Kindergarten Information Book
Parent Information for Kindergarten

Dear Parents/Caregivers
Welcome to an exciting new year. We have listed below some information, which may be helpful to you throughout the year.

Arrival
School begins at 9:00am. It is of benefit to your child’s learning that they arrive on time. If you are late, please take your child to the office to get a late note then bring them to the classroom ASAP. Attendance will be recorded in the class roll (which is a legal document).

Morning Routine
A teacher will be on playground duty each morning from 8.30am. Students are not to arrive at school before this time. Students put their bags outside their classroom and return to the COLA. They are required to sit in their class lines from 8.30 – 8.45am.
Once a whistle is blown by the teacher, students are allowed to play on the concrete area, with a hat on. Fruit and milk is sold from the canteen between 8.45 - 9.00am. When the first bell goes at 8.55am students should go and line up outside their classroom. Parents please say goodbye to your child under the COLA and encourage them to walk independently to their classroom.

When dropping your child off, please leave the playground as soon as the bell rings (preferably beforehand). We encourage children to line up independently. When parents are present, it can make it difficult for the classes to get to their classrooms without interruptions and distractions. If you have a concern or issue to revise with the teacher, it is preferable to leave a note or message at the school office. If appropriate, a time to properly meet with your child’s teacher can be organised.
Departure
School finishes at 3.00pm. Please wait for your child under the COLA in a designated position. We encourage children to pack up their belongings independently. If you are late picking up your child please ring the office no later than 2:50pm so we can inform your child, who will be waiting at the front office. Please ring the office if your child’s travel arrangements change throughout the day. If a relative or friend is picking up your child the school needs to be informed with a written note. Please do not ring the office to remind your child to bring something home. Send a note to the class teacher to remind your child. The best way to communicate with your child’s teacher is through a written note where the teacher can write back to you or call you at a convenient time.

Buses
If you intend for your child to catch the bus to or from school, please ensure you or another responsible adult catches the bus with the child before the child does it independently. Please remember that small children, no matter how mature they seem, become easily confused and distracted by bigger children and may not remember where to get on/off the bus until it becomes a familiar routine. Please inform the class teacher and the office with a written note when your child begins catching the bus. Your child will then be added to the bus list, which is displayed for the supervising teacher on bus duty.

Notes
If your child is absent please inform the class teacher with a written note as to why your child was away. This is recorded in the class roll. You need to inform the class teacher with a written note if your child will be absent for a period of time due to illness, holiday etc.

Appointments
If you wish to speak to the class teacher about your child, please make an appointment by contacting the office.
Canteen

Please read the newsletter for a canteen price list and special food items. Lunch orders are to be handed in to the canteen before school begins.

Newsletter

A fortnightly newsletter will be available online from our school's website on Monday (even weeks).

You MUST subscribe to receive the Newsletters and Notes on our school website.

www.windsorpk-p.schools.nsw.edu.au

To Subscribe for Newsletters and Notes

2. Click the “Newsletters and Notes” heading (top menu on the right)
3. Click on “Subscribe to receive newsletters and notes.”
4. Under the “Subscribe” heading, tick on the “Newsletters List” and also tick the year box that your children are in this year.
5. Enter in your name and email address.
6. Click Subscribe
7. IMPORTANT: An email will be sent to your email address, you MUST click the “Activate Now” inside this email that is sent to you.
8. Once you have subscribed you can read the Newsletters and Notes online on the School Website under Newsletters and Notes or through your mobile device once you have downloaded the School enews free app

Downloading the School enews app

Go to your App store and download the free app called “School Enews”. Open the app and search for “Windsor Park Public School”.

1. iPhone and iPod Touch app: http://iphone.schoolenews.com.au
2. iPad app: http://ipad.schoolenews.com.au
4. All other phones: http://webapp.schoolenews.com.au

Please take time to read the newsletter as it informs parents/caregivers about important happenings within the school.
**Money Collection**

All money for school fees, excursions, special events etc is collected in the office. Children should bring permission notes and money in a sealed envelope, clearly labelled with their name, class and amount, and take it to the office before school (8.30-9.00am). Please ensure that all money is paid **BY THE DUE DATE** or your child will not be able to participate in the activity.

**Personal Property**

Please label **EVERYTHING**, including hats, lunch boxes, drink bottles, jumpers, jackets, track suit pants, library bag, school bag etc. We have a lost property basket in the front office area, so please check there for any lost belongings.

**Toys**

We do not encourage children to bring toys to play with at school as breakages cause unhappiness. Special news items are to be brought into the classroom and placed on the news shelf, where they will remain until home time.

**Requirements for Kindergarten**

We would appreciate if you could supply your child with the following items:

* 2 boxes of tissues.
* 3 rolls of paper towel.
* a library bag (labelled with child's name).
* Homework pack (available for purchase from the school includes a dictionary for classroom use, homework book, pencil grip (home) Kindergarten writing pencil and a glue stick).
Painting Aprons
As the children will often be painting they will need suitable covering to protect their clothes. The ideal paint shirt is one of Dad’s old shirts or a big adult sized T-shirt. Children grow out of the commercial painting aprons they had in pre-school very quickly. Please remember accidents can still happen, so if your child gets paint on his/her uniform wash in cold water only.

Birthdays
If you wish for the class to celebrate your child’s birthday with a cake, please bring 22 cupcakes or mini donuts. Cupcakes/donuts are easier for the children to eat (and for the teacher to divide evenly).

Pencil Grip
The children will be provided with a pencil grip to use within the classroom.

Volunteers and Visitors
All volunteers or visitors need to report to the main office to sign in the visitor/volunteer book and to collect a badge before going to the classroom, canteen or activity.

Administration of Prescribed Medication
Anyone requesting that medication be dispensed during school hours needs to provide a copy of the prescription or a letter from the prescribing doctor (on letterhead) and complete the appropriate medication forms available from the office. Without this proof of prescription from a doctor the office cannot accept the request. Medications purchased over the counter cannot be administered. Medications are only administered at 11:30am, 12:30pm or 1:15pm. (NO more than twice a day for one student). Medication is not to be stored in school bags.
Behaviour
Windsor Park encourages and reinforces appropriate and positive behaviours in various ways. All classrooms use individual reward systems including house points and school merit cards. Whole school rewards include verbal praise, house points, playground awards and school merit cards.

1 2 3 Magic and the Buddy Book
1 2 3 Magic is the behaviour program used consistently in all classrooms. Students are given clear expectations for appropriate classroom behaviours. If these expectations are not met students are given two warnings (“That’s 1” ... “That’s 2” ) and on the third instance are given time out in the classroom (1, 2 and 3 correspond to a colour on the poster). If students continue to make wrong choices within the classroom the 3rd time out behaviour will be recorded in the Buddy Book and the student is sent to Buddy Class. Children who have been entered into the Buddy Book are sent to Buddy Class for about 10 minutes to think about their actions. If the child has been sent to Buddy Class on 3 different occasions they will be given a lunch time detention. Buddy Book entries start afresh each term.

Playground Book
Students who display inappropriate and unsafe behaviours in the playground are recorded in a Playground Book. Each time a student is placed in the Playground Book they will be given a slip to put in there bag to take home with them that day. If a student’s behaviours are recorded 3 times in the Playground Book they will be given a lunch time detention. Playground Book entries start afresh each term.

Detentions
On the 3rd Playground or Buddy Book entry, a note will be sent home to inform you of the incidents. A slip that is at the bottom of the note needs to be signed by the parent/carer and student and returned to school ASAP.
** Violence in the classroom or playground results in an automatic detention.
Homework
Homework for Kindergarten includes home reading, sight word revision and number games with 1-30 flashcards. Also, students will have access to a web based program to complete homework activities. (www.studyladder.com.au) More information will be sent home in Term 1.
Hint: Sight words are not to be sounded out. They are to be recognised as a whole word. Constant reinforcement at home will improve your child’s recognition of these words. Cutting the cards to make “flash cards” and playing games like bingo, concentration, match, stepping stones etc. are a fun way to learn the words and numbers.

Home Reading - RATS - Read Aloud to Someone
Students are expected to read a familiar reader at home each school night to mum/dad/caregiver. Home Readers will be changed on Mondays and Thursdays only. We welcome parent helpers to change books for Home Reading at 9.00am on Mondays and Thursdays.

Rewards for Reading Aloud to Someone
Students will be issued with a RATS card with their home reader. RATS cards can only be completed ONCE each school night even if your child has read several different books each night, which we encourage. This is to make the system fair for all students. Once a child has completed 25 nights of reading (one full card) a mini RATS award will be sent home in your child’s home reading bag. The bottom of the RATS card will be signed and the teacher will keep a record on a class list. When 4 cards have been completed and 4 mini RATS awards have been sent home, a large RATS award will be given at the closest Friday assembly. This is to congratulate the students for reading for 100 nights. The same procedure occurs for achieving 200 nights. Please note that a school merit card will no longer be attached to the large RATS award given at assembly as the Student Welfare Policy has been modified.

*** Please note that a ‘Parent Helper’ training session and prohibited employment declaration form needs to be completed by any persons wishing to help within the classroom.
Discovery Time
Students will participate in structured play activities that are designed to enhance their learning and develop social skills. Parents are asked to assist during this time. Parents will observe and encourage students to use appropriate communication skills throughout the play session. A note asking for parent helpers for reading and discovery time will be sent home early in Term 1.

Speaking and Listening Time
Each child will have the opportunity to develop their language skills through Speaking and Listening Activities throughout the term. They will be given a designated day to present to the class. In Term 1 the focus will be News. Please ensure that your child only brings one item on their News Day.

Library
Mrs Kells will be taking the Kindergarten children for Library. Children should bring in a library bag for borrowing and returning books. The Library is also open first half of lunch each day except Friday. Your child’s library day will be advised in Term 1.

R.F.F. Time
Mrs Bickley will be teaching the Kindergarten classes during “Release from Face to Face Teaching” time in the computer lab.

Sport
The children will need to wear their sports uniform each Friday for their Personal Development, Health and Physical Educational lessons. As part of our Sun Safe Policy - No Hat, Stay in the Shade is enforced. Please provide an appropriate hat each school day for playtimes, fitness and sport.

Whole School Assembly
This operates each Friday morning 9:00am - 9:45 (approx) in the school hall. Each week a different class or group hosts the assembly and entertains the whole school with an item. Parents are welcome to attend. Each class will host the assembly twice throughout the year.
Team Houses
At Windsor Park School we have 4 sports houses. Children will be awarded house points for participation in sports carnivals, for effort in class sport and fitness activities and for good teamwork and sportsmanship. Students may wear the colour of their team at the Athletics and Cross-Country Carnivals. Students will be advised of their house group prior to the first carnival.

We look forward to helping your children learn in the year ahead. If you have any queries or your child is troubled in any way please don’t hesitate to contact us.

Kindergarten Teachers