We’d like to welcome you to our Kindergarten. We are looking forward to working together to achieve the best possible outcomes for your child. Below is some information about the day to day running of Kindergarten 2.

**Staff:**
**Teachers:** Ms Yvonne Thomas  
Mrs Samantha Firth (DOTT Teacher Wednesday)

**Education Assistants:** Mrs Carolyn Favazzo  
Mrs Gill McLaren (Thursday)

**Administration Contact:** Mrs Mandy Ward

**Wednesday DOTT teacher- Mrs Samantha Firth** – On Wednesday Mrs Firth takes the children to provide the class teacher with DOTT time. She will implement a range of tasks focusing on Literacy and Numeracy within the Kindergarten Curriculum.

**Library:**
Kindy Orange (A groups) will visit the library on Monday.  
Kindy Purple (B groups) will visit the library on Thursday.

All children will require a library bag on these days. If your child does not bring along a library bag, the library policy is that they may not borrow a book. If your child’s library book is overdue, they may also not borrow a book.

**Daily Routine:**
8:15-8:30am: Doors open. Parents are to assist children with name writing, then do a puzzle or read a book together.  
8:30am- Morning Session  
10:30am: Fruit time  
10:45am: Recess  
11:00am: Morning Session continued  
12:15pm: Lunch  
12:30-pm-1:00pm: Outdoor play and activities  
1:00-2:35pm: Afternoon Session  
2:35pm: School Day ends (Mon, Tues, Thurs, Fri) **2:10pm on Wednesday**
**Attendance:**

*It is important you bring your child to school on time everyday.* The first 15 minutes after parents leave is set for greetings and whole class learning that the children need for the morning session. Doors are open at 8:15am. It is helpful to the children if they do a puzzle or read a book with their parents during this time. This helps with settling your child, especially in Term One and children really enjoy this time. Before you know it they won’t want you anywhere in sight! Treasure this special time!

*The pick up time is 2:35pm and 2:10pm on a Wednesday.* Please be punctual to pick up your child as it can be distressing for your child when you are late. We understand that incidents sometimes happen that mean you will be late to pick up your child. At these times please phone directly to your class teacher to notify them of this.

*It is school policy that your child is dropped off and picked up by an adult.* If for any reason you are not picking up your child we have a parent communication book for you to write in and authorise another adult to pick up your child. If it is someone who will be picking up your child on a regular basis please write a letter stating the details. If your child is absent please state the details in a letter.

Please note that students and siblings are not allowed to play on the equipment before school and shoes must remain on at all times.

**Medication/Sickness:**

If your child requires medication you must complete a medical form available from your class teacher.

If a child is hurt at school, basic first aid will be given. At the end of the day we will notify you of any minor incidents. If your child is sick and too unwell to remain at school you will be contacted.

Please do not send your child to school if they are unwell. It is distressing for your child and it may spread any infectious conditions to other children and staff.

**Food:**

Campbell Primary School is a Crunch and Sip School. We value and wish to both instil and model healthy eating practices to the children. Each morning we will stop for morning fruit time at approximately 10.40am. We ask that you please cut up some fruit and/or vegetables for your child to eat during morning fruit time. The children will have a chance to sit amongst their friends and socialise whilst eating their morning fruit. Children will not be sharing their fruit with others. Please be conscious that we have some children with severe allergies to food. We are an allergy aware school and ask you to support our allergy aware policy by avoiding nut products.
Please pack your child’s fruit in a separate container to their lunch for easy access at fruit time and to avoid confusion.

Your child will also require a packed lunch. Please do not over pack your child’s lunch box, as we will be trying to ensure your child eats their entire lunch before having a play. Please try to keep the lunches as healthy as possible and save sweets and chocolates for after school treats. In order to ensure healthy nutrition we will be asking children to eat their sandwich/ wraps before any other treats, e.g. yoghurt. With the warmer weather approaching it is a good idea to have a freezer block in your child’s lunch so that it keeps cool and fresh. Unfortunately, we do not have room to store the children’s lunches in the fridge.

Program Overview:
As early childhood educators we recognise the importance of play when implementing learning experiences for the children in our class. Play is an important medium through which young children learn through. Within the classroom are many opportunities for the children to engage in purposeful play. These learning experiences are developmentally appropriate for the children, incorporating individual needs and interests. We also incorporate constant learning centres. Examples of these include the home corner, block corner, writing centre, collage centre, book corner and manipulatives. These are directly linked to the current Education Curriculum. In Kindy we understand the importance of providing a language enriched environment while incorporating all learning areas. These include English, Mathematics, Science, Humanities and Social Sciences, Technology and Enterprise and The Arts.

We also have a strong focus on building positive relationships with others, social skills and communication.
Another important part of our program is encouraging the children to develop a sense of independence and responsibility. We ask for your assistance in this by allowing your child to organise themselves at Kindy and to make appropriate choices for themselves. This approach encourages them to be active thinkers and learners.

KINDERGARTEN LEARNING in 2015
What do I learn?

- I learn to be away from my parents
- I learn to work with teachers and other adults
- I learn to work with a large group of children
- I learn to work alone
- I learn to share & cooperate
- I learn rules & routines
- I learn to complete a task or activity
- I learn to question & answer
- I learn to be independent but not afraid to ask for help
- I learn to select and choose
I learn to following directions.
I learn developing language skills.
I learn pre-writing skills (gluing, scissor skills etc)
I learn fine motor skills (control of small body movements, threading, pencil grip, etc)
I learn gross motor skills (control of large body movements, jumping, hopping, etc)
I learn and develop knowledge of writing symbols (letter sounds, familiar words e.g. their name)

**Literacy Program:**
At our school we use the 'Victorian Modern Cursive' handwriting style. We have attached copies of this for you to have. We encourage you to follow this style when modelling writing with your child.

At Campbell Primary School we have a strong literacy focus. When saying or helping your child to sound out words we ask you to use the sounds the letters make rather than the correct letter names. This assists the children as they learn to recognise and read words. Also, at any opportunity please read to your child, reading daily with your child is very beneficial in developing many language skills.

**Assessment:**
Assessment is a vital tool that is used within the Kindy classroom to facilitate and further extend the teaching and learning program. It is used to reflect and plan further learning experiences for each individual child.
Assessment will be reported to parents through:
- A formal report (end of semester 1 and semester 2)
- An evidence of learning portfolio (end of semester 1 and semester 2)
- Parent-teacher meetings

**Behaviour Management:**
Positive behaviours in the classroom are always reinforced in various forms. Our reward system varies throughout the year in accordance with different children’s needs and development. Some examples are verbal praise, stickers, certificates, special tasks.

**KINDY RULES**
- We always walk inside our classroom.
- We use inside voices inside our classroom.
- We always remember to use our manners (Please, thank you, excuse me).
- We cooperate in groups (sharing, taking turns).
- We respect others’ feelings and belongings as well as our own.
- We always use equipment sensibly.

Our Kindy has rules that must be followed to ensure the safety and well being of everyone in the class. The following procedure is implemented when rules are not followed.
1. Verbal reminder.
2. Removal from the situation. They are able to play, but in another area within the classroom or playground.
3. Time in the thinking spot followed by discussion and restorative questioning.
4. Time in another classroom followed by discussion and restorative questioning.
5. If this is a repeated problem we will arrange a parent/teacher meeting to discuss the issue.

At Campbell Primary School we have a restorative approach to behaviour management. This approach means decisions are best made and conflict resolved by those directly involved. We encourage this by asking questions such as:
What happened?
Who has been affected by what happened?
What do you think you need to do to make things right?

Each day is a new day and a new start! Consequences are not carried over from day to day. If however behaviours are negative and are continuing, I will contact you to discuss the issue.

**Parent Helpers:**
The parent roster will be placed on the notice board in Term Two. The best time to attend is in the morning session however please see me if you can only attend in the afternoon as we can negotiate a suitable time.

Where possible please have younger siblings looked after elsewhere. Again if this is not possible please see me to discuss alternative arrangements.
When on roster the main focus should be to spend time with your child and to observe their learning.

Please feel free to spend the time with your child and the activities your child is participating in. We do ask you to remember we are trying to enhance your child’s learning and independence, so please take this into consideration when you are involved in your child’s learning experiences. This includes sitting next to your child on the mat and not allowing your child to sit on your lap.

Sometimes it is necessary for you to be involved in a specific activity depending on your child’s needs and the needs of the program on the day.
If you would like to do some jobs, we have plenty of those!
If you are unable to attend our Kindy on roster, there are always other ways you can help at home. We sometimes have cutting and other activity preparation you can help with.
**Birthdays:**
As we are a 'Healthy Living, Healthy Eating' school we do not allow cakes to be brought in for birthdays. We do still celebrate birthdays by singing the birthday song followed by a discussion about the child's special day, giving the birthday child birthday stickers and a birthday certificate. The birthday child also wears their birthday crown they have made in class and they take it home at the end of the day. We ask you to respect our school policy by celebrating with any food outside of school grounds.

**Hats:**
The children must wear a hat when outside. The school requests that children wear a wide brimmed hat, preferably our school hat. If your child does not have a wide brimmed hat they will be restricted to shady areas only. To ensure your child always has their hat please leave the hat at school in their take home containers. These will be sent home at the end of each term for washing.

**Toys:**
Parents are advised to ensure that their children do not bring toys to Kindergarten as damage or loss could occur. Items brought for news telling can be shared and discussed at set times, and then the toy is to remain in your child’s bag. Please remember that weapons such as guns and swords are not permitted at Kindergarten as they may encourage the use of violence.

**Special Interests:**
We love to have parents or family members to participate in any area in which they feel comfortable. Please let us know if your have any “hidden” talents that you would like to share with the children.

**Washing Roster:**
We require each family to take a turn at washing the Kindy towels, aprons and tea towels. We will put up a roster shortly for you to put your name on. Each Tuesday and Friday afternoon washing will be sent home, ensuring the load is fairly distributed. We ask that you please return the washing on the following Thursday and Monday Kindy sessions. The washing can normally be done in one washing load. We appreciate your help in this area, as it is an essential part of Kindy.

**Collection of Materials:**
Much household junk can provide wonderful materials to assist the children to develop their creative minds. Please collect these materials and bring them into the kindergarten where you can place them in a large box. Useful Materials: cereal boxes, fabric, wrapping paper, bubble wrap, wool, dress-up clothes, carpet and lino scraps, corks, shells, bottle tops and the list goes on......
Clothes:
The children sometimes get wet during water play or they may have toileting accidents. It is much easier if they have their own clothes to change into. Please ensure that there is a full set of labelled clothes in your child’s bag so that they can get changed if it is necessary.

Teacher/Parent Communication:
If you would like to discuss any issues relating to your child please come and see me or contact me by phoning the school administration or emailing me. These details are below. We can then arrange a suitable time for us both to sit down and talk. It would be much appreciated if issues relating to your child are not discussed (unless urgent) in the mornings as children are arriving. This time is used to greet and settle the children. I am more than happy to meet you in non-teaching times or a suitable time for both of us.

Please feel free to approach us if you have any questions. We look forward to a wonderful year together.

Kind Regards,
Kindergarten 2 Staff

Contact Information:
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