# EARLY CHILDHOOD CENTRE INFORMATION BOOKLET

**NAME**

**GROUP**

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Treetop Avenue Edgewater WA 6027  
Phone: 08 9405 4007  Fax: 08 9405 3700  
Email: Edgewater.PS@education.wa.edu.au  
Web: www.edgewaterps.wa.edu.au
Welcome to Edgewater Primary School and our Early Childhood Centre. We hope the information in this booklet will help you and your students feel at home in our school.

The Early Childhood Centre staff, comprising teachers and education assistants, are committed to providing a happy, safe and stimulating learning environment which ensures that each child in their care gains maximum benefit from their time spent at school.

SCHOOL TERMS

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Monday 1 February</th>
<th>Tuesday 26 April</th>
<th>Friday 8 April</th>
<th>Friday 1 July</th>
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<tr>
<td>SEMESTER 2</td>
<td>Term 3</td>
<td>Term 4</td>
<td>Monday 18 July</td>
<td>Monday 10 October</td>
<td>Friday 23 September</td>
<td>Thursday 15 December</td>
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SCHOOL DEVELOPMENT DAYS (students do not attend)

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Friday 4 March</th>
<th>Friday 3 June</th>
<th>Term 3</th>
<th>Term 4</th>
<th>Friday 12 August</th>
<th>Friday 4 November</th>
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PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>Labour Day</th>
<th>Monday 7 March</th>
<th>Tuesday 29 March</th>
<th>Easter Tuesday</th>
<th>Monday 25 April</th>
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<tbody>
<tr>
<td>Good Friday</td>
<td>Friday 25 March</td>
<td>ANZAC Day</td>
<td>Monday 24 April</td>
<td>Monday 6 June</td>
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<tr>
<td>Easter Monday</td>
<td>Monday 28 March</td>
<td>Western Australia Day</td>
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KINDERGARTEN

A staggered intake is in place for the first two weeks of the school year which allows teachers to spend time with a small group of students to help them feel happy and secure in their new environment. The **ticked boxes** below indicate the days your child should attend Kindergarten.

In the **first** week they will attend **ONE** half-day session only.

<table>
<thead>
<tr>
<th>Monday 1 Feb</th>
<th>8.30am – 12pm</th>
<th>Thursday 4 Feb</th>
<th>8.30am – 12pm</th>
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</thead>
<tbody>
<tr>
<td>Tuesday 2 Feb</td>
<td>8.30am – 12pm</td>
<td>Friday 5 Feb</td>
<td>8.30am – 12pm</td>
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</table>

In the **second** week they will attend **TWO** full days.

<table>
<thead>
<tr>
<th>Monday 8 Feb</th>
<th>8.30am – 2:45pm</th>
<th>Thursday 11 Feb</th>
<th>8.30am – 2:45pm</th>
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</thead>
<tbody>
<tr>
<td>Tuesday 9 Feb</td>
<td>8.30am – 2:45pm</td>
<td>Friday 12 Feb</td>
<td>8.30am – 2:45pm</td>
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Commencing in the **third** week, and for the remainder of the year, the full-time programme will be from 8:30 - 2:45. The fortnightly arrangement will be as follows:

<table>
<thead>
<tr>
<th>Blue Group (Mrs Rose) - K1B</th>
<th>Red Group (Mrs Rose) - K1R</th>
<th>Green Group (Mrs Norris) - K2G</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday/Thursday 8:30am – 2:45pm</td>
<td>Tuesday/Friday 8:30am – 2:45pm</td>
<td>Tuesday/Friday 8:30am – 2:45pm</td>
</tr>
<tr>
<td>Alternate Wednesday 8:30am–2:45pm [odd weeks]</td>
<td>Alternate Wednesday 8:30am-2:45pm [even weeks]</td>
<td>Every Wednesday 8:30 – 11:00am</td>
</tr>
</tbody>
</table>

During Term 4, all Kindergarten students will come together for the Kindergarten Sports Carnival Day, the Kindergarten Assembly and the Christmas Party celebration days. This may require day changes for your child. Teachers will inform parents early in 2016 of the proposed days.

PRE-PRIMARY

Students attend for five full days from 8:45am – 3:00pm Monday to Friday. Classroom doors will be open from 8:30am.

Pre-primary class allocations for 2016 will be displayed in the windows of the administration building facing Treetop Avenue on Thursday January 29 from 2pm onwards and will remain on display for the first few days of the term. Parents/carers are asked to view the information in order to locate the correct class for 2016. If you need any clarification regarding this, please contact the school office.

SESSION TIMES

Please ensure that the session times for both Kindergarten and Pre-primary are adhered to as closely as possible when bringing and collecting your child because:

- Students often become quite distressed if parents/carers are late.
- Staff clean and prepare the room before and after each session.
- It promotes good habits in preparation for the later years of schooling.
**DROPPING OFF & COLLECTING STUDENTS**
Parents/carers are asked to bring students to the door and pick them up from the verandah. They are **NOT** permitted to walk home by themselves. For your child’s protection, it is essential to let us know if you arrange for someone other than yourself to collect them. This information should be in writing and can be entered into the Parent Communication Book. Please ask a staff member for help.

*If you find yourself unavoidably detained or you have not advised staff earlier that your child is to be picked up by someone else, please contact the school on 9405 4007.*

**DUTY OF CARE**
When your child is attending our Early Childhood Centre, parents/carers must stay with them until the teacher or education assistant asks them to enter the classroom.

*Please ensure your child does not play on the playground equipment before or after school.*

**PARENT/CARER ROSTER**
Parents/carers play an important role in the day to day operation of the Early Childhood Centre classrooms. A roster will be prepared for parents/carers to assist in the classroom. You will be advised of these arrangements at a later date.

**SCHOOL FINANCES**
Voluntary contributions have been set by the School Board at **$60 per student for the year.**
Further funds to provide extra facilities are provided by the P&C, through specific fundraising events, and from parents/carers via the **P&C Voluntary Contribution**, which is **$40 per family for the year.** These contributions may be paid with the Personal Items List (Booklist) or at the school office.

*Online payments can be made to:*
BSB: 016 261 Account: 340968448 Narration: [child’s name]: Amount
If accounts are paid online please email the Registrar to confirm - Kathy.Dean@education.wa.edu.au.

**INDEPENDENCE**
We will be encouraging the students to take care of their own belongings and try to attempt to put on their own shoes and socks. Please send them in easy to fasten slip-on shoes with Velcro, which they can do themselves. **Thongs, Ugg boots and backless shoes are not permitted for safety reasons.**

**CLOTHING**
School uniform items are available from Uniform Concepts - 3/86 Winton Road Joondalup Ph: 9270 4660
Email: joondalup@uc.nellgray.com.au. Opening times are below.

<table>
<thead>
<tr>
<th>Monday</th>
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<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>9.00am - 5.00pm</td>
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<td>9.00am - 5.00pm</td>
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<td>9.00am - 5.00pm</td>
<td>9.00am - 1.00pm</td>
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Please mark **everything** with your child’s name and send along a spare set of clothes to be kept in their bag to be used for emergencies such as over enthusiasm during water play!

**WEARING OF HATS**
The school rule is that students are to wear hats during outside play every day - ‘NO HAT NO PLAY!’ is our motto. Please ensure that your child brings a royal blue bucket style school hat, clearly marked with their name. School hats can be purchased from the uniform supplier (see above) or the school office. Broad brim and Legionnaires style hats are also acceptable.

**BAGS**
Each child is asked to bring a backpack daily. Please make sure that it is a **large** size, durable and waterproof and has your child’s name easily visible on it.

**TOYS**
Students are **NOT** to bring toys to the Early Childhood Centre as we have plenty of equipment for students to play with.

**SNACK & WATER**
Each child is required to bring one piece of fresh fruit each day. A container will be placed near the door and students can put fruit in it as they arrive. Suitable items for snack time are: All fruit, including strawberries, watermelon, etc, sultanas and dried fruit. Cheese and vegetables can also be included eg. celery, capsicum, carrots.

Students in the Pre-primary classes will bring their own recess as the year progresses, usually in Term 4. The timing of this will depend on the teacher and you will be given plenty of notice. Please send a named bottle of water each day with students.
LUNCH
Your child can either bring a packed lunch or purchase lunch from the school canteen – details are on the school website. Students will need to have a named lunch box as well as a drink bottle containing water only. Canteen menus will be sent home at a later date. They are also available through the school website - www.edgewaterps.wa.edu.au.
Please avoid packing chocolates and lollies in your child’s lunch box.

HEALTH & ABSENCES
Attendance of Pre-primary students is compulsory and as such they are required to attend school daily unless sick or for a medical appointment. If your child is absent, then parents/carers must provide an explanation by either sending a written note to the teacher, completing the online absentee form on our website, sending an email to the school (edgewater.ps@education.wa.edu.au) or by contacting the school office in person or by phone. Whether your child is in Kindergarten or Pre-primary, it is essential that you notify the teacher, particularly if they have been unwell, or if there are other concerns - especially if the absence is due to an infectious disease. Please refer to the office for details on infectious diseases.
If your child is unwell, please keep them at home, even if they are keen to attend. Viral complaints such as vomiting, diarrhoea, etc, can spread easily in a school setting.
Head lice are an ongoing problem in all schools. Please check your child’s hair regularly. For further information please contact the school or access the Health Department website at www.health.wa.gov.au/headlice.

HEALTH CHECKS
The School Nurse will check your child’s sight and hearing as the year progresses. More information regarding this will be provided in 2016.

MONEY
All money sent for excursions etc. should be in a sealed, envelope labelled with your child’s name and their class details.

STUDENTS’ BIRTHDAYS
Parents may wish to send along cakes to share with other students. This can be done on the nearest school day to a child’s birthday. Small individual cakes are a great idea as they are easier to share and distribute. Cakes are quite sufficient and parents are asked NOT to send extra lollies or drinks. Please note this is not compulsory and you only need to participate if you wish to. If your child has any food allergies, this will be considered as part of a health care plan. Please inform their teacher as early as possible of any food allergies that you are aware of.

NEWSLETTER
The fortnightly newsletter is sent to parents via email. Please ensure the school has your current email address. Notes and newsletters are also available on the school website at www.edgewaterps.wa.edu.au.

SCHOOL APP – UPDAT-ED
The school has an app which is used to alert parents/carers of important events and updated information in a clear and timely manner. Please download Updat-ed from either the App Store (Apple) or Google Play (Android). Details are on our website.

PARENT/CARER MEETINGS
You will be advised about a time when teachers will provide information with regard to the Kindergarten and Pre-primary programme and other aspects of the year. Teachers are happy to answer any queries of a general nature at this time. For more personal issues, please make an appointment with teachers at a convenient time.

STUDENTS TAKING WORK HOME
This will be an exciting year with rich and innovative learning experiences for each and every child as their social, emotional and academic development is fostered and nurtured. Please offer them positive comments about any work they bring home. Asking them to tell you about the work will encourage constructive language and develop a strong home/school bond. It would be wise to avoid insisting that your child brings you a painting, drawing or pasting every day because they may have been involved in different activities or the work may have been saved in order to be placed on the display boards in the classroom. Students will always be looking towards you as parents/carers, for both approval and encouragement.

The School Information Booklet which contains more detailed information of the school and its operations will be available early next year, or you can download a copy from our website.

Thank you for your support in these matters. We look forward to a fun and exciting year in 2016.