

SOUTH BALLAJURA KINDERGARTEN

INFORMATION BOOKLET 2018



SOUTH BALLAJURA PRIMARY SCHOOL

Wyperfeld Gardens
Ballajura 6066

Telephone: 9249 8022

Absence SMS: 0437 703 226

Email: southballajura.ps@education.wa.edu.au

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

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





Parent/Carer Information Booklet 2018

Welcome to South Ballajura Kindergarten. Our aim is to promote curiosity, interest and a sense of exploration. Activities and experiences are provided to enhance development as well as meeting the needs of every child in a friendly, safe and fun environment. The programme will meet the requirements of the Early Years Learning Framework and will be linked to the Western Australian Curriculum.

The following information will assist in settling your child into their first year of schooling. Please do not hesitate to contact us if you require clarification or further information.

Session Times

Kindergarten runs from **8.45am until 2.45pm** on your specified days. Adults must accompany children to Kindergarten and hand them over to a member of staff in the Centre. Please be on time as it often causes children anxiety and stress if they enter the classroom after the session has begun.

Collection of Children

Children must be collected by an adult each time. Late collection upsets many children which can then impact on their feelings of security and wellbeing when attending in the future. *A Parent/Carer Dismissal Form needs to be completed giving the classroom teacher authority to release your child to adults other than yourself. Please see the form provided in the information pack.*

If, due to unforeseen circumstances, you are suddenly unable to collect your child, please contact the office on 9249 8022 and give the name and telephone number of the person who will be collecting your child on your behalf. Centre staff may ask for identification at the time of collection. If your child is not picked up on time, they will be brought up to the Front Office.

Day Care

If your child is attending Day Care, please give a copy of your child's timetable to the Day Care Centre to ensure that they are fully aware of the days and session times for Kindergarten.

Absenteeism

It is compulsory for children who are enrolled in the Kindergarten program to attend each session. If your child is away from school, please telephone and inform the school, send an SMS or email 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.

Early Dismissal

If you need to collect your child early, please go to the office first and complete a Child Removal Slip. Please give this slip to the teacher when you collect your child from the classroom.

Emergency Telephone Numbers

Please remember to provide emergency phone numbers and keep them updated so that parents/carers can be contacted in the event of an emergency.

Belongings Required (PLEASE NAME ALL ITEMS)

Hat – It is a whole school policy that all children wear hats all year round when outside. Please provide your child with a named Sun Smart hat each time they come to school. Sun Smart hats are available from the School Uniform Shop - Uniform Concepts, 832/834 Beaufort Street, Inglewood.



Bag - Your child will need a school bag which is large enough to hold a lunch box, a change of clothes and all of their work.

Change of Clothing – Please supply a full change of clothes which are suitable for the current season. These should be named and kept in your child's school bag at all times.

Morning Tea – Please provide a piece of fruit each day for shared morning tea.



Lunch – When the children attend Kindergarten, you will need to provide your child with a healthy lunch. Please pack it in a lunch box, with a cooler pack of some description, to protect the contents from overheating. Unfortunately, we are unable to provide heating or refrigeration facilities in the Centre. Lunches can be bought from the Canteen. Parents take the order to the canteen before the start of the morning session. The orders are then collected at lunch time, by staff in the Centre. Please see the handout "Healthy Food and Drink Choices in Schools" in your information pack. **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.**

Items required every session



- School bag
- An item of fruit
- Sun Smart Hat
- A full change of clothes
- A drink bottle containing water



School Uniform

Children are encouraged to wear a school uniform. The uniform style allows for ease of movement and is manageable for the child. Please clearly name all items of clothing and personal items to prevent loss. Please see your pack for further information about the uniform.

Toileting

Children have access to toilets at any time during the day. ***It is an expectation that children are fully toilet trained when they start Kindergarten.*** We are aware that accidents do occur, hence the need to keep a change of clothes in your child's school bag at all times.

Medical Conditions

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.

If your child requires any medication during school time, a consent form must be completed. These forms are available at the front office.

If your child has head lice, please ensure that treatment has commenced before they return to school and please also notify the teacher.

Newsletters

The school newsletter is sent home with the eldest child in the family, fortnightly on a Thursday. However, please check your child's bag after each session for class notes and other information. Please also check notices placed outside the Centre in order to keep up to date with current information and happenings.

Parent Meetings

Parent meetings will be arranged by the teacher at the beginning of the school year. During the year, teachers are always willing to discuss matters and concerns with you, but ask that you make an appointment to meet when the class is not present. As you will appreciate, it is very difficult for teachers to give you their full attention when the children are in the Centre.

Parent Roster

Children really enjoy seeing parents (or other family members) in the Centre. Please put your name on the roster and come and join us for a short while. This is an opportunity for you to see what happens in Kindergarten and also assists you in relating to your child about their school life.

Playground Equipment

For safety reasons, the Kindergarten and Pre-primary playground equipment is not to be used by any child before or after school. We ask parents to ensure their children do not climb on or change the set up of the equipment, when you are escorting them to and from class, before and after sessions.



Parking



The parking area accessed 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 marked bays.

The long driveway in Karijini Court which is at the rear of the Early Childhood Building is for **PARENTS OF KINDERGARTEN AND PRE-PRIMARY CHILDREN ONLY**. Please do not use this driveway during these times unless you have a Kindergarten child to drop off or pick up.

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

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

Enrolment of Out-Of-Area Students

Please note that if you are enrolling at South Ballajura Primary School from outside of the local-intake area (further information available from the front office on request), we will attempt to accommodate where possible, however, there is no guarantee of enrolment at this school in the compulsory years of schooling.

School Nurse

The school nurse will commence health checks on all children in Kindergarten during the year. A form will be sent home for you to complete and return to the classroom. You will be informed of the commencement date nearer the time. The health checks take place at school, during school hours.

Voluntary Contribution

We ask parents to contribute \$60 a year to assist in providing the Centre with consumable items. Please put the \$60 in the envelope provided in your pack or complete the credit card payment form, with your child's name on the front, and give it to the classroom teacher. If you are unable to pay the full amount, please discuss alternative payment arrangements with the Manager Corporate Services who is situated in the front office.

**We thank you for reading this booklet
and we look forward to meeting your
child and seeing their development
over the coming year.**