



Kindy Classroom Policy 2018



Play, Learn and
Grow...
Together!

Como Kindergarten Information

Staff

Teachers

Monday, Wednesday – Friday	Miss Tracy Harrison Tracy.J.Enever@education.wa.edu.au
Monday – Tuesday	Mrs Catherine Oakley Catherine.Oakley@education.wa.edu.au

Education Assistant

Mrs Sharon Buckingham

Vision Statement

To value the unique qualities of each child and to assist each individual to reach his or her potential, in all areas of growth and development. To provide a positive, stimulating and holistic program, which includes the classroom and outdoors, where the child feels safe to participate and engage in learning experiences.

At Como Primary School the early childhood program is embedded in the values that are fundamental to our School Ethos “Only Our Best”. The Kindergarten Program is based on these principles:

- ❖ *Play and exploration are essential for effective learning.*
- ❖ *Children develop and learn at different rates and in different ways.*
- ❖ *Children’s learning is integrated and closely related to their development.*
- ❖ *Children’s attitudes and feelings towards learning are developed in their early years.*
- ❖ *Judgements about children’s educational progress are based on regular observation and settings using a variety of information sources.*

Arrival at School

It is Education Department policy that all kindergarten children must be dropped off and picked up by a parent or an adult who has written permission from parents. The classroom door is opened at 8.45am. Parents must wait with their children outside the Kindergarten on the veranda. In the interests of safety, students are not permitted in the sandpit, on the climbing equipment or any part of the centre playground before or after school and need to wait beside their parents. This applies to younger siblings and primary school children.

Arrival at Kindergarten

Parents are asked to spend a few minutes with their child helping them unpack, looking at the week's photos and work displays, reading a book, doing a puzzle etc before ensuring you say a quick goodbye. This helps your child to settle before you depart.

Early Departure

Kindergarten children will be ready for dismissal at **3.00pm** to allow families the opportunity to collect them prior to meeting older children at 3.05pm. Parents are reminded that a 'Yellow Slip' must be obtained from the Administration Building at the front of the school if you are collecting your child prior to 3.00pm. This includes occasions in which we have requested you to collect your child (e.g. illness).

Alternative Care Arrangements

If someone other than the parent is collecting your child please write down details in the diary which is located on the table, just inside the door. Phone calls are accepted, if arrangements change. A permanent arrangement will be entered on the 'caregivers' sheet next to the class diary.

Clothing

A spare set of clothes in your child's bag (including spare underwear) with a plastic shopping bag will be very much appreciated in case of accidents. Our Naturescape outdoor area lends itself to a world of fun and messy play after which a change of clothes may also be necessary. We have a very limited supply of 'Kindy Spares' and would therefore appreciate the prompt return of laundered items if borrowed. **Please ensure all clothing items are clearly labelled.**

Hats

Hats are worn outside. We follow the whole school policy of **No Hat No Play**, so please ensure your child brings a clearly labelled, wide brim hat every day.

Drinks and Nutrition

Children are required to bring in a large drink bottle of water to drink throughout the day. They may refill their bottle at school if they run out. **No juice or flavoured milk please.** In line with school policy, please consider packing lunch boxes that reflect our Traffic Light System i.e. Foods from the Green and Orange categories only.

Birthdays

We are happy for your child to celebrate their birthday here at school. Small cupcakes or muffins are ideal as they are easily shared. The current class total is 20 in each group.

Assessment

Portfolios are sent home at the end of each semester. The teachers are always available for a meeting if you have any concerns in regard to your child's progress and development. Tracy and Catherine will ALWAYS notify you about any needs or successes your child may display at kindergarten.

General Rules at Kindergarten

1. We are all friends.
2. We need to listen when someone else is talking.
3. We all help at pack away time.
4. We all share the toys.
5. We use quiet voices inside.
6. We should keep our hands to ourselves and ask before touching other people's belongings.
7. Use your words to talk to your friend if you are unhappy or angry.

Behaviour management strategies are based on reinforcing positive behaviour to distract attention away from the negative. We use redirection to remove children to a new experience if they are not having a positive result where they are. If children continue with negative behaviour they are always given a choice e.g. "You can walk with the pram or you will have to give the pram to someone else." They will get given this option 3 times. If they do not comply we follow through with the consequence. We have a "thinking chair" in the classroom for children who continue with negative behaviour and need to be removed from the group. After 4 minutes, the teacher will ask the child quietly if they have thought about why they are on the chair and ask them to talk about it. They are then allowed to rejoin the group. If the child refuses to talk, they stay on the chair for another 4 minutes and the process continues. We always encourage feedback about your child that will help us to guide his/her behaviour in the classroom.

Parent Roster

Parent help is a welcome gift in our centre. A variety of options are available for coming in to assist in the program or simply be with your child in their special classroom. The parent roster is available on the front door. Mums, Dads and Grandparents are very welcome. In order to give all families an opportunity to share a morning with their child, we ask that **only one session per family is nominated by you during each roster period.**

Dianna Rigg Comprehension Program

Each Wednesday your child will bring home a comprehension pack to use over the weekend. The pack contains a book and a set of comprehension questions, prompts and ideas to use with that particular story. It is a wonderful opportunity for you and your child to enjoy some quality time one on one together, do something fun – story time!

Parent Representative

The classroom parent representative assists in the distribution of the comprehension books each fortnight. They also take on the role of distributing relevant school information and coordinate the parent contact list for each group. Social gatherings are also encouraged as we have many new families to Como.

Writing

All children in Kindergarten are supported to learn to write their name and the letters of the alphabet in the style of *N.S.W Foundation Font*. Children are encouraged to practise upper case and lower case letters when writing their name, (e.g. *John Smith*).

Parent/Teacher Communication

Each child has their own communication book that is to travel to and from Kindergarten **EVERY** session. Parents are encouraged to pass on any messages or information relevant to their child (e.g. late night, any special occasions or visitors) in the book. The school and teacher will add book club, flyers and any other information on your child where relevant. General school and class information can be accessed through CONNECT including class photos and special events. Parents are also encouraged to download the Como Primary School Skoolbag app onto their device for access to newsletters, events calendar and other useful information. Please make sure your current email address is held at the office as all families are emailed our school's weekly newsletter. Please make sure you read our School Newsletter as it contains important information for our families.

The Kindergarten Curriculum

The program integrates the following learning areas:

- ❖ English
- ❖ Mathematics
- ❖ Science
- ❖ Humanities and Social Sciences
- ❖ The Arts
- ❖ Health and Physical Education
- ❖ Technologies (Digital & Design)

Within the learning environment a range of learning centres are provided to encourage children to practise various skills relevant to the curriculum. Some learning centres will include:

- ❖ Writing table
- ❖ Computers / Ipads
- ❖ Play dough table
- ❖ Book corner
- ❖ Home corner
- ❖ Puzzle area

Themes and Topics

Each term, relevant topics are chosen to coincide with children's interests, The Early Year's Learning Framework and The National Curriculum.

Integration of Learning with the Primary School

The Kindergarten participates in various school events, including:

- ❖ Harmony Day, the Athletics Carnival and the Buddy Program.

How parents can help

- ❖ Be interested in your child's experiences and talk about their day at school.
- ❖ Come in and be a parent helper each roster period.
- ❖ Spend some time in the classroom with your child in the morning.
- ❖ Keep in touch on issues regarding your child or the school.
- ❖ Get involved with the P&C.

We are here to make the transition to kindergarten a positive and happy one for children and parents. We look forward to working with you throughout the year.

Tracy Harrison and Catherine Oakley