

# *East Fremantle Primary School*



*Kindy  
Parent Information Handbook  
2023*

# Welcome to Kindy

The following notes will help keep you informed and up to date with general information and routines in kindy.

## Kindy Teachers

Louise Firth

- Monday and Tuesday teaching Kindy A
- Wednesday teaching Kindy A and B (Alternating weeks)
- Thursday (Administration)

Nichola Jennings

- Thursday and Friday teaching Kindy B



## Kindy Education Assistants

Pippa O'Dea - Monday and Tuesday (June Muco - Monday and Tuesday relief for weeks 1 to 3)

Natasha Monaghan - Monday and Tuesday

June Muco - Wednesday

Marie Thompson- Thursday and Friday

## Brief Routine/Timetable

**8.35am** Books and Puzzles

**8.55am** Bell

Mat session

Outdoor Activities

Fruit Time

Indoor Activities

**12.30** Lunch Time (eat lunch and then play outdoors)

Pack away outdoors

Rest/Relaxation/Meditation

Mat session

Storytime/Games

**2.30 - 2.45pm** Home Time

(Steady flow pick up, to allow opportunity for a quick catch up with parents)

## Encouraging Independence

As we encourage independence from day one, we ask that you get your child to:

- ❖ Check their bag at home to make sure they have everything they need for the day - morning tea, lunch box, water bottle and hat.
- ❖ Take responsibility for Kindergarten routines - carry own bag, choose a hook, put hat on hook, take own morning tea out and put onto the coloured trays and put water bottle on black trays. At the end of the day, collect water bottle and bag.
- ❖ Learn how to take off and put on their own clothes, sandals, shoes and socks.
- ❖ Wipe themselves during toileting.
- ❖ Greet people when you arrive in the morning and to look at people when greeting them.

Talk your children through the steps rather than doing it for them



## Behaviour

At all times we encourage positive behaviour and making good choices, so that everyone at kindy feels happy and safe. Our values program and many of the books we share, support us in teaching the children about what it means to be a good friend and being respectful to everyone. One book in particular is, 'Have You Filled a Bucket Today?' Parents in the past have found this useful and continue to use the same language about being 'Bucket Fillers' at home too!

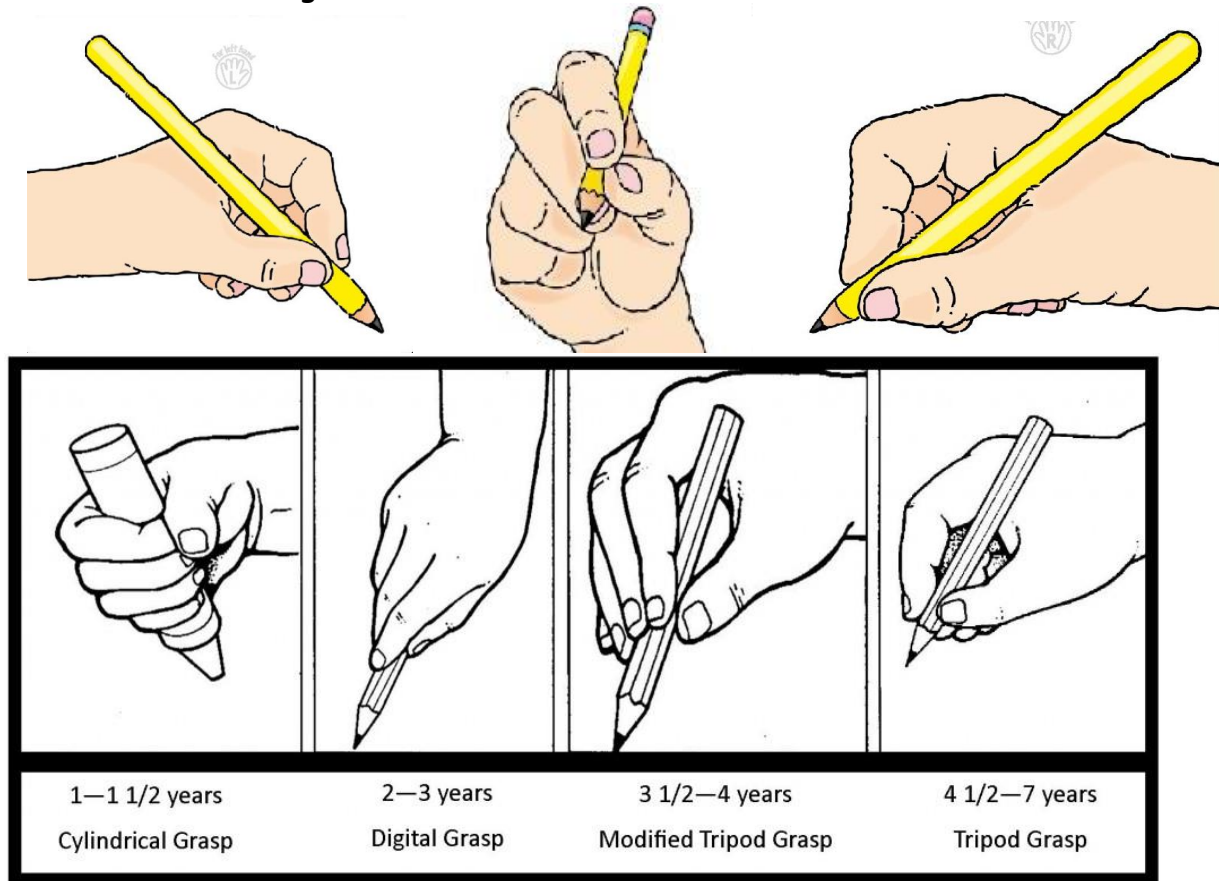
When children upset/hurt another person, we will ask the child to say sorry and state what it is they are sorry for. We teach the children how to respond by saying, 'Thank you for saying sorry but please don't do it again' or 'Thank you for saying sorry but please be more careful next time.' Most children would generally respond with 'That's ok'. It is NEVER OK to hurt anyone.

Early childhood is a great time to establish/consolidate the practice of values. They are building blocks to a happy and successful life. We use the "Star Trackers" values program that was written by a local ECE teacher. The children learn about the values through different Australian animal characters. Kind Kookaburra, Caring Koala, Sharing Seagull, Co-operative Crow, Responsible Ringtail Possum, Courageous Cockatoo, Determined Dolphin, Biodiverse Bandicoot, Enthusiastic Emu and Trusting Turtle. We integrate the teaching and learning of values within the key learning areas of the curriculum and framework.

in a world  
where you can  
be anything.  
BE Kind.

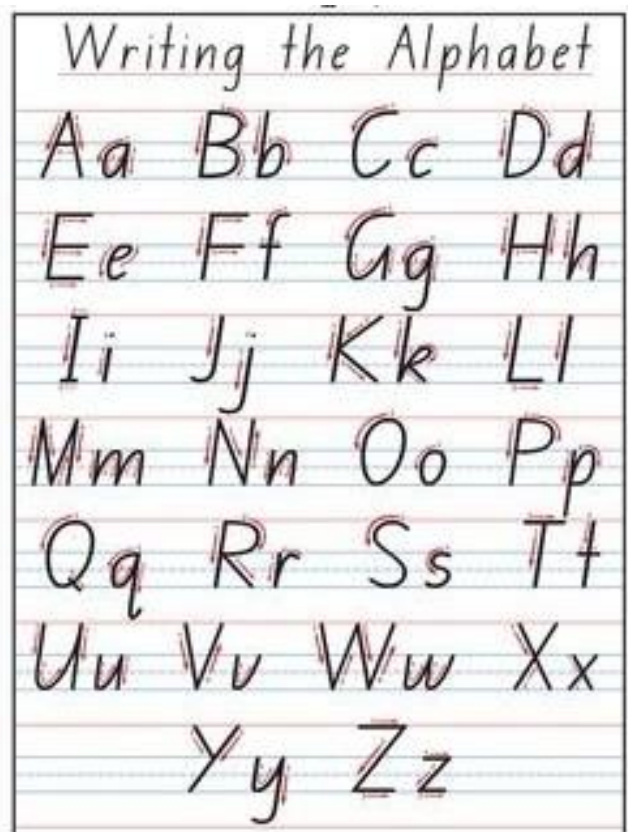
## Correct Pencil Grasp

It is very important that your child develops the correct pencil grasp early in life to help avoid wrist and arm strain through incorrect hold.



## Handwriting Style

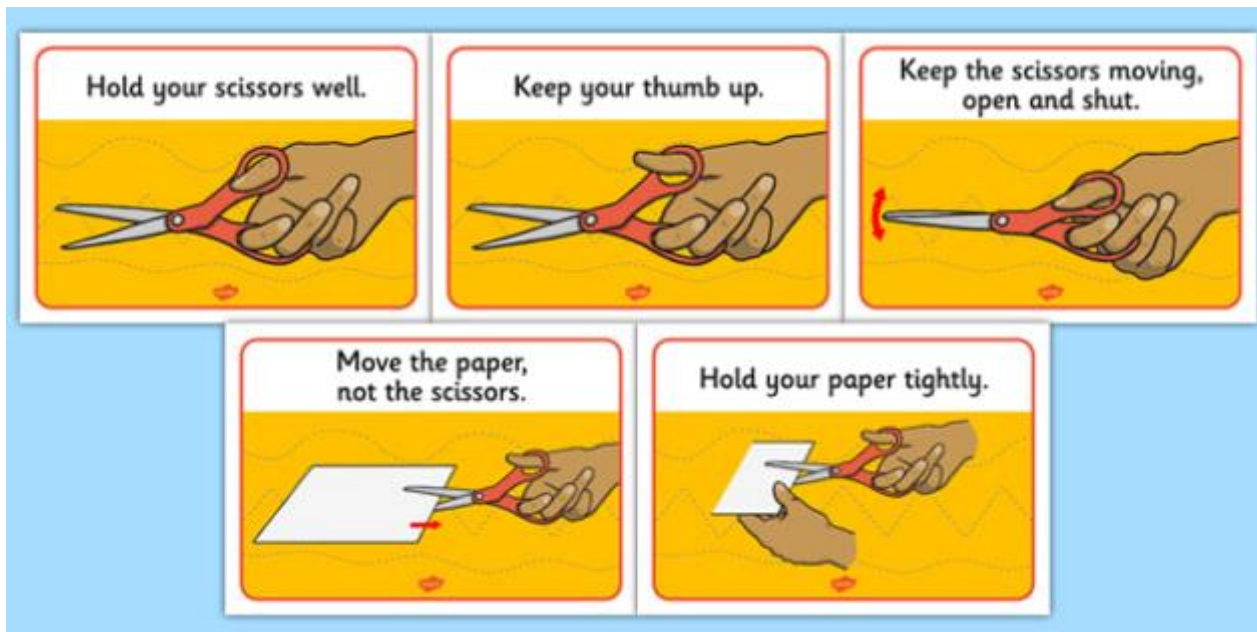
At East Fremantle the children will learn the NSW Foundation font but will be exposed to many different fonts. Please encourage your child to form the letters correctly from the start. It is very hard to undo bad habits. We will provide you with a larger copy with clearer arrows.





## How to Hold Scissors

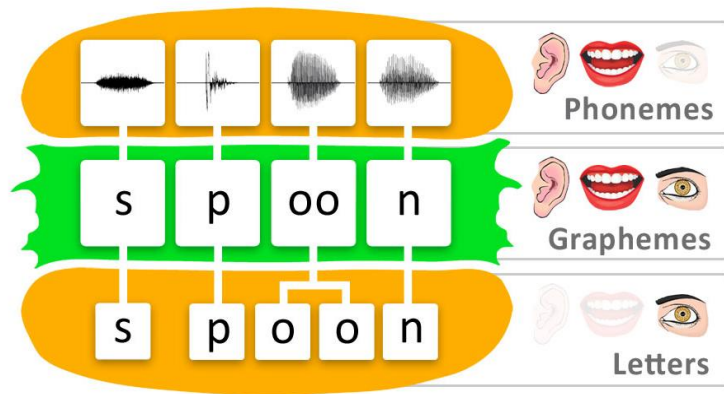
Many children come into kindy having never held a pair of scissors before. Don't be afraid to let your child use scissors and cut. In fact, we encourage you to do lots of cutting. Just like Pencil Grip, there is a correct way to hold scissors and cut. Children need to be explicitly taught this.



## Sound Waves

East Fremantle Primary School introduced a new spelling program in 2016 called 'Sound Waves'. It is a whole school program that is well-scaffolded and gives teachers a consistent approach for teaching phonics and spelling across the whole school. At Kindergarten we begin with introducing phonemes (sounds) first. It will be very oral based - the important thing will be **hearing** the sounds, **repeating** what they hear and working out the position of the sound in words.

Phonemic Awareness Skills	
<b>ISOLATING Sounds:</b> <ul style="list-style-type: none"> <li>What is the 1<sup>st</sup> sound in <i>cat</i>? (/k/)</li> <li>What is the last sound in <i>cat</i>? (/t/)</li> <li>What is the middle sound in <i>cat</i>? (/ə/)</li> </ul>	<b>DELETING Phonemes:</b> <ul style="list-style-type: none"> <li>Say <i>cat</i>: What word do we get when we take away the /k/? (at)</li> <li>Say <i>frog</i>. Take away the /r/. What is left? (fog)</li> </ul>
<b>BLENDING Phonemes:</b> <ul style="list-style-type: none"> <li>Blending onset and rime: s-at = sat</li> <li>Blending individual phonemes: /s/ /a/ /t/ = sat</li> </ul>	<b>SEGMENTING Phonemes:</b> <ul style="list-style-type: none"> <li>Segmenting onset and rime: <i>cat</i> = k - at</li> <li>Segmenting individual phonemes: <i>cat</i> = /k/ /a/ /t/</li> </ul>
<b>SUBSTITUTING Phonemes</b> <ul style="list-style-type: none"> <li>Say <i>cat</i>: What word do you get when we change the /k/ to /p/? (pat)</li> <li>Say <i>sled</i>. What word do you get when you change /l/ to /p/? (sped)</li> </ul>	<b>ADDING Phonemes:</b> <ul style="list-style-type: none"> <li>Say <i>at</i>: What word do we get when we add /s/ before <i>at</i>? (sat)</li> <li>Say <i>sick</i>. What word do you get when you add /l/ after /s/? (slick)</li> </ul>



Aside from the child's name, the children will only write letters when they are ready and want to! There is so much more that comes before! However, we will do lots of activities involving pre-writing patterns!

### Gross and Fine Motor Skills

Developing both **gross & fine motor skills** is also a large part of the Kindergarten program. We plan activities to develop:

- ❖ Bilateral integration - using both sides of the body together in a coordinated way. Eg. Stabilising paper with one hand while writing/ cutting with the other.
- ❖ Crossing the midline - ability to use each hand on both sides of the body
- ❖ Eye-hand coordination - our ability to coordinate visual input and motor input
- ❖ Balance -our ability to maintain a stable posture during activities

Hence, we focus on posture, pencil grasp, pencil control, drawing skills, handwriting skills and scissor skills as part of fine motor development. Gross motor skills are developed through music and movement activities, the daily obstacle course and the Fundamental Movement Skills program.

Children are natural learners - they are curious, interested and enthusiastic about learning new things. It is so important that we nurture and stimulate this eagerness to learn. However, we must also resist the tendency to rush or push the children to do too much, too soon, too fast. Each child will be catered for at their level and this may sometimes mean that you will see other children doing different things.

Childhood is not a race to see how quickly a child can read, write, and count. Childhood is a small window of time to learn and develop at the pace which is right for each individual child.

## Pick-up Communication Clipboard

The communication clipboard is on the right-hand side near the window as you enter the room (in a stand). This is to be used to record any changes to who is picking up your child. If someone is going to be collecting your child on a regular basis, you do not need to keep filling in the form each time, please complete the separate form provided in the clipboard. **No child will be released to a person whom Kindy staff have not been notified about by you** (this may be in writing or a phone call/message). Your child's safety is our priority. If the person collecting your child changes throughout the day, please call Kindy direct to notify us. Please do not just ask the new person collecting your child to tell us (a text message is fine).

## Absence

If your child is going to be absent, please notify the school on Connect. This is how **all** absences are done for all other year levels. You can also inform us at Kindy by telephone (0436649095), text. If you know of impending holiday plans, please inform us in writing at [louise.firth2@education.wa.edu.au](mailto:louise.firth2@education.wa.edu.au) for Kindy A or [nichola.jennings@education.wa.edu.au](mailto:nichola.jennings@education.wa.edu.au) for Kindy B.

## Sickness

**Please keep your child at home when sick** - your child will recover more quickly, and germs will have less chance of spreading to the whole class. If your child becomes unwell at kindy, we will inform you immediately. If parents are unavailable, the emergency contact is used. It is therefore essential that all home, work and emergency contact details are up to date.

## Morning Tea/Lunch

Please send in a separate container with fruit/vegetables each day. Although some parents may prefer to send in a whole piece of fruit, we find that young children will generally eat very little of it. They tend to eat more when it has been cut. This obviously does not apply to all fruits.

**Can you please keep this container separate to their lunch box?** It doesn't need to be kept cool, as we bring it into the classroom in the morning.

You also need to provide your child with a **healthy lunch** (Please...NO LOLLIES/CHOCOLATES). Our school promotes 'waste free' lunch boxes. Where possible we encourage you to reduce the use of one-use packaging and recycle as much as possible. All rubbish and food scraps will go home in your child's lunch box. Pack '**less**' in your child's lunch box rather than 'more'. We will always tell you if your child says they are still hungry. Many Kindy lunches are larger than we would eat. As lunch boxes stay in the children's bag outside, it is a good idea to use an insulated bag or container with a small freezer block to keep things cool.

Your child also needs a **clearly named** water bottle. Please ensure your child takes their water bottle home at the end of each day to be washed and refilled for the next day. We ask that you **do not send drink boxes** in your child's lunch, we strongly encourage **only water**.

## Hats and Clothing

East Fremantle Primary School has a 'NO HAT, NO PLAY' policy. Children must wear a hat for outdoor play. Wide brimmed or legionnaire's styles are both suitable. All hats, clothing and other personal items **need to be clearly labelled** with your child's full name. E.g. John Smith Kindy) Please place a **spare change of underwear and clothes in your child's bag** in case of accidents or if your child gets wet during water play. It is helpful to keep them in a zip lock bag

with your child's name clearly marked on it. It is best that children wear shoes that they can manage mostly by themselves.

### **Hair**

Long hair needs to be tied back to keep it away from faces. Please check your child's head regularly for the presence of nits/lice and treat as required. If you do discover nits/lice, please inform us so that we can remind other parents to do a check. If you need any information regarding treatment, you can ask us.

### **Toys**

Children are **NOT** to bring their own toys, games or sports equipment to school, as they can be damaged or misplaced. There may be specific occasions when the children can bring in treasures to share or items for special reasons.

### **Parent Roster**

We strongly encourage parents, grandparents, aunts and uncles to help with our Kindy program. With your help in this area, we can provide a richer program for your child. It allows us to provide more 'one on one' attention. We ideally would like at least one helper each day. When you join us on roster, please encourage and support the children, but don't do things for them! We will have the parent roster up and running next week.

### **Allergy-Aware School**

**It is extremely important to notify us of any known allergy your child may have.**

Although our school is not 'Nut Free', we are a 'Nut Aware' school. While we can never entirely enforce or regulate what comes from home in each child's lunch box, nor where foods contain traces of nuts, we hope parents will assist in working towards minimizing the risks and looking at alternatives from nut products, especially as we do have children who are anaphylactic. We also have a child who is allergic to wheat, dairy, eggs, sesame, rye and barley. We understand that these foods form a big part of many lunch boxes and we do not expect you to eliminate all these items. We will supervise the children's eating closely. Could you please speak to your children about the importance of **not sharing food**.

### **Birthdays**

Due to allergies, we ask that you don't send in cakes to be shared at kindy. We still sing happy birthday to the children and make them feel special during the school day. We are lucky to have Glasson Park next door, this is always a good place to have a quick celebration with kindy friends and share a cake where parents are then present.

### **Excursions/Incursions**

During the year, we will have some visitors come to kindy [incursions] to provide enrichment to the program, go on some excursions and we will also make a few trips to the Primary School. You will be notified about these on Connect.

### **Community Health Nurse**

The Community Health Nurse will visit the Kindy to carry out free Vision & Hearing Screening Checks. You will receive paperwork to complete prior to this happening.

### **Student Information Update**



Please ensure that any information you have provided the school relating to you and your child is kept **up to date**. This is especially important for all emergency contact information such as mobile/work numbers, address and **medical history**.

### **Communication**

It is really important that you **read** any communication from Administration and from us at Kindy. ALL communication will be posted on Connect. Remember that in order to see ALL the information on Connect, you cannot use your mobile phone. Occasionally, we may send home a hard copy of a note or put something up on the board outside Kindy.

### **Safety Rules**

Just so that you are aware, there are a couple of safety rules about the kindergarten outdoor area:

- ❖ Children are not allowed to climb any of the fences
- ❖ Bikes and scooters must be dismounted outside the gate and walked into the Kindy yard. No riding is allowed once inside the gate.
- ❖ Children are not to play on the outside equipment before or after school.
- ❖ We encourage **walking** on the veranda at all times.

### **Book Club**

Your child will receive a book club issue each month from which you can order great books and other resources at a reasonable price. Place your orders in an envelope and hand it in to **reception**. All payment is online- no cash. Label the envelope with your child's name, **class** and 'Book Order'. Our Kindy gets points for every order placed which we are able to buy new resources with.

If you have any concerns about your child, please do not hesitate to approach us, similarly we will approach you if we have concerns.

We look forward to a happy and fulfilling year working with you and your children.

☺ Miss Louise, Miss Nichola, Miss June, Mrs Thompson, Miss Tash and Miss Pippa

Kindergarten Ph.: 0436649095 Please put this number in your phone!

Email: [louise.firth2@education.wa.edu.au](mailto:louise.firth2@education.wa.edu.au) [nichola.jennings@education.wa.edu.au](mailto:nichola.jennings@education.wa.edu.au)