawling over and under, star jumps, walking heel to toe, rolling, jumping and skipping. These are all gross motor skills and will help your child to develop their coordination and concentration ready for formal learning.

- Invite your child’s friends for a play to develop:
  ✫ Social skills: i.e. turn taking
  ✫ Bat and ball skills
  ✫ Kicking a ball
  ✫ Throwing and catching - a large ball, medium sized ball, then a small sized ball.
TIPS ON HELPING YOUR CHILD WITH READING

- Look at pictures. Talk and ask questions about the pictures.
- Identify words in the book. How many times do familiar words arise?
- When reading aloud, follow the words with your finger, pointing out pictures and talk together about the story.
- Let your child pretend to read. Children pretend to read at this phase by making up the story. This is a great start.
- Show your child how to look after books such as turning the pages carefully.
- Encourage children to enjoy books on their own.
- Young children have a short attention span and can lose interest quickly. Little and often is best. A good 10 minutes is better than half an hour.
- Turn off television to avoid distractions.

Why should I read to my child?

- Children who enjoy reading do much better at school and are much more likely to have good literacy skills.
- Children who are familiar with books and stories are better prepared for school.
- Sharing books together will help teach children about sounds and patterns in words, the structure of stories and what kind of books they enjoy.
- People with good literacy skills are more likely to have higher self esteem, better health and a greater range of employment opportunities.
- Reading with children and talking about stories is a wonderful way to show that reading is valued and a great way to spend time together.
- Children learn by example so if they see you reading they are more likely to read as well.
MATERIALS REQUIRED

Please provide the following items at the beginning of the year:

- **A LARGE** backpack with name clearly marked.
- A plastic Coles bag containing a change of season appropriate clothes (including underwear) to be left at the kindergarten, in case of accidents. **PLEASE NAME THE BAG AND CONTENTS CLEARLY.**
- A hat with name clearly marked (**TO BE LEFT AT KINDERGARTEN**).
- A box of tissues.
- 1 packet coloured crepe paper
- 1 packet tissue paper
- 1 packet plain flour.
- 1 roll of paper towel.
- 2 packets cream of tartar.
- 1 box of coloured sticky dots.
- 2 plastic display folder A4 size with 3 packets of refills - **please put these into folder.**
- A packet of paper plates for artwork - uncoated dinner size please.
- 2 x large glue sticks
- 1 packet of connector pens
- 1 packet of roll up crayons
- 1 packet of triangular formative coloured pencils
- 4 x **HB** Triangular formative lead pencils
- 2 x Faber Castell Whiteboard markers
- 2 x Highlighter pens

**Daily:**  
- a packed lunch (no lollies please). Please **NAME** all boxes, bottles etc.
- one piece of fruit (for shared fruit time)
DON'T THROW THEM AWAY  
WE’LL PUT THEM TO GOOD USE

We need to collect a variety of recycled materials suitable for use in the Kindy. Below is a list of materials that would be useful. We would appreciate donations of any of these kinds of things:

- Magazines
- Dress up items for home corner
- Shells
- Plastic bags
- Coloured wrapping paper
- Plastic bottle lids
- Small cardboard boxes of any kind
- Old plastic serving spoons etc for use in sand pit

<table>
<thead>
<tr>
<th>Magazines</th>
<th>Ribbon</th>
<th>String</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wool &amp; Fabric Scraps</td>
<td>Buttons</td>
<td>Christmas &amp; Birthday cards</td>
</tr>
<tr>
<td>String</td>
<td>Doilies</td>
<td>Safety Pins</td>
</tr>
<tr>
<td>Plastic ice-cream containers with lids</td>
<td>Cardboard rolls</td>
<td>Cereal boxes</td>
</tr>
<tr>
<td>Leather scraps</td>
<td>Beads - Large - plastic or wooden</td>
<td>Printer’s off-cuts of cardboard</td>
</tr>
<tr>
<td>Margarine &amp; Chinese food containers</td>
<td>Streamers</td>
<td></td>
</tr>
<tr>
<td>Children’s sized clothes (including undies) to add to our spares clothes box</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please No Pet food, soap or medicine boxes/packets
GENERAL INFORMATION

KINDERGARTEN DAYS FOR 2014
Semester One (Term 1 and Term 2) – Tuesday and Thursday (2 full days per week)
Semester Two (Term 3 and Term 4) – Tuesday, Wednesday and Friday (3 full days per week)

All Kindy days will start at 8.40am and finish at 3.10pm.

ARRIVAL AND DEPARTURE TIMES
- Please assist us by ensuring your child arrives and is collected at the correct times.
- Please bring your child to the Centre and pick them up from the sliding door entrance.
- If your child is to be picked up by someone other than their guardian please notify the centre as I cannot hand your child to someone else without your authority.

CHANGE OF ADDRESS
Please inform us promptly of changes to addresses and phone numbers (including mobile). It is especially important to inform us if Emergency Contact People or numbers change.

BUSES
Children are delivered to our centre. PLEASE INFORM STAFF OF BUS AND DRIVER NAMES PLEASE. At the end of the day we walk the bus children to the East Narrogin Primary School Bus Stop.

PARENT INVOLVEMENT
Parents (and other relatives) are most welcome in the Centre. A parent roster can be found on the Noticeboard. Other than in special situations, we will require only one parent for roster each session. The parent roster is specifically aimed at being a special time in which a parent can spend time and share learning experiences with their kindy child. Young brothers and sisters are welcome on roster with parents but it will be the parent’s responsibility to maintain supervision during the session. I also prefer that if parents bring babies to the centre they are not to be carried around by other children (including their brothers and sisters).

We invite parents and caregivers to attend sessions on a regular basis. This provides an opportunity to observe your own child interacting with other children as well as giving some assistance to other children in the centre. We appreciate the help and the children feel so special when it is ‘their turn’. We also welcome Dads, Grandmas and Grandpas and other family members – it is not only for Mums. You can also help by attending parent meetings, helping with fund raising activities and by giving these your full support.

***N.B. Anyone wanting to help at the Kindergarten, who is not a parent, MUST have a current Volunteers Working With Children Card.

We have listed a few suggestions as to ways in which you can help during your visit.
1. Station yourself so that you can see as wide an area as possible.
2. Don’t hesitate to ask the staff for advice if you are unsure of anything.
3. Encourage conversation, as children learn through talking.
4. When speaking to a child, speak clearly and slowly.
5. Try to get down to the child’s level by sitting on a low chair or the floor.
6. Avoid having long conversations with other adults over children’s heads.
7. Feel free to participate in activities with the children.
8. If activity area becomes untidy, assist children to tidy up. Everything must be returned to its correct place by the end of the session.
MEDICATION
If your child is taking any medication at home, we like you to tell us as this can result in major changes in the child’s behaviour at kindergarten. Please refer to the relevant section of this handbook for more detailed information about illness and medication.

FUNDRAISING
Your support throughout the year in all our fundraising efforts is greatly appreciated.

FEES
The fees to attend kindergarten for the year will be set in Term 4 and notification will be sent out. These are to be paid by the end of first term please to East Narrogin Primary School Registrar at the Primary School office.

BREAKFAST CLUB
Every school day between 8.30am – 8.50am, students can come to school for breakfast. The menu consists of toast with spread, cereal with fruit and milk and warm Milo. Kindergarten children need to be accompanied by an adult then escorted to Kindergarten afterwards.

PASSPORT PROGRAM
East Narrogin operates the ‘East Narrogin Passport for Participation’ to acknowledge and encourage parent involvement in school based activities. The points earned by families who participate in these activities can be redeemed for ‘East Narrogin Dollars’ and then used to pay for canteen food, school uniforms and excursions. Many of the activities that can earn points are things that parents and students are already doing e.g. returning excursion notes, explaining student absences and participating in the home reading program. Every ten points earned equals one ‘East Narrogin Dollar’. This dollar can then be put towards the payment of a particular item. Families participating in the Passport System will be asked to nominate a target for which they would like to aim. This may be an item of uniform clothing or payment of an excursion. Once the target is reached the family will be notified and a voucher for the item will be provided. A new target can then be set and points begin accumulating again. More detailed information is available for families interested in participating, once they receive their Passport. Please contact the school if you are interested in participating in the East Narrogin Passport System.

WEB SITE
Our Kindergarten is part of the East Narrogin Primary School’s web site. Our class information is updated onto the web site on a regular basis, throughout each term. You will also find our school’s fortnightly newsletter and other school information on this site. Our web address is http://www.eastnarroginps.wa.edu.au.

PARKING
Parking is available on adjacent block. Please do not park on the verge in Hansard Street or in the bus bay as this causes congestion and safety concerns for buses and students.

TOYS OR SPECIAL ITEMS
Please do not allow children to bring toys from home as they may get lost or broken. Special things may be brought in to show friends and classmates, but will be collected by the teacher until home time.

LAUNDRY ROSTER
You may be asked to do some washing from time to time. A roster is on display at the Centre to fill in suitable dates.
OUR PROGRAM
We will offer the children a variety of indoor and outdoor activities. These activities may range from sand and water play outside to the use of play dough and building activities with a range of materials inside. Kindergarten provides a mix of both formal instruction, modelling and demonstration, as well as more informal student centred situations. The focus is on the development of students’ social, emotional, physical, language and cognitive skills. For this reason it would not be wise measuring a child’s work output in this program by a number of pieces of paper being brought home. Oral language and behavioural development will be two key areas in assessing how well your child is participating in this program. Activities are designed to suit the varied ability and developmental stages. Please see your child’s teacher if you wish to discuss the progress they are making and see their work displayed at the Centre.

BIRTHDAYS
We are happy for the children to celebrate their birthday at the centre. You are quite welcome to bring a cake or similar for your child’s birthday so that we can celebrate together. If your child will be having a party at home and are giving out invitations at the Centre, please be aware of the feelings of the children who are not invited when distributing invitations. However, please be aware of our ‘No Peanuts’ policy when providing food for children to share.

CLOTHING
We find that play clothes are most suitable for Kindy. Paint, glue etc. does get on to clothes, despite aprons. The children cannot get fully involved in the activities if they are worried about getting messy. School Uniforms are available in small sizes from the School Canteen if you would prefer. PLEASE MARK ALL ARTICLES OF CLOTHING WITH YOUR CHILD’S NAME and CHANGE NAMES ON SECOND HAND ITEMS. Footwear must be comfortable and easy to take off and put on. Hats are essential and our rule all year is ‘NO HAT – NO OUTDOOR PLAY’. Wide brimmed floppy hats are the most suitable.

COMMUNICATIONS
Communication between the Centre and the home is very important. You will be kept informed about our Centre through the use of notes, newsletters and a parent noticeboard. Please make sure you check your child’s bag and clear their basket on a regular basis and read all notes.

• Maintain regular communication with the teacher, both on a formal and informal basis. Remember you know your child better than anyone and are in the best position to provide the teacher with information to help ensure your child receives maximum benefits at kindy.
• Advise your child’s teacher if something happens at home which could impact on his/her performance at kindy. Things which might affect your child include the birth of a sibling, divorce, moving house, visitors or a death or illness in the family.
• Please speak directly to the teacher if you have any concerns.
• Newsletters - A newsletter is sent home every fortnight. It includes skills to be covered, upcoming dates and activities and other necessary information. Additional notes or letters are sent as needed. The school newsletters are very important and may often have relevant information in them. These come home every second Tuesday.
• Interviews - Term 1 and Term 4, and as needed
• Reports - Terms 2 and 4
• Portfolios - Term 4
• Learning Journey - Term 3
Remember, our first concern is the happiness of your child. Should anything happen at home to upset your child in any way, we would appreciate it if you could let us know about it.

ILLNESS

If your child becomes ill at kindy, you or your emergency contact will be called to collect him/her.

We prefer that children who are unwell remain at home. We understand that at certain times your child may require medication.

Medication forms **must** be completed at the school office before attending kindergarten when prescribed medication needs to be administered to a child.

We are unable to give over–the counter medications unless they are prescribed.

There are certain requirements for exclusion of children for some infectious diseases as specified below.

PEANUTS AND PEANUT PRODUCTS

There are varying degrees of reaction for people who suffer from Peanuts and Peanut Products. Some people are so sensitive that they can have a reaction after touching another person who has eaten peanuts, while some feel unwell whilst in the room where peanuts have been opened. Some people have a mild reaction, which might include an itchy rash, tingling on the lips, tongue or roof of mouth, stomach pain, diarrhoea or sickness. However, some people have a more serious reaction (anaphylaxis), which may include facial swelling, difficulty breathing, weakness, and/or collapse.

Peanut butter sandwiches are not offered for sale from the canteen and teachers have been advised to remove peanut products from use in any lessons e.g. cooking.

One of the major causes of concern is with children sharing food items at school. Staff members are discouraging children from sharing food and educating them about possible hazards with this practice.

Your support with this, through reminding your children to only eat their own food, will be very helpful. Please do not include peanuts or peanut products in your child’s lunch box.

All staff will have access to current information on this allergy, and steps that can be taken to reduce the risk.
INFECTIONOUS DISEASES

Please note the following common infectious diseases and the recommended exclusion times:

**CHICKEN POX** Exclude for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion.  
*Contacts:* Do not exclude.

**CONJUNCTIVITIS** Exclude until discharge from eyes has ceased.  
*Contacts:* Do not exclude

**IMPETIGO** Exclude for 24 hours after antibiotic treatment commenced.  
*(School Sores)* Lesions on exposed skin surfaces should be covered with a waterproof dressing.  
*Contacts:* Do not exclude.

**INFLUENZA** Exclude until symptoms have disappeared.

**MEASLES** Exclude for 4 days after the onset of the rash.  
*(Must be notified)* *Contacts:* Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case, then they may return to school following vaccination. Contact management will be coordinated by staff from the Department of Health.

**Special Note on Measles**

1. Prior to enrolment of any child at Kindergarten, Pre-Primary or Primary school parents must ensure that their child has been immunised against measles. In WA, a single dose of the combined measles/mumps/ rubella vaccine is given at 12 months of age and a second dose is given at 4 years of age.

2. *On enrolment, parents must produce their child's Immunisation card for photocopying.*

3. **TO MAINTAIN EPIDEMIC CONTROL, PARENTS MUST REPORT ANY OCCURRENCE OF A SUSPECT CASE OF MEASLES TO THE SCHOOL NURSE AT PRIMARY HEALTH SERVICES ON PH: 9881 0385**

4. Children who have not been immunised or whose parents are uncertain of their immunisation status must discuss this with the School Nurse at their earliest convenience.

**RINGWORM** Exclude until the day after treatment has commenced.  
*Contacts:* Do not exclude.

**SCABIES** Exclude until the day after treatment has commenced.  
*Contacts:* Do not exclude. Family contacts should be treated.
**WHOOPING**

Exclude for 21 days from the onset of cough or for 5 days after starting

**COUGH**

antibiotic treatment.

Re-admit on medical certificate of recovery.

*Contacts:* Contact Management will be coordinated by Department of Health staff.

**HAND, FOOT AND MOUTH DISEASE** *(Coxsackie A virus)*

Airborne or droplet; faecal-oral.

Incubation Period: 3 to 7 days.

Infectious Period: As long as there is fluid in the vesicles. Faeces remain infectious for several weeks.

Exclusion from School: Exclude until vesicles have formed crusts.

*Contacts:* Do not exclude.

**PEDICULOSIS** *(Head Lice)*

Exclude until day after treatment has commenced.

There are several lotions and shampoos readily available from the chemist.

Twice daily brushing of hair is the best deterrent of head lice.

There are many products available for head lice treatment. It is important that the treatment is carried out according to the instructions provided with each product and often need to be repeated for full effect. Dead nits should be removed with a fine toothed comb. Your child can return to school following treatment. Brushes, combs, hats, should be thoroughly washed.

If in doubt about treatment or for advice about which product to use consult your school or community health nurse.

A Head Lice fact sheet is available at the office.

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**WE LOOK FORWARD TO WORKING WITH YOUR CHILDREN AND HOPE THAT YOU WILL OFFER YOUR SUPPORT THROUGHOUT THEIR YEAR AT OUR KINDERGARTEN**
Dear Parent/Guardian,

The Departments of Health, and Education and Training are required to record the immunisation history of your child at school entry enrolment.

The purpose of this is to help protect the health and wellbeing of your child, and all children in the school community.

You can access your child’s immunisation records by:

- Phoning the Australian Childhood Immunisation Register Freecall 1800 653 809.
- Accessing the website www.medicareaustralia.gov.au

Due to Privacy Laws only parents/guardians can access this information. You will need your Medicare number to access the records.

If your child has received four year old vaccinations since initial enrolment, we request that you provide an updated immunisation record to the school office.

Please note: The Department of Health does not accept homoeopathic immunisation as a substitute for vaccination.

In the case of Measles or Pertussis occurring, Western Australian schools are required to exclude students who have not received appropriate immunisation.

### School Exclusion Table for Vaccine Preventable Diseases

<table>
<thead>
<tr>
<th>Disease</th>
<th>Children who catch the disease are excluded from school:</th>
<th>During an outbreak, children who are contacts and are not immunised are:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Measles</strong></td>
<td>Until at least 5 days from the appearance of the rash or until a medical certificate of recovery is produced</td>
<td>Excluded for 14 days unless immunised within 72 hours from last contact or given immunoglobulin within 7 days from last contact</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Until 9 days after onset date and fully recovered</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Rubella</strong></td>
<td>Until at least 4 days after onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Pertussis</strong></td>
<td>Until 5 days after starting antibiotic treatment or until at least 14 days from onset</td>
<td>Excluded for 21 days if unimmunised or 5 days after prophylactic immunisation.</td>
</tr>
</tbody>
</table>

**PLEASE RETURN PHOTOCOPY OF CURRENT IMMUNISATION STATEMENT TO SCHOOL OFFICE AS SOON AS POSSIBLE**
Getting The Right Grip

PENCILS AND CRAYONS

Keep An Eye Out For

- Not too loose. Not too tight.
- Open webspace between thumb and index finger.
- Pencil held 1 - 2cm from tip.

SCISSORS

Pincer GRIP
Right-handed writer

Left-handed writer