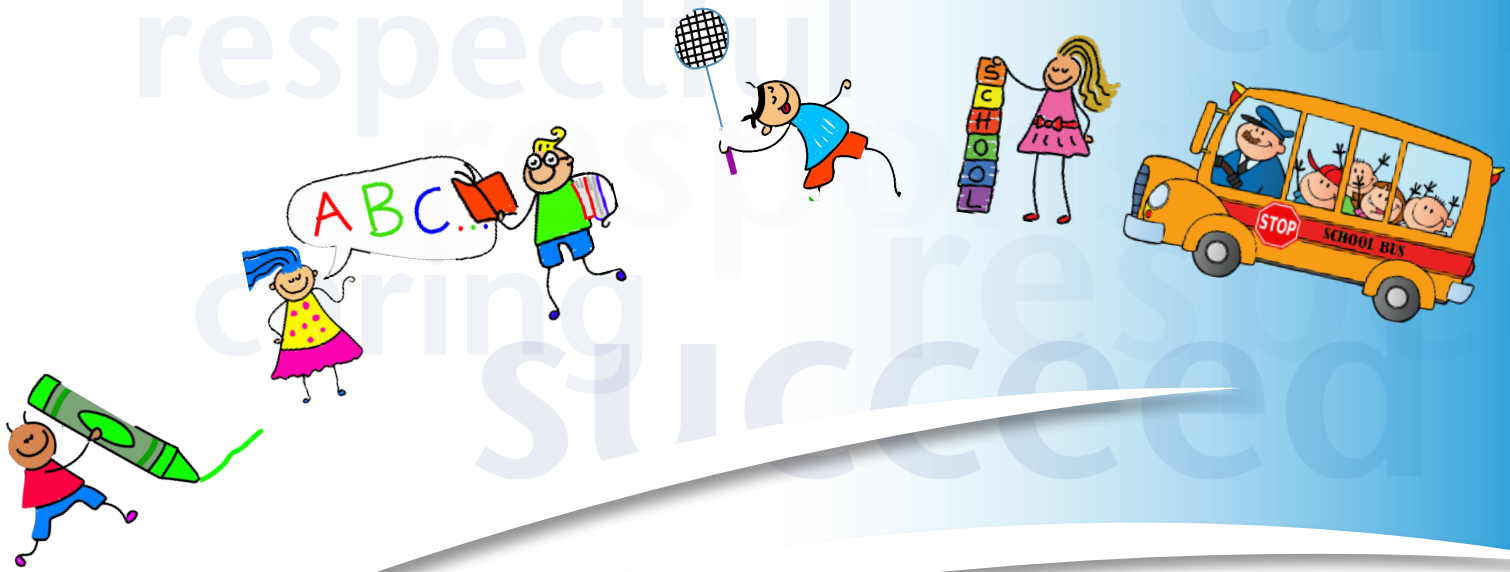


calm  
respectful

# Kindergarten

## INFORMATION HANDBOOK



# MERREDIN COLLEGE

A Wheatbelt Independent Public School

*learning close to home*



# Welcome

Welcome to the Merredin College Kindergarten for 2020. We look forward to getting to know all families and students as the year progresses. The aim of this handbook is to provide parents and caregivers with the adequate information to ensure a successful year for all.

## SCHOOL HOURS

### MON-TUES – THURS-FRI:

8:50am	Lessons commence
11.02am	Recess
11.30am	Lessons commence
12:30pm	Lunch
1:00pm	Lessons commence
3:00pm	Close

### WEDNESDAY (Early Close):

8.50am	Lessons commence
10.52am	Recess
11.10am	Lessons commence
12:10pm	Lunch
12.30pm	Lessons commence
2.30pm	Close



Please do not to send children to school before 8:30am as there is limited supervision. Parents are welcome to come into the Kindergarten at 8.30am and join in with puzzles and games before the day starts. Please meet your child outside the Kindergarten door at 3.00pm daily.

## KINDERGARTEN DAYS

Kindergarten students will attend school 5 days per fortnight. Kindergarten days will be Monday, Wednesday and alternate Thursdays.

## SCHOOL UNIFORM

Kindergarten students are encouraged to wear the Merredin College school uniform. School uniforms can be purchased from the uniform shop. The uniform shop, run by the P&C opens on Tuesdays (9am – 12pm) and Thursday (11am – 2pm). *Orders for any uniform item must be paid before pick up. Winter uniforms need to be pre-ordered to ensure availability.*

## TERM DATES 2020

- Term 1: 3 February 2020 – 9 April 2020
- Term 2: 28 April 2020 – 3 July 2020
- Term 3: 20 July 2020 – 25 September 2020
- Term 4: 12 October 2020 – 17 December 2020

## PROFESSIONAL DEVELOPMENT DAYS 2020

The following are Professional Development Days for 2020. Students do not attend on these days.

Thursday 30 January and Friday 31 January

Friday 29 May

Monday 12 October

Friday 18 December

## KINDERGARTEN BOOKLIST

Qty	Description
4	Glue sticks 40g (not Kenji Brand)
3	Scrapbook, 64 pages (245x325mm)
2	Plastic Document Wallets
1	Water bottle
1	Small cushion (for rest time)
1	Waterproof Library bag
1	Art Shirt
1	School bag

## FRUIT TIME

In the Kindergarten, students will have a fruit break in either the morning or the afternoon. Students are asked to bring a healthy snack such as fresh fruit, cheese, plain popcorn or dried fruit to share.



## BREAK ARRANGEMENTS

Our school recommends healthy eating. During Term One, Kindergarten students are learning the routines and rules in regards to where to eat and eating healthy foods first.

Kindergarten students sit outside in the shade to eat. Once the bell goes and rubbish is put into the bin students are allowed to play in the Kindergarten and Pre-primary playground area.

Students will need to bring a recess snack, lunch and a water bottle each day. Recess and lunch orders at the canteen are welcome.

We ask parents to avoid providing fruit boxes and stick to water and avoid unhealthy snacks.



## BIRTHDAYS

On your child's birthday if you would like to send along a cake you are more than welcome. Some parents prefer to do this rather than have a party at home. This is not compulsory. If your child has an allergy or you would prefer they do not participate in birthday celebrations, please let your child's teacher know. Please be aware that there is likely to be children in the class with nut and other allergies. Please see the attached information on Anaphylaxis in Medications.

## PARENT ROSTER

Young children enjoy having their parents and grandparents involved in their schooling and the benefits of this are great for all involved. The Kindergarten runs a Parent Helper roster and parents are invited to add their name to this each term. Parents will be asked to help with general classroom activities. It is preferable that younger siblings are looked after elsewhere during this time. If this is a concern for you or there is a particular time that suits you, please see your child's teacher.

## PARENT/TEACHER CONTACT

Parent/Teacher communication and parent involvement are major priorities at Merredin College. Please feel free to come and speak to your child's teacher if you have any concerns or questions regarding your child's education. It is advisable to make an appointment time to meet with your child's teacher as before school and at the end of the day can be very busy times.

## LABELLING ITEMS

Please ensure that all of your child's personal items including clothing, bags, water bottles, lunch boxes, cushions and hats are labelled.

## ABSENCES

Written or verbal explanations for all absences are required, with a medical certificate in the case of infectious diseases or absences longer than two days. For all absences please notify the school by phone or email before school starts. When the child returns to school please send a written note if you have not already contacted the school and provided an explanation of the absence.

## NO HAT NO PLAY

Our school operates a 'no hat, no play' policy all year round. This means students without hats must remain under covered areas such as the verandah. All students are required to wear a wide brimmed hat. We recommend students keep roll-on sunscreen in their bag to put on when going out for PE or play.



# General Information for New Parents

---

## SCHOOL BUSES

Merredin College has a number of school buses servicing the surrounding towns.

Applications to use a school bus must be made online at: [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

Further information phone: (08) 9326 2625

Kindergarten/Pre-Primary students who come to school by bus will be walked to and from the bus by school staff. If your child is a bus student and is not going to be on the bus for a particular reason, please contact the bus driver and provide a note to your child's class teacher on or before the day otherwise it will be assumed your child is on the bus as normal.

## PARKING AND DROP OFF

Parent parking is available along Throssell Road for drop off. Parents are able to use the ramp in the parking area on Throssell Road supervising students entry at this ramp in the morning. No children should

## CUSTODY OF CHILDREN

The school must be made aware of any court orders that relate to the care of children. This is necessary to ensure that the child is always in the care of the parent given.

## SCHOOL ASSEMBLY

Parents and friends are invited to full school assemblies. They are conducted during Week 4 and Week 8 each term on Thursdays at 9:00am in the covered assembly area. Each class from Pre-Primary to Year 6 will host an assembly. Parents are requested to ensure that any younger siblings are closely supervised during the assembly.

## LOST PROPERTY

This is retained at the school until the end of each term. The lost property box is located in the Primary Office. Please ensure that all items of clothing and all articles

brought to school such as lunch boxes, drink containers, pencil cases, etc are marked with your child's name.

### TOYS, GAMES, SPORTS EQUIPMENT

Students are not to bring their own toys, games or sports equipment to school, as they can be damaged, misplaced or stolen.

An exception is where Junior Primary students are asked to bring toys or equipment for special reasons, e.g. class themes, student presentation or news.

### CANTEEN LUNCH ORDERS

The school has an onsite canteen to supply school lunches. The canteen adheres to the healthy food and drink standards.

1. Where possible, correct money must be placed in a lunch bag with your child's name, room number, order and amount enclosed on the front of the lunch bag.
2. The folded lunch bag with money inside is placed in the classroom lunch basket before 9.00am
3. Teachers will not write orders or give change and late orders will not be accepted.
4. Lunches are available daily and are collected by class monitors.
5. Soft drinks, sweets, chewing gum, etc are not permitted at school.
6. Price lists are issued at the beginning of each season.

The canteen managers are Nita Dalton and Nat Hargreaves (90410942) and volunteer helpers are welcome.

### NEWSLETTER

An information flyer – 'MC Link' - is published each week and issued on a Thursday to the eldest child in the family. It provides information on up and coming events and happenings around the school. To save paper, the school prefers to email parents. This flyer will also be uploaded onto the Merredin College website: [www.merredincollege.wa.edu.au](http://www.merredincollege.wa.edu.au)

### MERRYDIN

The 'MerryDin Concert and Award Nights' are held at the end of each year to celebrate the achievements of our students. Each class performs an item and we recognise student achievement and citizenship for each class. Awards for excellence in Sportsmanship, The Arts, ICT and Science are also awarded. Each year the concert is split over two nights and follows a theme.

### PARENTAL INVOLVEMENT

We appreciate any help parents can give to the school. Some areas which may appeal to you include:

- Listening to children read
- Assisting with art and craft lessons

- Assisting with computer activities
- Covering books - this may be done at home
- Busy Bees
- Volunteering in the canteen.
- Carnival and Sports event helpers

If you are able to assist, please see the class teacher.

### TRANSFER TO OTHER SCHOOLS

When leaving the area and transferring your child to another school, please notify the office as soon as possible, so we can send on relevant documents. The school also has an exit process to ensure all school property is returned before students leave. Exit forms can be collected from the office.



### P&C ASSOCIATION

This group meets Week 4 and Week 8 on a Monday. Meetings run from 6:00pm to 7:30pm. The P & C provides valuable financial and advisory assistance to the school and is a social focus for parents. This is the sole fundraising body for the school.

President: Justine Low  
Secretary: Chantal Davies  
Treasurer: Kristy Van Der Merwe  
Contact: [merredincollegepandc@hotmail.com](mailto:merredincollegepandc@hotmail.com)

### SCHOOL BOARD

This is the peak decision making body in the school. Its purpose is to provide parents and teachers with the opportunity to work together on the policy setting aspects of the School Development Plan. The Merredin College Board has 11 members, consisting of, five parents, three staff members including the Principal and three community representatives.

The Board meets twice per term at 5.30pm on Thursdays.

Chair: Julie Flockart  
Secretary: Jenny Doncon

### INCLUSIVITY

Our school aims to be totally inclusive to all students regardless of race, gender, disability, religious persuasion etc. This adds to children's sense of belonging and level of comfort in our school. As a result we are committed to working with families to ensure all students can fully access and participate in the curriculum and experiences that our school offers. At times, this can result in modified programs or management plans for individual children to enable their successful integration within our school.

## ENVIRONMENTAL SUSTAINABILITY

Our school has already taken big steps such as installing water tanks to water our lawn areas, dual flush toilets, spring loaded taps, use of drought tolerant plants and lawn, reduced watering of lawn areas and composting of scraps. We are a WasteWise school currently focusing on reusing, recycling and reducing our waste. We recycle paper, organic wastes produced during meal times as well as providing receptacles for mobile phones, spectacles and ink cartridges. Parents can help model good practice by reducing the use of packaging and eliminating the use of glad wrap etc and using re-usable plastic containers instead. We also use recycled materials for activities and are always seeking supplies from parents such as cardboard boxes, egg cartons, plastic containers for storage, old Christmas cards and other items for special projects which are called for through newsletters.

## STUDENT ILLNESS

Students are expected to attend school on a daily basis unless they are unwell. As a general guide, if they are sick this would mean they are at home and resting or at a medical appointment. If they are well enough to play in the back yard or be down town with parents, then they are well enough to come to school. For contagious conditions/infectious diseases the school refers to specific policy from the Health Department as to whether students are to be excluded and the period of exclusion. Please advise the school immediately if your child is diagnosed with an infectious disease so that we can take precautionary action, including monitoring for other cases and advising parents to monitor for signs in their children. If your child has been unwell, please advise your child's teacher so they can be monitored more closely in case they deteriorate during the school day. If a student becomes genuinely unwell during the school day then parents will be called to collect their child from school. Parents can also contribute to the ongoing health and wellbeing of their children by ensuring they eat regular and healthy meals, get a good night's sleep (no late nights during the week), eat breakfast and drink adequate fluids during the school day.

## HEAD LICE

Please inform the school office if your child contracts head lice. A note will go to all children in the class so that all children can be checked and their hair treated according to the procedure outlined in the notices sent home.

## STUDENT HYGIENE

Basic hygiene is greatly assisted when students shower/bathe daily and wear clean clothes to school each day. Good hygiene also helps to maintain good student health and reduce the risk of the spread of

infection. By the time students start Kindy they should be competent at:

- independently and automatically covering their mouth/nose when coughing/sneezing
- recognising when they need to and blowing their nose and placing the used tissue in the bin.
- Independently toileting (including wiping, flushing and managing clothing)
- Independently washing hands after toileting, playing outside or before meal times and managing this without prompting (although it will form part of standard routine at KPP)

Students without these skills will be supported to attain them.

## COMMUNITY NURSE

The school based community nurse, Mrs Rebecca Waye, visits the school regularly. Currently Kindergarten children are screened for vision, hearing and development. The Community nurse provides junior primary students with health and hygiene information including hand washing and nose blowing. If parents have any health concerns, please feel free to contact the nurse through the classroom teacher.

## MEDICATION POLICY

Under no circumstances will medication be administered to children without full written instructions from parents. Forms are available from the office. This is in line with school and Education Department policy. Teachers do not enter lightly into an agreement to administer medication.

**Under no circumstances is medication to be kept in the child's school bag. All medication must be handed in to the office.**

If a child has a serious medical condition or allergy which may require emergency treatment, an Emergency Action Plan form is to be completed. Please contact the front office for this to be arranged.

### Asthma

We are an Asthma Aware school. If your child suffers from asthma it is important that an emergency plan is prepared. The plan and a copy of this policy are available from the school office.

### Anaphylaxis

Merredin College is a 'nut friendly zone' and parents are encouraged not to send food to school containing nuts. If your child suffers from anaphylaxis it is important that an emergency plan is prepared and that the school is provided with an epi-pen or medication to respond to emergency situations.

## DENTAL SERVICES

If you wish to access the State Dental Service for your child, you may do so by calling the Dental Therapy Centre on 0459 241 543.



### SCHOOL PSYCHOLOGIST

A School Psychologist services the school. Their role is to assist parents and teachers in planning strategies to help the children overcome any perceived social, emotional and/or learning difficulties which affect their schooling. Access to this service is via a referral from the class teacher through the Student Services Coordinator.

### CHAPLAIN

Our school Chaplain is Sal Marais. Access to this service is via a referral from the class teacher through the Deputy Principal Student Services Coordinator.

### AMITY HEALTH SERVICES

Amity Health Services in Albany funds Family Support Officers – Clare Smith and Demmielle Bell Hastie. They are available to support families and students. Referrals can be made through the primary administration, pastoral care officers or teachers.



### EVACUATION/EMERGENCY PROCEDURES

In the event of a fire, bomb threat or other emergencies, one or more of three signals will be used to activate emergency procedures:

- a) a continuous blast of the siren
- b) a continuous ringing of the hand bell
- c) continuous whistle blasts outside rooms.

When the alarm is raised parents/visitors to the school are to report to, stay with and follow instructions from the class teachers.

### CHILD PROTECTION

All staff complete child protection professional learning and are mandated to respond to disclosures and concerns through a specific process. Protective Behaviours education is one aspect of this and students, starting at the very beginning of Kindy, will regularly participate in age appropriate protective behaviours education in line with best practice.

### STUDENT SAFETY

Whilst this may appear alarming, the school cannot guarantee that no harm or injury will come to any child in our care. What we can deliver on is taking all reasonable precautions to reduce foreseeable danger. Accidents will unfortunately still happen and it then becomes a school responsibility to investigate the incident and determine what went wrong and what, if any, additional precautions can be taken to prevent a similar incident occurring.

### COMPLAINTS

If you have a complaint or issue you wish to raise with the school, we aim to resolve this quickly at the school level. If you feel your issue or complaint is not dealt with there are avenues for resolving conflicts and disputes. Please contact the front office for a copy of 'Disputes and Complaints Policy and Procedures'.

If you have any enquiries or concerns about your child's education, please do not hesitate to speak with the Class Teacher.

