

# KINDERGARTEN PARENTS'

# HANDBOOK



# 2024

# WELCOME

*To our school*



*On behalf of Serpentine Primary School, it is our pleasure to extend a heartfelt welcome to you and your family. Our school stands as a beacon of knowledge and inspiration, dedicated to empowering students to reach their fullest potential and become compassionate, informed, and responsible global citizens. As you embark on this exciting educational journey with us, you are becoming part of a vibrant and supportive community dedicated to nurturing young minds.*

*Stephanie Le Lievre*

Principal

Dear Parents

Welcome to Kindergarten. We are looking forward to meeting with you and sharing a busy and fun 2024 with your child. Before he/she commences school please take the time to read through this handbook.

Our School is open and welcoming to parents. The child should observe the positive relationship between home and school, teacher and parent. It is through the combined efforts of all these adults that children will be given the maximum opportunities to develop and learn.

Parents and Teachers working together can make sure that this occurs.

- Your child is coming to participate in new and exciting experiences. Expect that he/she will be tired as there is much to learn and remember and so many people to talk to each day.
- Your child's learning takes place through meaningful play and structured learning experiences.
- Your child will be engaged in learning experiences that develop skills in the areas of Numeracy, Literacy, Knowledge and Understanding of the World, Creativity, Social and Emotional development and Physical development.
- We are firm but fair teachers encouraging manners and courtesy towards others.

Please remember this is a fun and exciting time for your child, an introduction to his/her schooling, so be positive and foster your child's enthusiasm. Please make an appointment to discuss the positive things happening with your child or any problems/concerns you may have, as they arise.

We are looking forward to seeing you next year. Best wishes to you and your families for Christmas and the New Year.

With kind regards from the Early Childhood teaching team.

Welcome to  
**Kindergarten!**

# Important School Contacts

**Principal:** Mrs Stephanie Le Lievre

**Associate Principal (2024 onwards):** Mrs Zoei Nixon

**Kindergarten teacher:** Mrs Dianne Tunstall

**Manager Corporate Services:** Mrs Armelle Seinor

**School Officer:** Mrs Kim Dorrington

**Email:** [serpentine.ps@education.wa.edu.au](mailto:serpentine.ps@education.wa.edu.au)

**Phone:** 9526 3400

All school communication is done through XUNO. We will provide you with information on how to download this application to your smart device. All written communication is done through this platform.

# 2024 Term Dates

Term 1 (9 week term)

**Wednesday 31st January – Thursday 28th March**

Term 2 (11 week term)

**Monday 15th April – Friday 28th June**

Term 3 (10 week term)

**Monday 15th July – Friday 20th September**

Term 4 (10 week term)

**Monday 7th October – Thursday 12th December**

There will be some Staff Development Days to be scheduled throughout the year where students do not attend. You will be notified when these dates have been set.

## **2024 School Contributions**

Kindergarten = \$60 (= \$1.50 per week)

Voluntary Contributions are set by the School Board at \$60.00 for each student. This financial support by parents/carers goes towards materials and resources to support learning so our classrooms are well equipped with a large variety of educational games and equipment. This will help your child learn to socialise with others whilst at the same time gain valuable life skills.

## **2024 School Charges**

Kindergarten = \$105 maximum for 2024 school year.

Charges include incursions and excursions and parents are expected to pay for these activities as they arise. You have been provided with a copy of the Charges and Voluntary Contributions 2024 letter but you can collect another copy from the school office if needed.



# Kindergarten Hours

Kindergarten comprises of five full days per fortnight.

There will be one Kindergarten classes in 2024 on Mondays, Wednesdays, and alternate Thursdays on even weeks 2,4,6,8 & 10

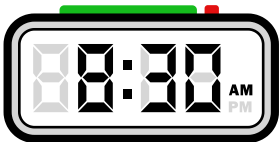
Weeks 1,3,5,7,9,11= 2 days (Mon + Wed)

Weeks 2,4,6,8,10 = 3 days (Mon +Wed + Thu)

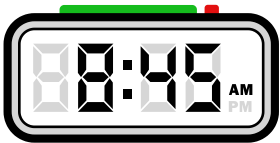
**Monday 8.45am – 2.55pm**

**Wednesday (Early Close)- 8:45am—2:30pm**

**Thursday 8.45am – 2.55pm**



The classroom is open! You are welcome to come in with your child.



That's the bell! School is starting and we ask that parents leave the classroom.

## **Drop off, Pick up & Absences**

Please be punctual as late starts and delayed collection can be distressing for your child.

Please contact the school if for some unexpected reason you are delayed in collecting your child.

Please be mindful to keep your child home when they are unwell and notify the school.



# Collection of Children

It is the policy of this school that children must be brought to and collected from Kindergarten by a parent or a nominated person (eg grandparent, day-care).

**At the beginning of the day**, the adult must wait with the child on the veranda until the door is opened (8:30am).

The playground equipment **should not** be used during the wait period.

Some Kindergarten children need to travel on the school bus. Please inform the teacher so the school can organise a person to escort the child to class and collect them from the class at the end of the day.

**At the end of the day**, the adult must wait on the veranda until the teacher releases the child. If someone other than yourself will be collecting your child at the conclusion of the day, it is your responsibility to inform the classroom teacher. The staff will not, under any circumstance, allow a child to leave the school with an unknown person without parental consent.

Once your child has been released from the classroom into your care, you are responsible for their supervision.

Students **should not** use school playground equipment after 3:00pm even when they are under supervision of parents.



# School Uniform

There is a school uniform policy for all classes including Kindergarten which ideally we would like you to follow, but understand that while children are learning to manage their clothing independently that this may not always be possible. If for whatever reason your child is not in uniform, please just speak to the class teacher. The school uniform policy is available on our school website.

The Serpentine Primary School uniform is black pants, shorts or skirt with the Serpentine PS polo shirt OR a Serpentine PS dress. Uniforms are available from the P&C Uniform Shop open every Wednesday morning or order online at [www.serpentineprimaryuniforms.square.site](http://www.serpentineprimaryuniforms.square.site).

We encourage parents to take advantage of the second hand uniforms which are available at a very reasonable price at the Uniform Shop.

Paint aprons are provided but inevitably there are accidents. Remember to leave a spare change of clothes in your child's bag. It is suggested that paint marked clothes are soaked in cold water. We have a small collection of spare clothes which children can change into if the need arises. Please wash the borrowed clothes and return as soon as possible.

## **HATS**

Children should wear a wide-brimmed Serpentine PS hat while outdoors. Please label your child's hat with their name. A "no hat, no play in the sun" policy is enforced all year round.

## **SHOES**

Shoes should be practical and safe for climbing and styles they can manage independently (NO Thongs or Gum boots). Velcro, buckles and slip-ons are ideal and save precious time. If for medical reasons, your child must leave his or her shoes on, please advise the teacher in writing.

## **Uniform Shop Opening Hours:**

Wednesday: 8:15am-9:15am

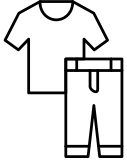




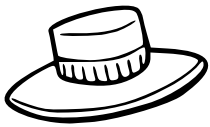
# What Should My Child Bring to School?



- A large labelled school bag for belongings (we recommend the Serpentine school bag).



- A change of clothes including underwear and socks to be kept in your child's bag.



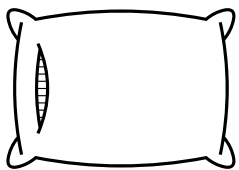
- A wide-brimmed hat. We have a "no hat, no play in the sun" policy across the whole school throughout the year.



- Drink bottle with water only, please avoid lids that come completely off.



- Recess and Lunch. Please pack recess and lunch in separate containers that they can open and close themselves. Healthy choices are encouraged, at recess they need to eat their fruit before treats and sandwich before treats at lunch. Avoid package food they can not open independently and only pack the amount you expect them to eat. Uneaten food is sent home where possible, so you are aware of your child's food intake. If your child has issues with food please let the teacher know in writing.



- A small pillow/cushion for rest time (please make sure it is no larger than 30x30cm. This will remain at school.

## **Labelling:**

Please ensure everything is labelled with your child's name. This includes their clothes, lunchbox, water bottle, bag and pillow.

## **Birthdays**

Children's birthdays are an important part of our program. We always sing, count and encourage the children to tell us about his or her birthday. Invitations to birthday parties should be given outside the school so children who are not invited do not feel left out. We allow students to bring in cake for their birthday, but please inform the teacher first. We will require a one-off permission for students to eat any cake brought into the school.

# Parent Communication and Involvement

1. If you can help and be involved in any of our fundraising events throughout the year, it would be appreciated. Every little bit counts. The P&C usually involve Kindergarten with the Easter Fundraising activities.

2. There will be opportunities over the year for parents to help in class. A parent roster with dates and times will be available each term for parents to sign up.

3. Please read carefully through all NOTES sent home and XUNO messages. These notes are a way of informing you about what your child is doing at Kindergarten. Information will also be sent via XUNO.

PLEASE READ THE NOTICEBOARD or EASEL DAILY.  
(located outside your child's classroom)

4. It is imperative that you inform the teacher about matters concerning your child's health, well being or changes at home that could effect his or her participation at school.

5. Please inform office staff and teachers of any CHANGES OF ADDRESS or PHONE NUMBER. Our records need to be kept up to date in case of an emergency.

6. As parents you are invited to make an appointment to see the teacher if there are any concerns regarding your child's development, health or behaviour.

7. Support services are available on referral from the teacher and/or parent. These include speech therapists, school psychologists and counsellors.



# Health

The school health nurse will screen all Kindergarten children. This is a free service and can help in the early detection of health problems, speech, or the like. Support services can then be made available, if necessary.

## **When a Child is Not Well**

It is in the best interest of an unwell child to be at home where they can receive the care and attention they need. Even an unwell child may protest at the thought of staying home. However this is not a reason to send a sick child to school. A decision should be made in the best interest of the child, the other children in the class and the staff.

If a child becomes ill at Kindergarten, you will be contacted to collect the child as soon as possible. The child must be signed out at the office and a leave pass taken to the class teacher for early release of your child.

An Immunisation History statement for each child must be provided. A photocopy of the history statement is taken when your child is enrolled and kept at the office with your child's enrolment form.

If you think your child has contracted a communicable disease such as measles or chicken pox, you are asked to:

- Notify the school that you are keeping your child at home.
- Visit your family doctor for confirmation of the diagnosis.
- Advise the school as soon as the diagnosis is confirmed so other parents can be advised to look out for symptoms.

# Supporting your Child as they Commence Kindergarten

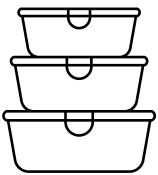
As your child eagerly awaits their first day of kindergarten, there are several ways you can help them prepare for this exciting milestone. At our school, we believe in fostering independence in our young learners. While we provide support and guidance, your involvement is crucial, especially since we have the privilege of having your child with us for only five days a fortnight. Here are some essential skills your child can practice before their first day:



- Toilet Independence: ensure your child can go to the toilet without assistance, manage their clothing, and clean themselves. Encourage regular toilet use and teach them proper hygiene habits.



- Bag Management: help your child learn to open and close their bag independently. Practice packing and unpacking their bag, encouraging them to organise their belongings



- Food Container Skills: teach your child to open and close food containers and packets on their own. Choose containers that are easy for little hands to manage and practice using them during meals and snacks.



- Shoe and Sock Mastery: Guide your child in taking off and putting on their shoes and socks without assistance. Select shoes with simple fastenings that your child can manage easily.

# Parents and Teachers as Partners in Children's Learning

We believe that parents are the first and most important teachers in a child's life. Your active involvement in your child's learning journey is invaluable. Here's how you can support your child's oral language and social skills development:

**Engage in Meaningful Conversations:** Talk to your child about their day, interests, and experiences. Encourage them to express themselves and listen actively to what they have to say.

**Dive into the World of Stories:** Share books that captivate your child's imagination. Ask questions, discuss characters, and explore the story together. Visit the library regularly and let your child choose books that pique their curiosity.

**Embrace the Power of Play:** Encourage imaginative play both at home and outdoors. Play pretend games, create art, and explore the world together. Play board games and engage in activities that require cooperation and problem-solving.

**Foster Positive Social Interactions:** Encourage sharing, taking turns, and resolving conflicts peacefully.

**Be a Language Role Model:** Use rich and varied vocabulary when talking with your child. Read aloud to them regularly, emphasizing expression and intonation to make stories come to life.

**Create a Language-Rich Environment:** Label objects around the house to expand your child's vocabulary. Encourage storytelling, both listening to their stories and creating stories together.

**Encourage Drawing:** Provide materials for drawing, fostering creativity and fine motor skills. Celebrate their attempts at writing and drawing, no matter how small.

By actively engaging in these activities, you are laying a strong foundation for your child's academic and social development. Remember, your involvement, love, and encouragement make a significant difference in their learning journey. Thank you for partnering with us in creating a supportive and enriching environment for our kindergarten learners. Together, let's inspire a lifelong love for learning in your child.





# Supporting your Child's Literacy & Numeracy.

By incorporating simple, everyday activities into your routine, you can actively support your child's literacy and numeracy development. Here are some creative and engaging ways to enhance these essential skills in the comfort of your home:

## **Exploring Letters and Sounds:**

- Point out letters in books, especially those in your child's name. Encourage them to recognise and trace these letters.
- Play sound recognition games by discussing the initial sounds of words. For example, ask, "What sound does 'fish' start with?" This playful approach helps them understand the connection between letters and sounds.
- Help them recognise their name by drawing attention to the sounds and letters in their name. Practise copying their name using the letter formation prompts on the next page.

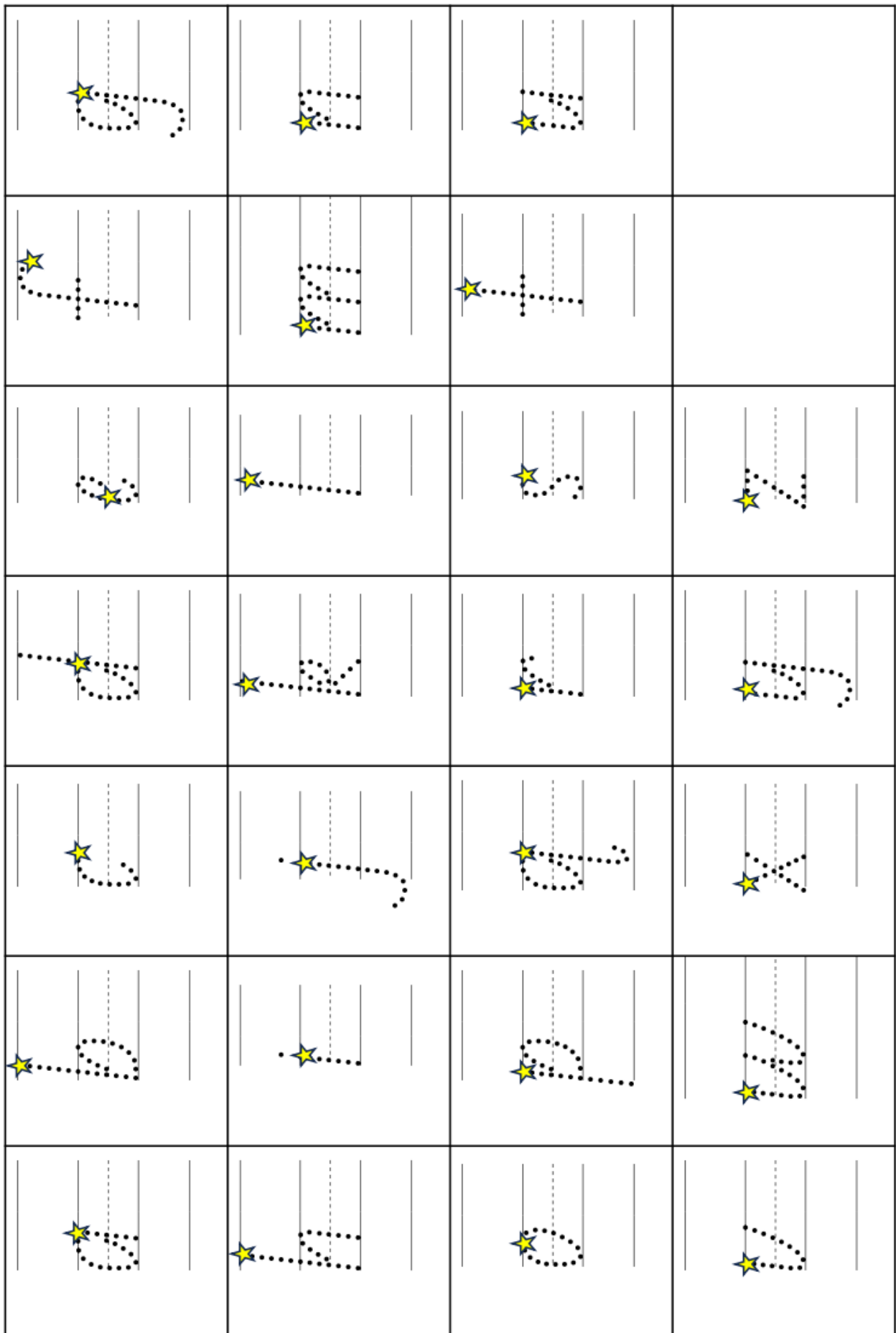
## **Encouraging Counting Skills:**

- Count everyday objects together, such as toys, fruits, or socks.
- Incorporate counting into daily tasks to make it fun and natural. Board games provide an excellent opportunity for counting. Roll the dice, count the spaces, and celebrate their achievements.
- Let them help you with simple cooking tasks, encouraging them to measure ingredients and count quantities.

## **Building Number Recognition:**

- Use number recognition games and puzzles to help your child identify numbers visually.
- Point out numbers in your surroundings, like door numbers, car license plates, or street signs. This helps reinforce their recognition of numbers in various contexts.





Remember that children should be writing using lower case letters. Upper case letters are only used at the beginning of names, places and the start of a new sentence. "NSW/Foundation" print will be used for writing at Serpentine Primary School.

# Serpentine Primary School Classes - 2021

