



# SPENCER PARK PRIMARY SCHOOL



## Information

## KINDERGARTEN PARENT INFORMATION

We welcome you to the Spencer Park Kindergarten that offers a two-and-a-half-day program for four-year-old children.

### INFORMATION ABOUT SPENCER PARK PRIMARY SCHOOL

The school is open from Monday to Friday. The front office is open from 8:00am until 4:00pm.

You can contact the school by telephone 08 6821 3000.

Our official address is 26 Hardie Road, Spencer Park.

We have a website and a Facebook page, on which we celebrate our achievements. You can visit the website at [www.spencerparkps.wa.edu.au](http://www.spencerparkps.wa.edu.au). You can search for us on Facebook @SpencerParkPS.



### COMMENCEMENT

- Tuesday (full day) Wednesday (1/2 day, pick up at 11.30am) and Thursday (full day) in the Kindy.

### SESSION TIMES

- The program commences at 8.45am and finishes at 3.00pm. It is important to come as close to these times as possible as staff need to set up the indoor and outdoor learning environments before children arrive and then pack them away at the end of the day.
- We request that you remain on the verandah area with your child if you arrive before 8.45am. (Please note that children must not arrive before 8.30am.) We also request that you be prompt with the pick up of your child at 3.00pm.

### DROPPING OFF AND PICKING UP

- An adult must accompany Kindergarten children right to the door of the classroom. It is unacceptable practice for primary aged children to have the responsibility of bringing kindergarten children to school. This is to ensure the safety of your child and to enable staff to communicate with parents directly. If someone who is unknown to us is collecting your child it is extremely important you notify staff about this. If there is information relating to custody of your child please inform us and provide the relevant documentation. If you wish another adult (relative or friend) to pick up your child from Kindergarten you will be required to complete a permission slip or notation in the communication book authorising this.

### PARENT MEETING/INTERVIEW

- There will be a parent meeting in the first few weeks of school for the teacher to explain more about the teaching program and how the centre operates. If you have information or concerns you wish to share with staff please ask for a meeting to be arranged.





## PARENT HELP

- We welcome mums and dads to the kindy room to assist with the program and be involved with your child's learning. Mornings are the busiest times for us, but if you are unable to attend in the morning, please feel free to come and participate whenever you can. There will be a PARENT HELP ROSTER on the notice board early in term one. We encourage grandparents, aunts and uncles to join in too! You will be required to fill out a Department of Education "Confidential Declaration Form".
- If you, or anyone in your family has special talents, skills or interests which might enhance the program, we would love to hear about them!

## FOOD AND DRINK

- Please provide a small cup for your child to keep at Kindergarten. No other drinks are necessary.
- Please send a piece of fruit along with your child each day. This is cut up and shared at morning break. Alternatives may include cheese, raw vegetables or dried fruit.
- Children will need to bring a healthy lunch in a lunch box when they attend for full days.

## SCHOOL BAG

- Your child will require a large school bag which has plenty of room for school work, lunch and spare clothes. Back packs are ideal.

## CLOTHES

- Please dress your child in play clothes which they can manage independently. The children *will* get dirty and messy!
- Please ensure your child always has a spare set of clothing in his/her bag. We ask that all your child's belongings (clothes, hats, shoes, socks, lunch boxes) are labelled to ensure items are returned to you.

## SHOES

- Children remove their shoes on arrival and put them on before they leave. This enables children to play in the sand and water and have many tactile experiences with their feet. If there is a medical reason why shoes should not be removed, please discuss this with staff. Children should be able to put on and take off their shoes unaided. If necessary please provide shoes with Velcro fastenings.

## TOYS

Please do not allow your child to bring his/her own toys to kindergarten, as this often leads to problems when toys go missing or get broken.



## SUN PROTECTION

- Children will be expected to wear a hat all year as we spend a lot of time outdoors. Children will be running, tumbling, climbing, etc and sometimes it is windy, so hats need to be well fitted. Children without hats will be required to stay on the verandah. It is recommended that sun safe hats are worn such as a bucket hat. These are available from the uniform shop, however the P&C will provide a hat for your child to keep.
- It is the responsibility of parents to put sunscreen on their child each morning before kindergarten, when they feel it is necessary.



## CONTRIBUTIONS

- You will be asked to contribute some consumable items which we will use throughout the year. A note about this will be sent home with your child early in term one.
- A contribution of \$5.00 per term is requested for cooking activities.

## SICK CHILDREN

Please do not send sick children to kindergarten.

If your child has loose bowel movements, has been vomiting at night or before school, is tired or pale and miserable he/she needs your care. We cannot provide this level of care. Sick children often pass their illness on to others, are not receptive to learning and rarely have a happy day. Please be firm about this.

On occasions when children become sick during the day, or have head lice, parents will be contacted and required to collect their child immediately.

## CONCERNS

We are always more than happy to discuss your child's needs and any concerns you may have. Please arrange a meeting with your child's teacher any time throughout the year. We will also ask to meet with you if we feel the need. At the beginning of the year particularly, there may be issues you wish to discuss or information you wish to give – we encourage you to arrange a meeting with us.

We look forward to a great year!

*Early Childhood Staff*

