

SOUTH BALLAJURA

PRE-PRIMARY

INFORMATION BOOKLET 2017



WELCOME TO THE SOUTH BALLAJURA

PRE-PRIMARY CENTRES

The aim of this booklet is to provide information about the South Ballajura Pre-primary classes. Please take the time to read the following information carefully.

The Pre-primary centres are part of the whole school. Each teacher in the Pre-primary is involved in planning and implementing a developmentally appropriate programme for their centre. Programmes will be in alignment with the Australian Curriculum, National Quality Standards and The Early Years Learning Framework. On-Entry Assessment will be implemented with Pre-primary students. The assessment will be administered individually with your child during Term 1 and again in Term 4. You will receive a letter about the On-Entry Assessment at the beginning of the school year. A parent summary will be sent home shortly after the assessments are completed.

All Pre-primary classes share the same playground and equipment. While teachers plan their own class programmes, there are many activities where joint planning occurs.

BOOKLIST AND VOLUNTARY CONTRIBUTION

Your child's Pre-primary booklist will be sent out later in the term.

PRE-PRIMARY TIMETABLE

The children will attend Pre-primary 8:45 – 2:45pm, 5 days a week. The school term starts on **Wednesday 1 February 2016**.

ATTENDANCE

It is compulsory for children who are enrolled in the Pre-primary program to attend each session. If your child is away from school, please telephone and inform the school, send an SMS stating your child's name, class and reason for absence, or send a letter on their return, explaining the reason for absence. Irregular attendance may result in the position being given to another child on the waiting list.

ARRIVAL AND DEPARTURE TIMES AND PROCEDURES

Please ensure your child is at school on time. Not only is it disconcerting for your child to be late but it also disrupts the rest of the group. If you have to bring your child in late due to appointments etc, please first go to the front office and sign your child in to school. We also ask that you collect your child on time at the end of the day. Children can become distressed when no one is waiting to collect them.

For safety reasons, it is expected that Pre-primary children will be brought to

their classroom by an **ADULT** each morning and picked up by an **ADULT** at the end of the Pre-primary day. Students who attend Day Care or After School Care must be brought to and collected from the Pre-primary centre by the appropriate carer at the appropriate arrival and departure times. Please make sure that your child is welcomed inside the door of the centre before you, or their carer, depart.

It is your responsibility to inform After School Care or Day Care Centres of the arrival and departure procedures. Also if there are any custody issues concerning arrival and departure please inform your child's teacher on their first day and provide appropriate documentation.

REMOVAL FROM SCHOOL DURING SCHOOL HOURS

School policy is that if you need to remove your child from class during school hours, you are required to go to the front office, **BEFORE** coming to the classroom. A Child Removal Slip will be provided by the office which must be handed to the teacher before your child will be released.

PLAYGROUND EQUIPMENT

The Pre-primary/Kindy playground equipment **is not to be used by any child before or after school**. Please supervise younger children, when escorting a Pre-primary or Kindergarten child to and from class, to ensure that they do not climb on the equipment.



SCHOOL DEVELOPMENT DAYS

Children do not attend school on these days. School Development days provide the opportunity for staff to meet and collaboratively plan for school improvement. They are an important part of ensuring the effectiveness of the school's operation. The School Development days will be notified in the Term Planner and also in the Newsletter as the day approaches.

NEWSLETTERS

Fortnightly newsletters are sent home with the eldest child in the family on Thursdays. Teachers may also send home class notes and newsletters with your child on other occasions. Please check their bags **DAILY** for these as they will keep you up to date with the events and happenings in the centre.

PERSONAL ITEMS & CLOTHING

The school has a “School Dress Code” which has been endorsed by the School Council. Children are expected to wear the school uniform.

Children will also need to bring DAILY:

SCHOOL BAG:

Large enough for all their belongings, lunch box, drink bottle and school work to fit in and be closed.

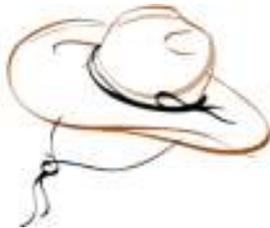


WATER BOTTLE :

A bottle your child can **independently** open and close.

SUN HAT:

It is school policy that all children wear Sun Smart hats throughout the whole year, during outdoor activities. *Sun Smart hats are wide brimmed, legionnaire or bucket shape hats (these provide maximum protection for face, head, ears and neck) available from the uniform shop. Caps are not considered Sun Smart and should not be worn.*



HEALTHY SNACK:

Please provide your child with one piece of healthy food such as fresh fruit, dried fruit, cheese, dry crackers, salad, vegetables such as celery, carrot, etc., for morning recess. This is not shared and your child eats what they bring. Please cut up your child’s fruit if required.

LUNCH:

Please ensure your child can **independently** open their lunch box and packets of food. Lunch must be provided from day one. We encourage a healthy lunch. Staff are unable to heat up or put lunches in the refrigerator.

**** Due to a number of children in the school being highly allergic to nuts, we ask all parents to refrain from sending nuts or nut products to school. We also ask that children do not bring lollies or chewing gum to school.***

SPARE CLOTHES:

These are to be left in their bags in case of accidents. Children feel more comfortable changing into their own clothes.

♦ **PLEASE LABEL ALL YOUR CHILD’S CLOTHINGS & BELONGINGS**

CANTEEN LUNCH

Orders for lunch are to be placed directly with the canteen **by parents** before 9.00 am. Lunch orders are collected daily by staff and handed out to the children at the beginning of lunch break. Fruit ordered with a lunch order only comes with

lunch at 12.00 and cannot be eaten at fruit time. ***Please note that Pre-primary children do not have access to the canteen. They are therefore unable to purchase ice-creams or treats during recess and lunch.*** For health and safety reasons we do not allow older children to pass food through the fence to children in the Pre-primary yard.

BIRTHDAYS

If you would like your child to share their birthday celebrations by bringing a cake, please provide a cake which can be easily cut or preferably one small cup cake for each child. If you are going to bring something **please ensure all 27 children are catered for** - check with your Teacher for class numbers. This is a token celebration for your child with their friends at school **not** a party. Please do not send more than a cake.



CULTURE & RELIGION

Please advise your child's teacher of any religious or cultural considerations.

HEALTH CHECKS & CONSIDERATIONS

Dental Unit

Checks are completed on children in class, at a specific time during the year. Consent forms will be forwarded to parents for completion and return. Treatment takes place at the clinic at Ballajura Primary School. Parents are responsible for the transfer of their children to and from treatment at the appointment time set by the clinic.

School Nurse

The School Nurse will complete a medical check as required. Checks will take place at South Ballajura Primary School. A form will be forwarded to parents for completion and return. Parents will be notified when the nurse has checked their child.

School Psychologist

This service is available and operated on a referral basis with the parent's permission.

Speech Therapy and/or Occupational Therapy

If there are concerns in these areas, discussions between parents and teachers will occur. A referral may be made, with the parent's permission.

IMMUNISATION AND INFECTIOUS DISEASES

Children who are not fully immunised are at risk of contracting infectious diseases. Children who are not immunised may be excluded from class if they are at

risk of infection.

Please cover all sores

Pediculosis (Head and Body Lice) – Immediate and effective treatment is required by parents/carers before your child returns to school.

If your child requires the **end** of a course of medication to be administered during school hours, please complete a consent form which is available at the front office. Documentation is required from your family **Doctor**, which provides information on dosage, times, etc. ***Please be advised that teachers are not obliged to administer medication.***

If your child is ill, please keep them at home. This helps to prevent the spread of diseases.

Please inform us of any conditions that your child may have, such as asthma, allergies, eczema etc., and provide relevant medical plans. Please discuss these details with your class teacher as soon as possible.

TOYS

Please do not allow your child to bring toys to school. Often these items are spoilt or lost, thus creating anxiety and distress. Any items from home will be requested at the time.

PARKING AND SCHOOL ENVIRONMENT

Karijini Court is a special one-way Pre-primary and Kindergarten driveway with parking for 42 cars. A **10 MINUTE PARKING LIMIT** applies to this parking area to help alleviate parking problems. If you have primary school children, they may also be picked up from this area **after 3 pm**.

Parents may also use the car park which runs from Karijini Court near the basketball courts or the parallel parking in Wyperfeld Gardens.

The parking area from Wyperfeld Gardens is for **STAFF AND VISITORS ONLY** and may **NOT** be used to **PICK UP OR DROP OFF** children. However, parents who come on school business are welcome to use this car park. Please do not use the named bays.



Disabled parking bays are clearly marked in blue and can only be used by cars carrying an ACROD sticker.

SMOKE FREE ENVIRONMENT

By law all school buildings and grounds are smoke free environments.

DOGS ON SCHOOL GROUNDS

To ensure the health and safety of our Pre-primary children, parents are reminded that **DOGS ARE NOT PERMITTED AT ANY TIME ON THE SCHOOL GROUNDS (with or without a lead)**. Parents are requested to ensure their dogs are secure at home. We have a continuing problem with dogs roaming on to the school grounds. Stray dogs will be impounded by the Shire Ranger.



PARENT ROSTER

Parents are most welcome to attend sessions for a period of time. This provides an opportunity to observe your own child as well as help others. Having an extra person in the room means additional individual adult attention can be given to the children. It is hoped that you and your family (grandparents, aunts and uncles are most welcome too) will visit the centre on a regular basis and enjoy being part of your child's school life.

Thank you for taking the time to consider all the above information to make your child's introduction to Pre-primary a happy and smooth experience. We hope you have found this booklet informative. If you have any further questions or concerns please do not hesitate to ask the Pre-primary teachers or the front office staff.

We look forward to meeting everyone and working with your children.

Early Childhood Staff

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School App: Download for free from the
Apple or Android app store



School Website:
www.southballajuraps.wa.edu.au