



# **KOJONUP DISTRICT HIGH SCHOOL**

**2018**

## **Kindergarten & Pre-Primary**



## **Parent Information Handbook**

Kojonup District High School  
Blackwood Road  
Phone: 08 9831 2300  
Early Childhood Centre: 08 9831 2350

## WELCOME INFORMATION

Welcome to the Kojonup District High School Early Childhood Education Centre! We hope this year will be a happy time for you and your child. This booklet has been compiled to give you an insight into our Early Childhood Education Centre and to answer any questions for first time parents.

Should you have any queries or need to discuss any matter, please make a time to come and see us.

### Current Staff

Kindergarten Teacher: TBA  
Kindergarten/PP Teacher: TBA  
Pre-Primary Teacher: TBA  
Education Assistants: TBA

### Hours – Kindergarten

Every Second Monday (Week 2,4,6,8,10) from 8:30am to 2.50pm  
Tuesday and Thursday from 8:30am to 2.50pm

### Hours – Pre-Primary Group

Monday - Friday from 8:30am to 2.50pm

Please wait with your child until he/she comes inside (unless your child comes on the bus). Your child will not be able to leave the centre unless collected by a parent, an authorised person, or older sibling. Please inform us if anyone else is to collect your child. Try to ensure that children are collected on time, as they become distressed if not collected promptly. A telephone call can certainly calm fears. Pick up time is 2:50pm. Do not arrive earlier than 8:30am as we need time to set up the centre and discuss the program for the day.

We look forward to a happy, fruitful year and know that we will enjoy the year as much as you and your child are sure to!

Regards,

Dean Gill & KDHS ECE Team  
Deputy Principal  
School Phone: 9831 2300  
Early Childhood Direct Phone: 9831 2350



## THE EARLY CHILDHOOD PROGRAM

The educational program provided in our centre deals with social, emotional, physical and intellectual skills. It is a balance between play based learning and formal activities completed individually, in small groups or as a whole class task. The learning activities are planned in accordance with the Early Years Learning Framework and the Western Australian Curriculum.

The Program is one of readiness, a time for a child to gain a range of skills, concepts and attitudes that will help him/her be ready for Primary School. However, education is not a wild rush toward adulthood; it is a process of steady growth and discovery. It needs to be fun. If learning is an enjoyable process, this encourages a positive attitude toward more formal and individual learning.

Our Centre aims to provide an environment in which the child is free to observe, to question, to explore and experiment. Children learn to be more independent and find out things for themselves. They learn to respect themselves and others needs and feelings. The child who learns to solve his/her own problems is on the way to becoming a positive contributor to society.

Play is a major part of Early Childhood Education. Some parents wonder why so much of the time is spent playing rather than learning the alphabet or mathematical skills. The reason the sandpit or the puzzle corners are important is that all avenues of play are very valuable in the development of the skills necessary for reading, writing or mathematics. Play is the only form of learning that engages all five senses of learning at once. Play also helps facilitate a wide range of relationships.

### Letters and Sounds

Letters and sounds is the Literacy program we deliver at KDHS. It is designed to teach children how the alphabet works for reading and spelling. It does this by fostering children's speaking and listening skills and teaching high quality phonic awareness.

The program has six phases that are worked through from K to 3. In our ECE classes this looks like lots of oral language activities to develop their speaking and listening. It then leads onto introducing sounds. In our Literacy time we have many activities for the children to work through to develop these skills.

### Talk 4 Writing

Talk 4 writing makes up part of our writing program. It is powerful because it is based on the principles of how children learn. It enables children to imitate the language they need for a particular topic orally before reading and analysing it and then writing their own version.

In our ECE area we chose basic text and retell the story with pictures and hand signals, this helps the children remember the story. Then we change parts of the story to make it our own, lastly the children get to tell or write their own story.

## Play has no age limit!



## TERM DATES 2018

Term 1	Wednesday 31 Jan – Friday 13 April
Term 2	Monday 30 April – Friday 29 June
Term 3	Monday 16 July - Friday 21 September
Term 4	Monday 8 October – Thursday 13 December

School finishes for children on Thursday 13 December 2018.

## WHAT TO WEAR

Kindy and Pre-Primary students are expected to wear the Kojonup District High School uniform and footwear suitable to participate in all Kindy and Pre-Primary activities (painting, sand/water play, clay work etc.). Wearing the school uniform helps children feel like they belong.

Winter Uniform: Navy blue school polo shirt  
Navy Blue school tracksuit

Summer Uniform: Navy blue school polo shirt  
Navy blue shorts /skirt/dress  
Hat, (compulsory in Terms 1 and 4, see below)

All uniform items can be purchased through BMC Embroidery, **0417 981 455**, Monday to Friday from 9:00am. PLEASE MAKE SURE ALL ITEMS ARE CLEARLY LABELLED WITH YOUR CHILD'S NAME.

For Term 1 and 4 please supply a labelled hat for your child. During very hot weather please put sunscreen on your child.

## LUNCH AND RECESS ARRANGEMENTS

Kindergarten and Pre-Primary children always eat together with a Teacher or Education Assistant. A healthy lunch is essential for these growing bodies and to give your child enough energy for the day. **Please DO NOT send NUTS in your child's lunch box as some students are highly allergic to nuts and may have a serious reaction.**

Each day in the ECE centre, children will have 'fruit time'. Your child needs to bring one piece of fruit daily. Sultana's, other dried fruits, vegetables and cheese are also welcome. The wider the range of fruit, the better!

## CANTEEN

The P & C operated school canteen is currently open five days a week. Students place their order with money enclosed in an envelope into their class basket before school. Lunch baskets are collected just before the commencement of lunch.

## WHAT IS NEEDED

1. A **large**, durable bag in which to take completed work home.
2. One piece of fruit to share daily, for morning tea.
3. Lunch is to be in a clearly labelled lunch box. Children bring water in a clearly labelled water bottle, and do not share drink containers. Suggestions for snacks and lunch are fruit, vegetables, cheese, sandwiches and crackers. Each Wednesday the School participates in Nude Lunches. Please try to pack your child's lunch using containers and reduce the amount of rubbish they have.
4. Booklist items (see back of book).
5. A small cushion is needed for rest time in the afternoon. (Kindy only)
6. **Library Bag:** The children go to the Library once a week, commencing in Term 2 for Kindy, to borrow a book. To do this they need a WATERPROOF bag, large enough to hold a large picture book. Books are an expensive item to replace and we ask that you keep the library book away from younger children who may damage or dirty the book. Parents must pay for lost or damaged books.

### PLEASE LABEL ALL OF YOUR CHILD'S BELONGINGS

In case of accidents we do have some spare clothes in the centre and if sent home on your child, to be returned the next day. Thank you.

## SCHOOL CONTRIBUTIONS

Financial contributions for Kindy and Pre-Primary classes are \$60.00 per student. Parents are requested to pay their child's fees at the front office or pay electronically BSB 306 015 ACC 4172048 as early as possible.

## SCHOOL EXPECTATIONS

Our four school expectations are developed through our Positive Behaviour in Schools Matrix.

**Show Respect-** Treat everyone with care and consideration

**Be Safe** – Learn in a clean and safe environment

**Following Instructions** – Follow instructions from all staff members

**Have Pride** – Always work to your full potential

## CONTACTING THE SCHOOL

Parents are encouraged to contact their classroom teacher as the first point of call with any concerns, 9831 2300. Please do this promptly so issues can be dealt with as soon as possible. Issues that relate to the general running of the school, rather than a classroom issue, may be referred to the Deputy Principal/Principal.

## PARENT INTERVIEWS

Teachers are happy to see parents at any time during the year to discuss their child's progress and achievements. However, **teachers are unable to see parents before school** as it interferes with the student/teacher interaction that occurs at this time. Parents can either write in the communication book or phone the classroom directly, 9831 2350, to arrange a suitable time. The Deputy Principal and Principal are always willing to discuss any school matters with parents. Please phone the front office to arrange an interview, 9831 2300.

## EMERGENCY CONTACTS

A form will be given out asking you to list as many emergency contacts as possible. (This is separate to any forms filled out for administration). This form remains in your child's classroom and is available to the teacher immediately if the need arises. It is very important to notify the classroom teacher and front office if any of your contact details change.

## CUSTODY

Let us know of any custody arrangements which involve your family. Copies of Family Court Orders must be sighted by the Principal prior to any specific arrangements being affected.

## ATTENDANCE

Kindy and Pre-Primary learning is planned following the Kindergarten Curriculum Guidelines, Early Years Learning Framework and the Western Australian Curriculum. All learning is sequential and regular attendance is essential to ensure that your child progresses academically and builds social skills, resilience, determination and solid friendships. Students are required to attend on all days that school is open.

## COMMUNICATION BOOK

The Communication Book is a vital part of the Kindy and Pre-Primary Program. The exercise book is used as a way to communicate with each other as well as to keep any handouts or important information in. One of the main uses of the book is for you to inform us if your child will be collected by another person.

The book is to be bought in every morning and taken home at the end of each day. Please ensure you look at this book each day to read any new messages. Absentee reasons can also be written in the communication book.

## NEWSLETTER

Newsletters are distributed in Week 5 and 10 each term to the youngest in the family. They contain school news, important dates and events and other town news as appropriate. Newsletters can be emailed, if you would prefer this method please contact the front office, 9831 2300, and provide your email address.

## BUSES

Children are dropped off by individual buses at the ECE centre. Kindy and Pre-Primary children will be collected by one bus in the afternoon. This bus will then take the students to the main bus area and children will get onto their individual buses. They are escorted by a teacher or education assistant. Please inform teachers of your child's bus route in communication book, if applicable.

## PARENT HELP ROSTER

A parent roster will be operating every term. It would be appreciated if every parent were able to help. However, it is understood, this is not always possible (due to work and other commitments). If you were unable to come at all, we would welcome a grandparent or a special friend. Having a parent on roster is of great benefit to the child, as it brings home and school closer together, making the transition from home much smoother.

If you are unable to come in on a particular day that you are rostered on, please try and swap your roster with another parent and ideally inform us of this change as soon as possible.

## BIRTHDAYS

All children like to celebrate birthdays. If you wish you are welcome to send a birthday cake, little cakes or biscuits for your child to share. Check with class teacher for any food allergies. If you object to your child participating in any activities that celebrate (e.g. Christmas, Easter) please let us know as we try to cater for all groups and their different celebrations.

## PERSONAL TOYS

Please don't bring personal toys to the centre, as loss or accidental damage to them is very upsetting for the child. Children who insist on bringing personal toys will be required to keep them in their school bags.

## WHAT DO I LEARN

- I learn to be away from you – and this may take me some time
- 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 and co-operate
- I learn simple rules and routines
- I learn to complete a task or activity
- I learn to question and answer
- I learn to be independent – but not afraid to ask for help
- I learn to select and choose
- I learn to share my family and experiences with others



## LEARNING AREAS

### **Book Corner**

A Book Corner with attractive and favourite books within is a positive step towards your child having a great deal of interest in reading, writing and listening. It teaches children what books have to offer and the pleasure, which comes with listening to a story. It also encourages children to take care of books and use them correctly. Children will learn that a book is read from left to right and front to back – this is most important when children reach Primary School.

### **Block Corner**

In the Block Corner the children have many opportunities to build a world of their own. Blocks provide many problem-solving situations for the child. The Block Corner is a very important avenue of play to develop mathematical skills e.g.: children have to deal with size, shape, number, matching, comparing and classifying. The children learn to deal with space and position in space (under, on top, beside). Hand and eye co-ordination is being developed all the time the children are building in play.

### **Dramatic Play**

The Dramatic Play Area is a place where children can act out family situations, express their feelings and all the things they enjoy or have difficulty understanding in real life. Dramatic play offers an outlet for the children to be and do what they may not be allowed under normal circumstances. Play clothes are provided to help dramatic play situations feel more real for the children. In this area children learn to play together – share, take turns, and co-operate. All the time the children are also using language and developing their creativity.

### **Outdoor Play**

Outdoor Play is eagerly participated in by most children. The outdoor equipment is where the children develop their large muscles by climbing, balancing, crawling, jumping and so on. The children also develop their small body muscles (in their hands and fingers) by gripping, catching, hammering and pulling. All these skills are necessary to develop the children's confidence and in turn their learning ability. While outdoors the children can practise skills in ball handling and woodwork, as well as being able to explore nature. Maths concepts are also developed as children learn about under, over, through etc.

### **Sand and Water Play**

Both forms of play provide children with a situation in which they can play together or alone. Sand/Water play stimulates language development, imagination, concentration and exploration. Both areas of play help develop mathematical and science concepts. They also help small muscle development. Water play is a relaxing and soothing activity, which makes no demands on the child. Sand Play develops constructing and building creativity along with an opportunity to play dramatically.

### **Art and Craft**

Art and Craft opportunities are offered to the children every day. This allows the children to express themselves using various art materials and tools. The children are able to experiment with many materials, which help them to appreciate texture, colour, size, shape and design. Art and craft activities encourage the children to use many skills including small muscle control, learning to hold a writing instrument, manipulation, and hand and eye co-ordination. Art requires imagination and memory recall.

### **Computer and Ipad**

- I develop basic technology skills

### **Listening**

- I learn to sit and concentrate
- I learn to operate simple recording devices
- I develop my listening skills



## **Movement**

- In a movement game I learn to co-operate and join with others
- I learn to enjoy using my body and learn new ways to move it

## **Music**

- I'm happy when I sing
- I learn many songs, music and all about instruments and how to make my own music
- I develop my sense of rhythm and my memory

## **Nature and Science**

Through interesting objects and activities I begin to learn all about the world around me.

## **Writing**

- I can experience a wide range of writing materials
- I can practise my writing skills at my own level and pace
- I can experiment with letters, words and numbers

## **Collage, Drawing and Painting**

- Are important areas for me to express myself creatively in my own way
- Skills are developed for cutting, careful placing and writing

## **Dough**

- Is fun
- My hand muscles develop (good for writing and painting) and I can learn maths concepts



## HEALTH

### **IF CHILDREN ARE UNWELL WE REQUEST THAT PARENTS KEEP THEM AT HOME.**

This is in consideration for the health and well-being of other children and staff. Children who are unwell are often not capable of participating fully and enthusiastically in the program and therefore would not gain full benefit. In the case of infectious diseases (see the MEDICAL section) parents are asked to notify the school and to keep the child home for the length of time specified by the Doctor.

### **Medical**

\*\* Please keep us informed about any infectious diseases in your family or any long term medical conditions about which we should know for appropriate action, (e.g. Asthma).

\*\* If your child must receive medication during the day a specific form must be completed.

\*\* The School Health Nurse will 'screen' all children during the year (hearing, vision, general physical) provided that parents have signed the relevant referral forms.

\*\* Pre-Primary Children can also benefit from the free service offered by the Dental Therapists. Application forms will be distributed early in the year.

### **Infectious Diseases**

CHICKEN POX	Cannot attend school for at least 7 days from the onset, even if well.
MEASLES	Cannot attend school for 5 days after the appearance of the rash unless with medical certificate.
MUMPS	Cannot attend school for at least 9 days after onset of swelling.
HEAD LICE	Children with live lice are excluded from school until their heads have been treated.
RINGWORM	Excluded from school until the day after treatment has commenced.
GERMAN MEASLES	Exclude from school. Return to school on recovery or 4 days after onset of rash.
WHOOPING COUGH	Exclude for 2 weeks from onset of illness or for 5 days after starting antibiotics.
IMPETIGO	Exclude from school until effective treatment has been instituted. All sores are to be completely covered. (School Sores).
VOMITING / DIARRHOEA	Children should remain at home for 24 hours following the last occurrence.

**\* PLEASE NOTE: Any child who has not had a full immunisation program will be automatically excluded should there be an outbreak of any infectious disease.**

## BEHAVIOUR MANAGEMENT POLICY

There may be times when individuals require assistance with the management of their behaviour. Usually, a short, calm reminder of the correct behaviour and removal from the situation is enough.

Positive verbal reinforcement, use of rewards and modelling of appropriate positive behaviours are constantly used. Occasionally, a child may be requested to think about what they have done and have a little time out from the rest of the group.

Administrators, the school nurse and the school psychologist are always available for advice, after consultation with parents. Individual behaviour management plans may be developed to assist in the management of students with specific problems.

## DONATIONS

If you have any of the following items that you would like to donate, please bring them in. We appreciate your contribution immensely;

- Milk bottle lids
- Woodchips/sawdust
- Scrap pieces of wood
- Fabric
- Pipes (great fun in the sandpit)
- Old clothes and shoes for dress ups
- Buttons
- Ice cream containers
- Cardboard tubes
- School clothes (track/school pants and shorts)

Anything else that you think may come in handy!

## P & C COMMITTEE

The P & C Committee supports the Kindy and Pre-Primary Centre in raising funds for the toys, sporting equipment and larger ventures. For the committee to be successful we all need to contribute in some way. Your talents and time are valuable to the success of the committee's ventures. The committee meets twice a term on a Monday night. The meetings are advertised in the school newsletter. Please consider your participation in the P & C.



## WHAT TO PROVIDE ON THE FIRST DAY OF...

### KINDERGARTEN

- A3 Work Folder (with clear pocket on front)
- A4 Plastic Document Wallet
- Four Scrapbooks (don't cover)
- Four Bostik Glue Sticks (35g)
- One Exercise Book (Communication Book–covered with contact)-*Named*
- One **small** Cushion for rest time (storage space is limited) - *Named*
- School Bag **LARGE** enough to carry all of their work and belongings - *Named*
- **Spare change of clothes (socks, underwear and clothes) in case of any mishaps! - *Named***
- Hat, broad brimmed – *Named*
- Three large Wiping Sponges (Kitchen Sponges)
- One black Artline Texta – permanent marker
- One fine line marker
- One box Thick Textas
- One packet Crayons (wind-up)
- One packet large triangle Coloured Pencils
- One packet Whiteboard Markers
- A4 Display Book
- One Library Bag (waterproof with Velcro) *Named*

### PRE-PRIMARY

- A3 Work Folder (with clear pocket on front – don't cover)
- Four Scrapbooks (don't cover)
- One A4 Plastic Document Wallet
- Six Bostik Glue Sticks (35g)
- One Exercise Book (Communication Book – covered with contact)
- School Bag **LARGE** enough to carry all of their work and belongings - *Named*
- **Spare change of clothes in case of any mishaps! - *Named***
- Hat, navy, broad brimmed – *Named*
- Three large Wiping Sponges (Kitchen Sponges)
- Three black Artline Textas – permanent markers
- One packet Whiteboard Markers
- One packet Coloured Textas
- One packet Crayons (wind-up)
- Four large triangle lead pencils
- One packet large triangle Coloured Pencils
- One Library Bag (waterproof with Velcro) *Named*