

**KEWDALE PRIMARY SCHOOL**

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Kewdale 6105

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**Kewdale  
Primary School**



**2017  
Early Childhood  
Information Booklet**

*Welcome to Kewdale Early Childhood Unit.  
We hope you and your child will have a  
happy year with us.*

*The Early Childhood classes are a balance  
of play and formal learning. The  
programmes provided are designed to  
encourage individuality and  
independence, develop respect for self and  
others and acquire skills and knowledge to  
help them  
become independent, inquiring learners in a  
changing world.*

*We provide an environment that is caring,  
comfortable and colourful, where children  
and adults can learn together in a happy  
and relaxed atmosphere.*

### **HINTS FOR STRESS FREE EARLY DAYS**

- Avoid big build ups as the unknown can be daunting.
- Talk about the first day but do not push conversation if your child is unsure.
- Bring your child to the school in the days leading up to the beginning of school.
- Have your child practise opening and closing their school bag and lunchbox.
- As hard as it is, try to avoid prolonged goodbyes! If your child is getting upset, reassure them you will be back on time to pick them up and then leave. A prolonged good-bye only escalates the tears. Children usually settle quickly and we always call to let you know how they are going!

### **Birthdays**

If you wish to send a cake on your child's birthday please check with the teacher for any allergies. Individual cup cakes are preferred for hygiene and easier distribution.

### **Toys and Valuables**

**Children are asked not to bring toys or valuables to school as they may get lost or broken.**



### **Library**

All classes regularly use the library. Books can be borrowed for one week and must be carried in a **library bag** for protection. It is expected where a loss or irreparable damage has occurred that parents reimburse the library for the loss.

### **Sports Carnival**

In Term 3 we hold an Early Childhood Sports Day. It is a fantastic day and the children have lots of fun. We will give you more information closer to the date.

### **Parent Communication**

If you have any concerns about your child please come in and see the teacher. Problems or worries that seem very big can often be very easily addressed if the teacher is informed.

## **Times**

### **Kindergarten**

Kindergarten is 15 hours a week. At Kewdale, we are offering this as a 5 day fortnight. Although Kindergarten is a non-compulsory year, once your child is enrolled, attendance is extremely important and will be followed up by school administration.

Attendance timetables will be posted out to parents before the commencement of the 2016 school year.

### **Pre-Primary**

Pre-Primary is your child's first compulsory year of school.

Pre-Primary children attend 5 days a week.

In Kindergarten and Pre-Primary:

Doors open at **8.30am**

School commences at **8.50am**

Students dismissed at **3.10pm**

Please be on time in the mornings. It is very important to establish this arrival pattern with your child and in your household as it will be necessary for your child's entire school life. Late children can be a disruption to the class.

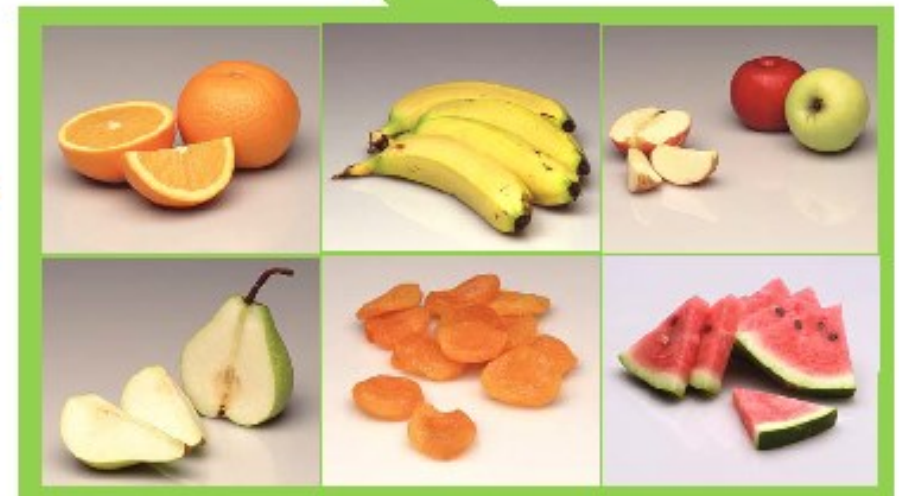
## Delivery and Collecting Children

For the children's own safety we would like to stress that it is most important that **children arriving at school must be accompanied by an adult**. It is expected that a parent or carer will bring their child to the classroom and see them safely inside into the teacher's care.

**At the end of the day it is policy that children be collected by an adult from the classroom.** Siblings and under-aged children are not allowed to collect Kindergarten and Pre-Primary children. If you have made arrangements for another adult to collect your child at the end of the day, please make sure you fill out the "Communications Book". We will not be authorised to dismiss your child to any adult without parental consent. Authorisation may also be given by phone (on the day), phoning the school office on **9277 2740**. Also, we ask that if you are delayed at any time and are unable to collect your child on time, please notify us by phone so that we can let your child know and dispel any fears they may have.



**lunchbox**





**Healthy**



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## ATTENDANCE

Regular attendance at school is necessary for maximum learning.

### Absences

If your child is going to be away from school please inform the teacher in advance, if possible, or ring the school in the morning before 9.15am, as an SMS is automatically generated if you have not notified the school of your child's absence. We would also appreciate a note from you on your child's return to school.

### Arriving Late

If you arrive after 8.55am it is school policy that you sign in at the front office.

### Leaving school

If you need to pick your child up early from school please obtain a note from the front office.



## DUTY OF CARE - RESPONSIBILITY

In the event of custody access, please be aware we cannot prevent a non-custodial parent from taking their child unless we have a copy of a court order preventing this.

## **GENERAL SCHOOL INFORMATION**

**KEWDALE PRIMARY SCHOOL IS A NUT AWARE ZONE DUE TO SOME CHILDREN SUFFERING FROM SEVERE AND LIFE-THREATENING NUT ALLERGIES. IT IS ESSENTIAL THAT YOU DO NOT SEND PEANUT PASTE, NUTELLA, NUTS, MUESLI BARS CONTAINING NUTS ETC. TO SCHOOL.**

### **School Development Days**

The whole school is closed during School Development Days when all teachers are involved in Professional Development. The dates are advised through the school newsletter.

### **Parents' and Citizens Association**

Kewdale has a strong P&C Association that has provided many school facilities and resources. New members are welcome at meetings which are held twice a term, in the school library at **7.00 p.m.** (check the school newsletters for any updates or changes). Parents are invited to become members at the Annual General Meeting which is generally held in the first few weeks of Term 1.

### **School Contribution**

The school voluntary contribution is set by the Education Department. This is \$60 per child plus a \$10 P&C Family Contribution. These payments can be made at the school office.

### **Newsletter**

Please read the school newsletter to remain informed of important dates and events at the school. Inform the office if you wish to receive a copy via email.

### **Fruit Time**

Each class does fruit a little differently, but it is a social time when children have the opportunity to share healthy food. Please send a piece of fruit to share each day. Instead of fruit you may also like to send-cherry tomatoes, cheese, celery, carrots, capsicum, dried apricots etc.



### **Recess**

We have recess from 11.05-11.25am. Children will need a small healthy snack– yoghurt (with a spoon), piece of fruit, crackers and cheese, vegie sticks and dip, healthy muffin etc. **No lollies/sweets or chocolates.**

### **Lunch**

We have lunch from 12.25-1.05pm. Children **will need** a sandwich or rice or noodles. We promote healthy eating at the school and suggest a healthy lunch.

### **A Hat**

Children must wear a broad-brimmed hat for **all** outdoor activities throughout the year, which includes recess and lunch. We have a strict policy of “No hat, no play” which we maintain all year round. **Please supply your child with a hat that can be left at school.**



### **A Water Bottle**

No cordial, juice or milk. **Water only.**

### **A Lunchbox**

We strongly recommend the use of an insulated lunch bag with freezer block, particularly during the hot months. It is important children can open and shut their lunchboxes and be able to open food and drink items. A large part of our health programme focuses on developing a balanced diet and it would be appreciated if you could keep this in mind when packing lunches.

We are not able to keep the children’s lunches in the fridge or heat lunches in the microwave.



**Up to the minute information** is also available through our Facebook page [www.facebook.com/kewdaleps?ref=hl](http://www.facebook.com/kewdaleps?ref=hl) and the school website [www.kewdaleps.wa.edu.au/](http://www.kewdaleps.wa.edu.au/).

### **Booklists**

Kindergarten and Pre-primary will have a Personal Items Requirements List. Please name your child’s library bag, hat and uniforms. Please **do not cover any books**—these will be covered with the children’s art work.

### **Contact Details**

**Please inform the office and teacher if you change:**

1. Home phone number, mobile phone number and address.
2. Either parents workplace and phone number.
3. Emergency contacts
4. Someone who can care for your child if you are not available.

### **Head Lice**

Head lice occasionally infect students’ hair. This is not a reflection on the child or family. The school has developed a whole school policy on the detection of head lice.

### **Infectious Diseases**

There are a few common infectious diseases that your child may contract. If you are unsure about sending your child to school with a particular illness please contact the school for further advice.

## **Sickness**

Do not bring your child to school if they have a cold, have had an upset stomach in the past 24 hours, has a fever, rash or discharging ears/eyes. The best place for a sick child is at home so we will contact you if your child becomes unwell.

## **Illness or Accident at School**

Should your child be injured during school time, teaching staff shall render immediate first-aid and contact parents should this be considered necessary by our First-Aid Officer.

## **Medications At School—School Policy**

School policy does not allow this, for the following reasons:

- Generally speaking, if children are sick enough to require medication, then they probably should not be at school.
- Teachers are not legally qualified to administer medications.
- It is not fair to ask teachers to assume responsibility for administering various medications when, in some cases, an incorrect dosage could cause a life and death situation.

If your child does need to take medication during school hours, a 'Student Medication Request' form, available from the office, **must be completed** even if the child is able to administer their own medicine.



## **WHAT YOUR CHILD WILL NEED**

### **A Bag**

A school bag **large** enough for spare clothes, lunchbox, notes and completed work. **Please label all of your child's belongings** and ensure they can open and close bags with ease.

### **Clothing**

School uniform is not compulsory, however, both the school and the P&C are keen to see the children of Kewdale Primary School in school uniform.

The uniform is as follows:

**Girls:** School dress with logo, black skirt with inbuilt bike shorts, or black shorts, white/black panel polo shirt with collar. Black fleecy zip jacket or microfibre tracksuit zip jacket with black track pants in winter.

**Boys:** Black short/long pants and white/black panel polo shirt with collar. Black fleecy zip jacket or microfibre tracksuit zip jacket with black track pants in winter.

***The school Uniform Shop is open Monday morning 8.30-9.00 am and Thursday afternoon 2.40-3.00 pm.***

Paint shirts are provided, however at times your child may come into contact with paint whilst not wearing a protective shirt.

### **Shoes**

Children need to wear sandals or sneakers; **no thongs, scuffs, crocs or gumboots.** As the children empty their shoes of sand three times a day, we ask that the children have **velcro and not shoelaces.**

### **Spare Clothes**

An extra change of clothing (including underwear) placed in your child's bag is requested in the event that your child should get wet or soiled.