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.

**Times**

**Kindergarten**
Kindergarten is 15 hours a week. At Kewdale, we are offering this as a 5 day fortnight, being Monday and Tuesday and alternate Wednesdays.

Attendance timetables will be posted out to parents before the commencement of the 2014 school year.

Kindergarten begins at 8.50am and finishes at 3.10pm each day.

**Pre-Primary**
Pre-Primary is now your child’s first compulsory year of school.

Pre-Primary children attend 5 days a week.

Pre-Primary begins at 8.50am and finishes at 3.10pm each day.

**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 goodbye only escalates the tears. Children usually settle quickly and we always call to let you know how they are going!
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.

You may like to order your child’s lunches from the canteen, situated in the undercover area. (Price lists are sent home).

**Birthdays**
If you wish to send a cake on your child’s birthday feel free to do so. 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.

**Parent Communication**
Communication between parents and teachers is always valuable. In the early childhood years exchanges of information can help staff to understand your child and, through this add to his/her security.

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. Interviews, reports and samples of work in books are also ways of communication with parents.

**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.

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.

**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.
ATTENDANCE

The Education Department of WA provides a roll for recording of attendances. Regular attendance 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 9.30, 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 should arrive late it is school policy that you sign in at the front office. Your child will be given a late card which is to be given to their teacher.

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

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 Lunchbox

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, MUESLIE BARS CONTAINING NUTS ETC. TO SCHOOL.

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.

Children need to bring a piece of fruit every day which is cut up and shared for fruit time. Other ideas for the fruit bowl include– cheese, celery, carrot, cherry tomatoes, capsicum and dried fruits.

Your child will also need a snack for recess (no lollies/sweets or chocolates), a drink bottle of water (no juice, cordial, cool drink or milk) and their lunch.

It would be a help if your child knows what is for morning tea and what is for lunch—young children often get confused with times and then eat all their food in one sitting!

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.
**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 Tuesday afternoon 2.45-3.15 pm. and Thursday morning 8.15-9.15 am.*

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.

**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.

**GENERAL SCHOOL INFORMATION**

**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 given great support to the school staff. New members are welcome at meetings which are held on the **last Monday of each month**, in the school staff room at **7.00 p.m.** from February to November (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**
The school newsletter is sent out every second Wednesday, with the eldest child in the family. It is an important method of communication between the school and parents. Please read this important publication to remain informed of important dates and events at the school. Inform the office if you wish to receive a copy via email.

**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
As with all classes, the 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.

Notice boards
Please read and check the notice board outside your child’s classroom on a daily basis. These contain general information and reminders about coming events or activities. We are involved in many activities and you need to keep track of what is going on.

Sickness
Children not well enough to see out a full school day should not be sent to school because there are no staff qualified to cater for such cases. 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.

Illness or Accident at School
It is very important that parents keep the school record card up to date by notifying the office of any change in:
1. Home phone number, mobile phone number and address.
2. Either parents workplace and phone number.
3. Emergency phone number of
4. Someone who can care for your child if you are not available.

We feel that the best place for a sick child is at home so you will usually be contacted if your child becomes unwell.

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.

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.

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

Medications At School—School Policy
From time to time, parents request that children be given medication at school. 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.