Welcome!

We’d like to welcome you to your Kindy class. 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 Kindy 3.

Staff:

Classroom Teacher: Mrs Maxine Wylie
Email: maxine.wylie@education.wa.edu.au

Education Assistant: Mrs Dianne McNally

DOTT Teacher (Wed): Mrs Sasha Findlay

DOTT Education Assistant: Mrs Gill McLaren

Administration Contact: Assistant Principal – Mrs Mandy Ward (Kindy & Pre-Primary leader)
Phone: 9456 8300
Email: mandy.ward@education.wa.edu.au

DOTT teacher:

Every Wednesday, Mrs Findlay will be taking the class so that I can have DOTT (duties other than teaching) time. Mrs Findlay and her Assistant Mrs McLaren will be completing a range of tasks in that time relating to literacy and numeracy areas as well as fundamental movement skills. We will collaborate together to ensure learning is sequential and classroom management is consistent.

Our offsite situation allows a sense of community as we go about the core business of educating your children. There are 3 Kindy rooms and all staff are very collaborative, working together to give students opportunities to socialise, problem solve and share resources. We will endeavour to include parents in a number of special events throughout the year.

Daily Routine:

Students should carry their own bags into the grounds and select the items to bring into class.
8:15-8:30am: Doors open. Parents are to assist children with morning duties, then do a puzzle, read a book or complete a drawing together.
8:30am- Morning Session
10:30am: Crunch and Sip (Fruit time)
10:45am: Recess
11:00am: Morning Session continued
12:15pm: Lunch
12:30-pm-12:50pm: Outdoor play, activities and then 10 minutes to pack away
1:00pm: Afternoon Session commences
2:35pm: School Day ends (Mon, Tues, Thurs, Fri) 2:10 pm 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, or take a look around the classroom work. This helps with settling your child, especially in Term 1 and children really enjoy this sharing time. Before you know it they won’t want you anywhere in sight! Treasure this special time!
If you are late you must collect a late pass from the office (Mon - Thurs) before bringing your child to the classroom.

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 happen to sometimes 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 Department 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, other than an identified emergency contact (on the enrolment form), 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.

**Please call the direct line to our room, 62581207, or send a message to 0407996173 re absence.**

**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 10.30am. 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 may have children with allergies to eggs and nuts. We are an “Allergy Aware” school and ask you to support our allergy awareness policy by avoiding nut products in your child’s lunch.

Please pack your child’s fruit in a separate container for easy access at fruit. Your child’s fruit container and lunch box should be labelled with their name.

Your child will 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. 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, eg yoghurt. During the warmer weather it is a good idea to have a freezer block in your child’s lunchbox so that food keeps cool and fresh. Unfortunately, we do not have room to store the children’s lunches in the fridge. Children are not permitted to share food.

As a sustainable school we encourage less packaging (therefore less waste). Try placing items in small plastic reusable containers rather than gladwrap or sandwich bags.
Noticeboard and Web Page:
Please check the noticeboard every day as important messages will be communicated to you via the board. This keeps you informed and aware of special events, needs and exciting news. You can check on classroom learning on our class web page. [http://www.campbellprimaryschool.wa.edu.au/] - go to class pages "Kindy 3"

Library:

Kindy A (Red Group) will visit the library on Tuesday.
Kindy B (Blue Group) will visit the library on Thursday.
All children will require a library bag on these days. Books must remain in the library bag for transporting to and from school. 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 until the borrowed book is returned or paid for.
We will commence library borrowing in Week 4.

Program Overview:
Learning experiences will be positive, developmentally appropriate, consistent with Curriculum and Early Years Framework requirements and explicit. My job is to motivate and provide students with optimum prospects to become actively engaged, see a purpose, reach their potential and take responsibility for their learning.

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 integrate learning centres so students can make timely decisions about their movements in the room. Examples of these include the drama 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 & Social Sciences, Health, Technology and Enterprise and The Arts.

We have a strong focus on building positive relationships with others, social skills and communication. Programs such as Highway Heroes and Bounce Back will be explicitly taught to provide a context for Social and Emotional learning.

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. This begins with letting them find their own names, carry their own bags etc.

KINDERGARTEN LEARNING in 2016
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 autonomously.
- 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 to be responsible and respectful.
• 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 a copy of this for you. We encourage you to follow this style when modelling writing with your child. Please note there is no lid on the capital J. Children will be expected to write their names using a capital letter to begin, followed by lower case letters.

At Campbell Primary School we have a strong literacy focus. When saying or helping your child to sound out letters 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. The classroom will have student work displayed at all times.

Assessment will be reported to parents through:
• An evidence of learning portfolio (end of semester 1 and semester 2)
• Parent-teacher meetings
• Formal Report (end of semester one and semester two)

**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 (known as the Happy Mat in Kindy 3) 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. Being restorative believes decisions are best made and conflict resolved by those directly involved. We encourage this approach 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, parents will be contacted to discuss the issue.

**Parent Helpers:**
The parent roster will be placed on the notice board ready to begin in Term 2. 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. Also if you just happen to have some spare time and would like to visit with us please know that you are welcome.

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 is 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. 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 tubs. They will be sent home at the end of each term for washing. Please make sure hats are named.
**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 (even as accessories on special dress up days) as they may encourage the use of violence.

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

**Washing Roster:**
We may require from time to time assistance with washing towels, aprons and tea towels. We will ask for a volunteer if this situation arises. We appreciate your help.

**Collection of Materials:**
Much household junk can provide wonderful materials to assist the children to develop their creative minds. In Kindy 3 we do not collect these materials to store. When we are in need I will advise via the noticeboard and if you can assist with items required then please bring them in.

**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 named clothing in your child's bag so that they can get changed if 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. Contact details are included in this handout. 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 after school.

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

Kind Regards,
Maxine and Dianne

Kindergarten...One of life's greatest adventures.

Come on a journey with us ........