



KINDY PARENT

HANDBOOK

**BELMONT
PRIMARY
SCHOOL**

2024

Website: www.belmontps.wa.edu.au

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NEED TO KNOW INFORMATION

Principal:	Ms Stephanie Dann
Deputy Principal	Mrs Bec Reiger— Wednesday, Thursday, Friday
MCS:	Mrs Pani Fitzpatrick
School Officer:	Mrs Vicki Westcott
Kindy Teacher:	
Kindy Education Assistant:	

(Please note that teachers and assistants are subject to change)

BELMONT'S TERM DATES 2024 (NOT INCLUDING SCHOOL DEVELOPMENT DAYS)

Term 1: Wednesday 31st January —Thursday 28th March
Term 2: Tuesday, 16th April—Friday 28th June
Term 3: Tuesday 16th July—Friday 20th September
Term 4: Tuesday 8th October—Thursday 12th December

SCHOOL DEVELOPMENT (PUPIL FREE) DAYS 2024

Term 1: Monday-Tuesday 29th and 30th January
Term 2: Monday 15th April
Term 3: Monday 15th July
Term 4: Monday 7th October

PUBLIC HOLIDAYS:

Monday March 4th—Labour Day
Friday March 29th—Good Friday
Monday April 1st —Easter Monday (school holidays)
Tuesday April 25th—ANZAC Day
Monday June 3rd— Western Australia Day
Monday September 23rd—Kings Birthday (school holidays)

TELEPHONE:

School Phone Number: 6216 1800

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

Website: Belmontps.wa.edu.au

Welcome to Kindergarten

We would like to welcome you and your child to Belmont Kindergarten. We look forward to meeting you and hope this year will be enjoyable for everyone involved in your child's education.

Going to Kindergarten is an exciting experience for young children. The environment is specifically structured to encourage learning through play. Structured play activities enable children to learn and acquire the foundation skills for literacy, numeracy, physical and emotional/social development. These skills and understandings provide a solid start to a child's education.

Kindergarten is when children develop friendships and participate in new activities. Children learn how to play and interact with other children, while also being given the chance to learn about themselves and develop into a more independent and capable person. Each child is encouraged to be as independent as possible throughout all experiences.

The purpose of this booklet is to help you become acquainted with and give you a better understanding of the Belmont Primary School Kindergarten.

At Kindergarten, children learn:

- ◆ To feel confident in a large group.
- ◆ To be independent, but not afraid to ask for help.
- ◆ To share.
- ◆ Simple routines and rules.
- ◆ To communicate with others.
- ◆ To develop good relationships with others.
- ◆ To express themselves in speech, music, drama, and art.
- ◆ To observe, question and organise their thinking about the world.
- ◆ To develop their own individual learning patterns.
- ◆ To build on their curiosity.
- ◆ To gain a positive feeling about themselves.
- ◆ Literacy and Numeracy skills



"I need all of these to grow into a happy, healthy person. Remember—I will learn at my own rate and this may be faster or slower than others.."

It is our aim, beginning in the important Kindy year, to assist in the development of each child to the best of their ability.

THE PROGRAM

Our educational programs are planned throughout the year, around the individual child's needs and developmental growth. These programs are suited to fulfil the child's cognitive, physical, social and emotional development. The program incorporates free play periods and small group instructional periods. They include stories, music and discussion sessions. This setting helps to prepare the child for school and the formal years. During the year, we hope to develop your child's independence, confidence and skills that will ensure a smooth and happy transition to future schooling.

Please feel free to join in with your child's program. If you have any special talents (cooking, storytelling, pottery, carpentry, sewing, singing, playing an instrument), please share them with us. You can make your child's Kindergarten experience more enjoyable by visiting our centre and sharing the education experience with them.

We look forward to an enjoyable and stimulating year for your child. Over the course of the year, we will structure the learning environment to enable all children to have the opportunity to explore their interests, develop new ideas and skills, build confidence and develop new friendships.

REPORTING PROGRESS

Twice a year, at the end of term 2 and term 4, your child will receive a report on their progress at school. This report will provide information about how they are working towards learning outcomes for the different learning areas.

All children are individuals and will work towards expected outcomes at different rates. If at any time you have concerns about your child's progress or would like some more information, please ask the teacher.

PARENT/CARER MEETINGS

An initial parent/carer meeting will be organised at the start of the year to discuss your child's development to date. This information is critical for the teacher as it helps to better cater for and understand your child.

Throughout the year the parent/carer or teacher may request a meeting to discuss any further issues or concerns. Two way communications between the teacher and parent/carer is essential for a well-rounded education.

Parents are encouraged to share information about their children with staff.

ATTENDANCE

To ensure a successful year at Kindergarten and to allow for continuity in the educational program, it is important that your child attends regularly.

If your child is to be absent, it would be greatly appreciated if you could advise the school by phoning the office or filling out the absentee notice on the website.

'Regular attendance is very important. Going every day and getting there on time reinforces for children that school is a significant experience, not to be missed.'

KINDERGARTEN TIMETABLE FOR ATTENDANCE

All sessions run from 8:45am—3:00pm. Classroom doors open at 8:30am.

Please try to observe the session times, as there is much preparation to be done prior to the session. Until this time, you are responsible for the supervision of your child. Being on time to pick up your child is necessary, as children can become quite distressed if you are late.

Each Term	Weeks 1,3,5,7,9					Weeks 2,4,6,8,10				
	M	Tu	W	Th	F	M	Tu	W	Th	F
Kindy										

THE FIRST DAY

- * Arrive at School at the time allocated to you and your child according to the above timetable. Children and parents will be greeted by the teacher and shown around the centre.
- * Important features such as bag placement, bathroom facilities and the layout of the classroom will be pointed out.
- * You are welcome to stay for a short time while your child settles in to an activity.
- * Reassure your child that you will meet them at 3:00pm and say goodbye before you leave.
- * Say goodbye confidently and quickly and with a minimum of fuss. It's not unusual for children to cry when you leave, but most will settle down quite happily, and staff will always respond to a distressed child in a sensitive and caring manner..
- * If you have a positive attitude and look forward to the first day of school, your child will probably do the same.

WHAT TO BRING

- * Crunch'n'Sip (preferably fruit, vegetables or cheese plus water to drink)
- * Packed Lunch
- * Drink Bottle (preferably water) - named
- * Hat—named
- * Items from the *2023 Personal Items* list
- * A change of clothes in case of accidents and water play during summer
- * School Bag – Please ensure bags / backpacks are of a suitable size to accommodate hats, fruit, lunch boxes, drink bottles, spare clothing, jumpers and library books, and are clearly labelled with child's name.
- * Donations of boxes of tissues and liquid soap are always appreciated by the classes

Please do not let children bring their own toys and personal belongings, as these can often be lost or broken.



Role of Parent/Carer(s)

PARENT/CARER HELP

The transition to an educational program is important for children and their families. By forming links between home life and school we can help children feel secure and to settle quickly. One way to make these links is to share with us celebrations, festivals and cultural events that are important to your family. This also helps all the children to learn about families in our community and to learn to respect each other.

Parent/carer participation is warmly encouraged, as children love to share this happy and important part of their lives with those they love. Sharing hobbies, interests and musical talent helps to provide enriching experiences for the children. Parent/carer help is not restricted to mother's only - fathers, grandparents and other family members are most welcome.

Please discuss with your child's teacher when you are available to help and nominate on the roster what day you would like to come in. This will boost your child's confidence and enables you to see how your child relates to others, experiences programmed activities and the learning environment. Parent/carer help duties include helping children with puzzles and activities, talking with the children, reading stories or supervising a tabletop activity.

Before assisting in any classroom activity, parents/carers must complete a Confidential Declaration which verifies that there are no circumstances which preclude them from working with or near children. This is available from the classroom teacher. Parents / helpers are also asked to sign in at the front office.

We invite your involvement in the Kindy but recognise that not everyone can be available during weekdays. You can still be involved with the Kindy if you are unable to be on roster. We often need parent/carer help with such things as mending or helping out on weekends with busy bees. There are many more ways you can help, so talk to the teacher if you would like to be involved. You may wish to become a member of the school's Parents and Citizens Association.

If you have any queries regarding your child and the Kindergarten program, please feel free to ask.

The first few weeks will be very different and new and your child may be extra tired, excited, restless or just difficult to manage as they try to sort things out. You can help by being calm, understanding and giving lots of love and support while they adjust to this new schedule.

We look forward to a happy, productive and successful year at Belmont Kindergarten.

SCHOOL STUDENT SERVICES TEAM:

Access to this team is available. This team supports children and families. It consists of School Psychologist, Social Worker and School Nurse. If you require further information please let us know.





GENERAL INFORMATION

ARRIVING & DEPARTING:

Kindy children must not be left unattended in the school grounds.

At the commencement of each session children must be placed in the care of Kindy staff, after which parents are asked to leave.

At the conclusion of sessions, children will wait inside the classroom until a parent/ guardian arrives. Please contact the school if...

- ◆ You are unavoidably delayed, as children can become distressed if you are late.
- ◆ You wish someone other than yourself to collect your child. Notification should be made in writing to your child's teacher. We do not release children to unknown adults or to other children.

If you need to collect your child early, an early release pass needs to be completed either in the Front Office. Using Passtab.

ABSENCES:

If your child is going to be absent for whatever reason please inform the teacher by phone, in writing or by email. If it is a communicable illness (i.e. Measles, Chicken Pox, etc.) please inform us immediately.

Parent/carer(s) are requested to keep their child at home if they suspect a communicable illness or feel their child is too unwell to participate in classroom activities.

BIRTHDAYS:

We will be happy to help your child celebrate his/her birthday. If your child's birthday is on the day of their session, you may send in cupcakes or biscuits to share with friends. It is preferable you send along individual foodstuffs (eg muffins) as it is sometimes difficult to ensure the children receive equal portions of cake.

CHANGE OF ADDRESS/CONTACT NUMBERS:

Please, advise us in writing if your address and/or telephone number has changed. In case of an emergency we would need to be able to contact you immediately. Please provide an emergency contact number other than parent/carer(s) in case you are unavailable. It is very important that address and contact numbers are kept up to date, for your own peace of mind and for the benefit of your child.

CONTRIBUTIONS:

In accordance with the Department of Education guidelines, and with the approval of the Belmont School Council, voluntary contributions for Kindy students have been set to **\$60 per year**. (\$1.25 per week)

This covers the cost of classroom resources and consumables, such as paints, etc, and should be paid at the beginning of the year.

CHARGES:

Charges apply to some extra optional activities (Incursions) that are not covered by any fund source. If children are to participate in these, then they must pay the fee.

Note: Payments are not required now. They will be requested just before the events and you will receive information in newsletters or class notes.

CUSTODY & COURT ORDERS:

If only one parent has custody of the child, they must inform the Principal of access provisions for the other parent and forms must be sighted. Any relevant Court Orders should be provided to the school.

MEDICATION & ILLNESS:

Please be mindful that contagious diseases travel rapidly through a close group of children. If your child is unwell, they should be kept at home.

If your child becomes ill at Kindergarten, we will phone you to come and collect him/her.

Written authority must be provided by the parent or carer of each child who requires the administration of medication whilst in our care at Kindy. Please ask for a form from the teacher.

Medication will only be accepted in a clearly marked and labelled container. Written instructions must be given with the medication.

MONEY:

Enclose ALL MONEY for the Kindergarten in a sealed envelope clearly marked with your child's name, the amount and the purpose. ALL cheques are to be made payable to Belmont Primary School. Please return all envelopes to the teacher. Eftpos and Direct Deposit facilities are also available.

PARENTS AND CITIZENS ASSOCIATION:

The active involvement of parent/carers in the school is highly desirable and most welcome. The P & C offers an avenue for parent/carer involvement. Through the P&C, parent/carer(s) can be kept informed about new developments in education and what is happening at the school.

The P & C request \$20 contribution per family. This money will be used to assist with grounds' development and the purchase of equipment.

SCHOOL COUNCIL:

The School Council supports the school by providing input into the school's development and operation. It provides an opportunity for the parent/carer(s) and staff to make decisions about the future directions and policies of the school. It specifically carries out a review of the school's progress.

SCHOOL NEWSLETTER:

The school newsletter link is emailed home to every family three times a term through CONNECT. This information is a vital part of the school's communication with families and the wider community of relevant events that are happening in your child's school.

To reduce the cost of printing and paper we would appreciate an updated email address so that the newsletter can be emailed. Copies are kept at the front office for those who do not have email addresses.

CLASS CONNECT—this is a weekly update from your child's teacher relating things that have happened in the class over the week, and lessons they have covered.

STATIONERY ITEMS FOR CLASSROOM USE:

Stationery items for use in the educational program include such things as scrap books, pencils, crayons and glue. The items required will vary from class to class and are listed on the 2023 Student Requirements. We have managed to get a competitive price for the materials on the list but you are not obliged to use our supplier.

Healthy Eating at School

Children in the first years of school are busy and energetic, so they need nutritious lunches and snacks during the day.

Here are some tips to encourage happy and healthy children:

Pack what you know your child likes—even then, they may be too excited or busy to eat it all.

Encourage them to bring home uneaten food—that way you can monitor whether they're getting a balanced diet and adjust their food intake at home.

Children often don't eat things that go soggy—eg. Tomato, sandwiches. Instead pack some cherry tomatoes as part of a salad.

In the summer months, pack a frozen drink to help keep food cold.

Pack a water bottle—water is the best thirst quencher—and milk and juice do not keep well in a warm classroom.

Include an occasional treat.

INFECTIOUS DISEASES

The following common ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate to say the child is free from infection and well enough to return to normal school activities.

Conjunctivitis	- Exclusion from school until discharge from eyes has ceased.
Chicken Pox	- Exclude for at least 5 days after rash appears and until vesicles have formed crusts.
Diphtherial/Viral Hepatitis	- Medical Certificate only (notify Health Department).
Impetigo (School Sores)	- Exclude for 24 hours after antibiotic treatment commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
Influenza	- Return when symptoms have subsided.
Mumps	- Re-admit on medical certificate of recovery.
Pediculosis (Nits)	- Must be treated before being allowed back to school.
Pertussis (Whooping Cough)	- Exclude for 14 days from onset of cough OR 5 days after starting antibiotic treatment. (Notify Health Department)
Ringworm	- Exclude until person has received antibiotic treatment for 24 hours.
Rubella (German Measles)	- Medical certificate or symptoms subsided.
Scabies	- Exclude until the day after treatment has commenced.

NB: Measles—Under new Health Department regulations, people having contact with infected persons, whether relatives or not, who have not been immunised against measles are to be excluded from school for 14 days - unless parents of children concerned are prepared to indemnify the school and accept responsibility for any consequences that may emerge.

COVID 19 CORONAVIRUS

As requirements for COVID-19 are constantly evolving, please ensure you are up to date with the WA Department of Health requirements. The latest updates can be located at [COVID-19 coronavirus \(www.wa.gov.au\)](https://www.wa.gov.au)

MEDICAL CONDITIONS:

Please notify us if your child is Asthmatic or has Allergies or other medical conditions.
i.e. Nuts, Eggs, milk, etc. Allergies to Food.

NURSE AND DENTAL SERVICES

During the year your child may be seen by the school Health Nurse and Dental Clinic (Dental is Pre-Primary only). The school nurse will come to the school to assess your child's growth, development and general health. The nurse can also refer your child on to other support services such as speech therapy if required. The Pre-Primary children can have a dental check up and receive dental treatment at the Cloverdale Dental Therapy Clinic. Both of these services are free, but parents must firstly complete the necessary forms.

REQUIREMENTS



BAGS:

Children will require a Library Bag to allow your child to borrow books from the school library.

HATS:

Belmont Primary School has a “**No hat, play in the shade policy**” meaning students without hats will be excluded from playing or activities in the sun. Broad brimmed or bucket hats are sun safe please. No caps. Hats are available to order from the school’s uniform shop.

CLOTHING:

As your child is a part of Belmont Primary School, they are expected to wear the school uniform.

Uniform items can be ordered through the school’s P & C Association. The uniform is easy to wash and does not restrict play. Shorts and tracksuits are ideal, as physically active play is part of the daily program. Please ensure all clothing **is labelled with your child’s name**.

Please place a complete change of clothes in your child’s school bag at all times in case of accident or illness.

FOOTWEAR:

For safety reasons your child needs to wear appropriate footwear. We place great emphasis on your child being as independent as possible, so please send your child in shoes that they can put on and take off by themselves. Please do not send your child to school in thongs or crocs as these do not protect children’s feet and can be dangerous when children are playing outdoors.



HELPFUL HINTS FOR PARENT/CARER(S)

Supporting Your Child to Feel Happy and Confident at School

At school, often for the first time, children are expected to be independent in new ways. The more everyday safe tasks children can manage for themselves, the more they'll feel in control.

Parents can support their children at school by taking steps such as:

- ◆ Making sure the clothes worn are easy to put on and take off, and that lunches and snacks are easy to unwrap.
- ◆ Use shoes with Velcro fasteners if possible until your child can manage more complicated fastenings—learning to tie shoelaces is a high-level cognitive skill.
- ◆ Label *everything*—including shoes and socks—for the first weeks. It's amazing how everyone's clothes look the same when children have changed for games or taken socks off.
- ◆ Expect that children may be tired in the first weeks at school, even if they have been used to care situations. They may need some quiet time.
- ◆ Make sure that children have sufficient sleep. Allow for an afternoon nap at weekends if your child seems overtired.
- ◆ Remember to keep in touch with your child's teacher for all areas of schooling that may concern your child.

Encourage independence. At Kindergarten every opportunity is given to the child to be responsible for their own possessions and those precious things they create.

Every situation is regarded as an opportunity for the child to learn by experience - their own experience.



HOW CHILDREN LEARN

- ◆ Early childhood is the foundation on which children build the rest of their lives. But it is not just a preparation for adolescence and adulthood: it has importance in itself.
- ◆ Children develop at different rates and in different ways – emotionally, intellectually, morally, socially and physically. All are important; each is interwoven with the others.
- ◆ Young children learn from everything that happens to them and around them; they do not separate their learning into different subjects.
- ◆ Children learn most effectively through actions, rather than instruction.
- ◆ Children learn best when they are actively involved and interested.
- ◆ Children who feel confident in themselves and their abilities have a head start to learning.
- ◆ Play and conversation are the main ways by which young children learn about themselves, other people and the world around them.

Abridged 'Start Right – The Importance of Early Learning'

We learn how to be friends by watching the people around us.

How members of the family speak to each other, consider each other, welcome visitors and work out problems and disagreements, show children how friendships work.

"I may have difficulty explaining or understanding my feelings at a young age, but:

- I can act them out in play*
- I can express them in my art*

I may get dirty, wet or even a little hurt while I am finding out about things ... but if I make a discovery, then it's been worth it!"

Kindy Days—Thursday-Friday / Wednesday—Thursday—Friday
TERM 1—Wednesday 31st January to Thursday 28th March

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 29 Jan-2 Feb	SDD	SDD			
2 - 5 -9 Feb					
3 - 12-16 Feb					
4 - 19-23 Feb					
5 -26 Feb-1 Mar					
6 - 4-8 March	Labour Day				
7 - 11-15 March					
8 - 18-22 March					
9 - 25-29 March					Good Friday

TERM 2— Tuesday 16th April to Friday 28 June

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1– 15-19 April	SDD				
2—22-26 April				ANZAC DAY	
3—29-3 May					
4—6-10 May					
5—13-17 May					
6—20-24 May					
7—27-31 May					
8—3-7 June	WA Day				
9—10-14 June					
10—17-21 June					
11—24-28 June					

TERM 3 - TUESDAY 16TH JULY TO FRIDAY 20TH SEPTEMBER

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1—15-19 July	SDD				
2—22-26 July					
3—29--2 August					
4—5-9 August					
5—12-16 August					
6—19-23 August					
7—26-30 Aug					
8—2-6 Sept					
9—9-13 Sept					
10—16-20 Sept					

TERM 4—Tuesday 8th October to Thursday 12th December

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1—8-11 Oct	SDD				
2—14-18 Oct					
3—21-25 Oct					
4—28-1 Nov					
5—4-8 Nov					
6—11-15 Nov					
7—18-22 Nov					
8—25-29 Nov					
9—2-6 Dec					
10—9-13 Dec					SDD

CONTACT DETAILS

Some handy phone numbers, and you may want to list contact details of people you meet through the school here.

NAME	CONTACT NUMBER	NOTES
Front Office	6216 1800	
Australian Immunisation Register	1800 653 809	
South Metropolitan Regional Education Office	9336 9563	
Cloverdale Dental Clinic	9479 7222	
Belmont Police	9479 1749	
Education Security	9264 4771	
Principal	6216 1801	