



YANCHEP RISE

Primary School

KINDY

HANDBOOK 2023

YANCHEP RISE PRIMARY SCHOOL

INDEPENDENT PUBLIC SCHOOL



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Primary School

Welcome to the Yanchep Rise Primary School community. This is the beginning of a wonderful journey where teachers and parents work as partners to deliver excellence in education. We hope you and your child will remember this first year with fond memories.

Times for Kindergarten are 8.20am to 2.40pm.

Group 1 students attend Monday and Tuesday with alternate Wednesdays on odd weeks.

Group 2 students attend Thursday and Friday with alternate Wednesdays on even weeks.

The confirmation of enrolment letter sent to you states which group your child is in and the dates they will attend. Please keep this letter in a safe place.

On Your First Day: Come inside the class and meet the staff. Your child will be given a name tag to wear and a peg on which to hang his/her bag. Ask your child to place their piece of fruit in the basket/bowl. Settle your child in the puzzle/book corner with a puzzle, or read them a story before leaving. Make sure you say goodbye and reassure your child that you will be returning. A bell will ring indicating to all parents that it is time to leave.

What To Do If Your Child Cries: Do not be concerned, as tears are very common in the early days. Take your child to a staff member and say goodbye and go home. Do not linger as some children are not used to a parent leaving and find the initial parting difficult. Children only cry for a few minutes and when they see you have definitely gone, they soon settle and enjoy themselves. If this is not the case, we will phone you and discuss the situation. If you are worried or anxious, please phone after an hour and we will let you know how your child is getting on.

With Kindergarten being one of the first steps from home to school, we build on existing knowledge, skills and interests. Our program is supportive but it is also challenging. It is based around a balance of:

Child-directed play – The child chooses how, when, with what and with whom to engage.

Teacher-guided play - The teacher manages the play environment to achieve specific outcomes.

Intentional teaching – The teacher plans and delivers explicit instructions to achieve specific outcomes.

Planned and incidental learning occurs throughout the day as a whole class, in small groups and individually. We are steered by three important documents - Early Years Learning Framework, Kindergarten Curriculum Guidelines and National Quality Standards.

EARLY YEARS LEARNING FRAMEWORK

The first four years in a child's life are vitally important in terms of education, for they are the years when a child is laying down foundations for future learning and participation in society. We aim to make your child's initial contact with school a happy, engaging experience and to establish positive attitudes to learning. This document describes five broad outcomes which underpin our teaching pedagogy:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of well-being
- Children are confident and involved learners
- Children are effective communicators

KINDERGARTEN CURRICULUM GUIDELINES

The School Curriculum and Standards Authority is responsible for curriculum guidelines for all Western Australian Schools K-12. The Kindergarten Curriculum Guidelines focuses on children's learning and development, consistent with the Early Years Learning Framework. In Kindergarten, we focus on personal and social competence and pre-literacy and pre-numeracy skills. Every student is an individual and we strive to plan and support each student to their own developmental level, addressing students' academic, social, behavioural, emotional, psychological and physical needs.

NATIONAL QUALITY STANDARD (NQS)

National Quality Standard sets a national benchmark for equality in early childhood education and care services across Australia and establishes a set of standards that all service types are expected to meet. This document outlines seven standards that we demonstrate through our Kindergarten program.

Quality Area 1: Educational program and practice

Quality Area 2: Children's health and safety

Quality Area 3: Physical Environment

Quality Area 4: Staffing arrangements

Quality Area 5: Relationships with children

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Leadership and service management



**It's our aim
that the Kindergarten
is an enjoyable
and enriching experience
that will establish positive attitudes
towards learning
which will last throughout
your child's schooling.
As partners in your child's education
we will succeed.**

ALLERGIES & MEDICAL CONDITIONS

If your child has a medical condition i.e. allergies, asthma etc, please notify the school immediately if you have not done so already. Where necessary, an Action Plan will be developed in consultation with you and the Associate Principal, so that if an emergency arises, directions can be easily followed. This will need to be updated each year.

Please note, Yanchep Rise Primary School is an **ALLERGY AWARE** school that encourages safety and inclusivity for people with food allergies. Students are encouraged NOT to share food.

APPOINTMENTS

Please do not hesitate to make an appointment to see your child's teacher if you wish to discuss any matters concerning your child. Approaching teachers before school can often compromise confidentiality and this time is for settling our students into Kindy.

BRINGING SOMETHING HOME

Children may not necessarily "bring something home" each day. Conversation is just as effective as a "material" item. Your child may be quite tired at first and may not want to talk. When parents ask their child "What did you do today?", the child may answer "Nothing". However, he/she has been busy developing many skills through play. Such skills might include spatial awareness, problem solving and co-operative learning (e.g. sharing).

ATTENDANCE

Kindergarten doors open at 8.20am to allow children to settle before formal instruction commences at 8.30am. Please be aware that this is part of the teachers' preparation time and as such, you are welcome to sit with your child and complete a quiet activity. At 8.30am please allow the teachers to start lessons. At this time, only parents on roster should remain in the classroom. The Kindy day finishes at 2.40pm.

CHAPLAIN

Rovrinna Ghazali is the Chaplain at Yanchep Rise Primary School. Her job as School Chaplain is to care for students, staff and parents by being a support person, a listening ear and an encourager. Rovrinna spends time in classrooms, having one-to-one conversation with students and running programs about social skills and resilience. She is passionate about seeing young people live out the best story they can with their lives. You will see Rovrinna around on Tuesdays and Wednesdays, so feel free to say hello! If you would like your child to spend time with the Chaplain, please speak to your classroom teacher or the Admin team.

CHILDREN'S POSSESSIONS

The Kindy rooms have a variety of equipment, resources, toys and games for the children to use each day. Children are not allowed to bring toys from home unless they have been requested for a specific reason. Please check with your child's teacher if you are unsure.

CONTRIBUTIONS & CHARGES

It is vitally important to the quality of the learning experiences we provide for our students that each family makes payment of the annual **School Contribution**. The **Contributions** allow us to purchase the many consumable items used daily in the Kindergarten program. We ask that you make payment of the **Contribution** as early as possible in the year, but before the end of Term 1. Accounts will be forwarded at the commencement of the new year.

Throughout the year, students may be taken on excursions. A note will be sent home prior to the excursion with the information and permission form which must be signed and returned to the teacher in order for your child to participate. Please note: If there is no authorisation, then your child will not be able to attend the excursion. The preferred method of payment is on-line however, a cash payment may be made by placing the correct money into an envelope clearly marked with your child's name and deposited into the labelled box located in Administration.

Recipient:	Yanchep Rise Primary School
Bank:	Commonwealth
BSB:	066 040
Acct Number:	19905851
Reference:	STUDENT Name and Purpose eg camp

DELIVERING & COLLECTING CHILDREN

Please be prompt when escorting your child to and from Kindy to avoid undue distress.

The children are expected to begin developing independence from day one with our morning routines and this includes hanging up their own bag etc. At home time parents are asked to wait outside the rooms until staff open them. Parents must come to the door at the beginning and end of each session. Children will not be released at pick up time until an authorised adult comes to the classroom door. If an adult is unknown to staff, we will require authorisation from the child's parents prior to allowing the child's release.

Children are not to be left unattended outside before or after the class.

DRESS

Children are to come to Kindy in comfortable and easy to wash clothes. Please avoid instructing your child “not to get dirty”. While every effort is made to protect clothing, some activities are messy. If they occur, paint stains need to be soaked in cold water before washing. At Kindergarten, students are strongly encouraged to wear the Yanchep Riser Kindy shirt.



Please avoid sending your child with buckles, laces and buttons that they are unable to independently manage.

A spare set of clothes and underwear, clearly labelled with your child's name, is essential. These items need to remain in your child's bag and need to be replaced if required.

Shoes that children are able to take off and put on themselves are highly recommended. Please, no gumboots or thongs – for safety reasons. In warmer weather, children are encouraged to take their shoes off. We recommend sturdy shoes and sandals with VELCRO fastening to encourage independence and lessen children's frustration with long laces and floppy elastic.

It is school policy that all children wear a broad brimmed hat while playing outside. Every child is required to bring a hat to Kindergarten / Pre-Primary with his/her name clearly labelled on it. Children who do not have a hat available, are asked to remain in the sun protected areas while the other children are at play.

DOG



Yanchep Rise Primary School hosts a school dog. Coco is a Labradoodle and has been part of a school community since she was 12 weeks old. Coco has been an incredible asset to the classroom, calming the class to a point where daily learning is noticeably more settled.

The aim of the presence of a school dog is to improve wellbeing for students. This is being achieved through improving socialising skills and self-awareness skills that are a part of the Social and Emotional Learning (SEL) competencies. These competencies are linked to Western Australian Curriculum standards and it is expected that all teachers cover these learning outcomes and are able to assess them, as per expectations related to the entire WA Curriculum. All students and staff will be involved in Dog Awareness Training, provided

by the RSPCA in preparation for Coco's interaction with students.

No other dogs are permitted on the school site, even on a lead.

MEAL TIMES

We ask that you consider our Allergy Aware policy when packing your child's food. Our policy encourages safety and inclusivity for people with food allergies. Students are encouraged NOT to share food. Please ensure your child's food is in easy to open containers.

HANDWRITING

The style of handwriting your child will be learning at Yanchep Rise Primary School is NSW Foundation Print. Whilst there is no expectation that your child can write their own name at Kindy, we ask parents to familiarise themselves with this style and use it when writing their child's name.

Please do not teach your child to write their name in capital letters.

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz 0123456789

ILLNESS AND ACCIDENTS

Children who are ill should not attend Kindy. A child who is not well can become very distressed when in a group situation. Staying at home when sick, stops the spread of infection to other children and staff. Please advise the school when a child is absent by phoning 9562 8340 or sending a text message to 0427 981 845.

INCURSIONS



Throughout the year, students may participate in incursions. A note will be sent home prior to the incursion with the information and permission form, which must be signed and returned to the teacher in order for your child to participate.

Please note: If there is no authorisation form, then your child will not be able to attend the incursion.

MEDICATION

If your child is on medication and you wish to request staff to administer it, please note the following points:

- Only requests to administer medication which have been prescribed by a doctor will be considered.
- All medication should be provided in properly labelled containers showing the name of the medication, the name of the student and the appropriate dose and frequency. The means to administer the appropriate accurate dose must also be included.

PARENT INVOLVEMENT

Parent involvement provides continuity for the child between home and Kindy and therefore, parents are encouraged to participate and assist in whatever capacity they are able.

A voluntary roster for parent help during Kindy sessions will be displayed on the notice board. Please write your name against a date and time that suits you. Grandparents and other family members are also encouraged to help out in Kindy.



If you have a special skill or talent that you would like to share with the children, e.g. playing a musical instrument or being able to speak another language, please let us know and we can arrange a suitable time and date for you to come in to our Kindy session.

Your child loves you to be involved and in this way, you can be a part of your child's learning experiences provided in Kindy. Parents on roster are asked to make other arrangements for younger siblings as this is a time for your Kindy child to feel special. Your help is greatly valued.

Yanchep Rise Primary School has established an active P&C Association. All parents are encouraged to become involved in their activities which support the welfare and development of the school. Dates for P&C meetings will be advertised in the school newsletter. For further information please email: pandc.yanchepriseprimary@gmail.com.

PARENT RESPONSIBILITIES

- Make appropriate appointment times to discuss your child's development.
- Notify your child's teacher of any changes to the normal routine within the home situation. Such changes can affect the child's attitude and emotional well-being eg. loss of a pet or a late night.
- Assist with parent help roster where possible.
- Share special skills or experiences with the children
- Notify teacher of any ongoing illness or allergy—complete the appropriate forms at the School Administration.
- Consider joining the school P&C as the school benefits from their activities, or place your name on the canteen roster when we have a functioning canteen.
- Inform the child's teacher in writing before or after a child's absence, an email is preferred.
- Accompany your child to and from the classroom.
- Encourage your child to be responsible for carrying their own bag and unpacking their lunch box and water bottle for their session.
- Encourage your child to be independent e.g. toileting, putting on their own socks and shoes, putting away toys when they have finished with them, etc. Allow children to use scissors with adult supervision. Talk about colours, numbers, shapes, spatial concepts e.g. over/under, long/short, days of the week, times, etc.
- Ensure the school is notified of any changes in address, telephone numbers or emergency contacts.

PLAY AND THE KINDERGARTEN PROGRAM

Children, parents and teachers are all involved in the active process of learning, which starts at birth and continues through Kindergarten into school and beyond.

A friendly and happy environment will promote confidence and a sense of security in the children.

A self-directed learning approach will develop decision-making skills leading to a child taking responsibility for their own learning.

A positive self-esteem will be developed to enhance your child's academic success and personality development.

Children will learn to recognise the rights of others and be responsible for the care of equipment through appropriate use and packing away when finished.

Acceptable social behaviour will be encouraged through use of positive reinforcement.



READING

In accordance with the Department of Education the main emphasis in Kindy is on “social, emotional and physical well being”. The programs provided for your children focus on building oral language and pre-reading skills. We encourage parents to read to children and access books from the local and school library. **READ BOOKS TO YOUR CHILD AS OFTEN AS POSSIBLE.**

Students, staff and parents of Yanchep Rise Primary School are served by an up-to-date, state of the art library and resource centre. Library sessions are conducted fortnightly. Book Fairs are a feature throughout the year.

Book Club - Scholastic: The school will circulate opportunities for you to participate in purchasing books for your child approximately twice a term. If you wish to purchase items there is an online ordering system, that is managed by our Library Officer.

SPECIAL OCCASIONS

We love to celebrate birthdays, or other special occasions at Yanchep Rise Kindy. We insist that if you would like to share a birthday treat with classmates please ensure they are individually wrapped.

SUN SMART

As time will be spent outside each day, your child will require a broad rimmed bucket or legionnaire hat marked with their name. School hats are available from the Uniform Shop which is open every Wednesday morning from 8-9:30am. Kindy recognises the importance of early cancer prevention and operates a ‘NO HAT, NO PLAY IN THE SUN’ policy throughout the year. Parents are encouraged to apply sunscreen during summer months.

LITERACY AND NUMERACY



Literacy programs provide rich opportunities for children to expand their English language skills, knowledge and understandings, building a platform for future literacy learning. This learning occurs in an environment that engages children with a wealth of literature and enjoyable language and literacy experiences.

Our teaching programs are reflective of research that shows strong links between children’s oral language, phonological awareness, vocabulary and print awareness and their success in learning to read and write.

Learning programs provide opportunities for children to explore and enjoy learning mathematical ideas on their own and with others. Activities enable children to solve problems which are meaningful for them. Teachers encourage persistence, curiosity and a willingness to try out new ideas; they engage children in conversations to extend their thinking.

WHAT TO BRING TO KINDERGARTEN

A list of **Personal Use Items** will be distributed to you. It is important that you provide your child with each of the items on the list – which has been approved by the School Steering Committee. Consumable booklist items (e.g. pencils, textas, glue sticks) do not need to be labelled as they will be shared.



WHAT TO BRING TO KINDERGARTEN *continued...*

School Bag: at least 35cm x 50cm is the recommended size. We encourage the purchase of a school bag through the Uniform Shop. They have a warranty on all zips and are extremely durable.

Each child should have his/her own bag to keep their belongings in. A back pack that is large enough to carry home school work, a lunch box and spare clothing is required. Please ensure the bag is clearly labelled with your child's name. Encourage your child to be responsible for his/her own bag by having it placed in the correct location and collecting it from there. Encourage independence by having your child carry, unpack and zip open/close his/her own bag.

Children are asked to bring:

- broad brimmed school hat as Yanchep Rise has a "No Hat, No Play Policy"
- Library bag from the Uniform Shop
- lunch box and a water bottle (clearly labelled with name)
- fruit for 'Crunch and Sip', cut up and placed in a labelled container

We encourage you to provide a packed lunch box to assist your child to adjust to the routines of the Kindergarten Day. We encourage minimal packaging in lunch boxes.

Please do not allow your child to bring his/her toys to Kindergarten, thus avoiding upsets if items become lost or broken. Birthdays and 'news-telling requests by the teacher' are the only times when it is permissible to bring toys to Kindergarten or Pre-Primary.

WHAT YOUR CHILD WILL LEARN

- About themselves
- To be away from family
- To listen
- To interact with adults
- To interact with small and large groups of children
- Rules and routines



WHAT YOU CAN DO AT HOME

We encourage you to help your child become independent over the early years of schooling. Children should be able to:

- Take themselves to the toilet
- Wash and dry own hands and face
- Blow own nose
- Put on and take off their own jumper
- Take off and put on shoes and socks
- Recognise and state their full name in a complete sentence
- Recognise and be responsible for own belongings
- Be able to ask a question in a full sentence e.g. "May I go to the bathroom please?"
- WA Department of Education Resources for parents – Learning at home fact sheets e.g. Science in the garden. Writing and spelling are important etc.

www.education.wa.edu.au



5 WAYS TO PREPARE A CHILD FOR SCHOOL

Physical Preparation is Essential

Before sending your child to school for the first time, it is important to get him/her physically ready to meet the challenges ahead of him/her. A nutritious diet and frequent exercise in early childhood reduces the risk of health problems and lays the foundation for learning in school. Children who eat balanced meals demonstrate better concentration in the classroom. Healthy eating habits, that include fruits and vegetables when your child is two or three years old, will be easier to maintain when he/she reaches school age. Regular exercise encourages fitness and co-ordination. As a child's body develops, activities such as jumping, throwing, catching, climbing, tumbling and dancing teach large muscle control. Likewise, dexterity and fine motor skills are acquired through activities like colouring, assembling puzzles, working with clay and learning to cut with safety scissors. Practise these skills at home with pre-school aged children frequently.

Nurture Social and Emotional Skills

Social skills such as co-operation, sharing, conflict resolution and empathy, help children to get along with classmates. Give your child chances to interact with other children through play dates, classes or trips to the park. Encourage your child to solve conflicts independently and to see the perspectives of others. Emotional skills like confidence, independence, self-control, persistence and motivation are also important for success in school. Give your child the opportunity to make their own choices to build confidence and independence. Use positive reinforcement to encourage persistence and self-control, and motivate your child with incentives for good behaviour rather than just threatening punishment for bad behaviour.



Language Development and Comprehension Skills Begin at Home

Good language and comprehension skills are developed from birth. There are many ways to engage your child, but talking directly to them can help them learn to speak. Early on, narrating what's going on around a baby also is helpful. As a child gets older, parents should ask questions that require more than a "yes" or "no" answer. Reading aloud regularly can improve language skills, and discussing what has been read aids comprehension. Before your child is scheduled to begin school, get a list of the skills the school expects him/her to have mastered beforehand. Work on these skills at home when your child is one or two years old.

Establish a Daily Routine

Shifting from an unstructured home environment to a school environment can be jarring, particularly for children who did not attend either playgroup or day-care before Kindy. Creating and sticking to a daily routine at home can help you both transition more smoothly. Establish a set time to wake up, get dressed and eat breakfast. Map out daily activities, such as art time, play time, nap time, lunch time and reading time. Getting used to a home schedule will prepare your child for the more regimented school routine.

Tour the School With Your Child

Visiting the Kindy with your child before the first day may relieve the anxiety she/he feels about entering the new environment. Please attend our open day. Through the visit, stay positive about the school experience and all the exciting things she/he will get to do. Explain to your child what a teacher does and that the teacher should be treated with respect. The more information your child has about what to expect, the better they will handle the change.

FUN GAMES AND ACTIVITIES FOR YOU AND YOUR 4 YEAR OLD

Build an Obstacle Course

An obstacle course is a great way to stimulate physical and mental coordination. For example, you can create a course where children climb under a table, hop on one foot, roll on the floor while holding a ball overhead, and toss soft balls or bean bags into a container. To add complexity, instruct children to follow a sequence of steps to get through the course. This way, children develop skills in listening and following directions.

Hide-and-seek stuffed animals

A fun twist on an old favourite is a hide-and-seek game using stuffed animals. First, collect a bunch of your child's favourite stuffed animals and count how many you have before you start. Then have everyone close their eyes while one person hides all of the stuffed animals. Once hidden, have everyone start searching for the stuffed animals until all are found.

Make your own Play-Doh

Making your own Play-Doh is a great hands-on activity. You can find the recipe easily on the internet. Once you've made the putty and let it cool, let children explore their imagination. "Children can use the Play-Doh to roll out long snakes and then form them into shapes, letters and other designs." Working with the dough and using plastic scissors to cut pieces into new shapes helps with dexterity and develops fine motor skills.

Build a castle

Constructing a castle out of empty paper boxes is a neat way for kids to design a towering structure of their own. Here, help your 4-year-old stack paper boxes in any shape or size that they like and stabilize the boxes with masking tape. This works both indoors and out, so long as the ground isn't wet. Then, children can use chalk or markers to decorate the walls.

Arts and crafts

Arts and crafts are another great staple for 4-year-olds. Finger painting, collages, paper-mache, or crayon and marker drawings are all good options. This helps in the development of fine motor skills and correct pencil grip.

Fantasy play

Dress-up and performance encourages creativity and storytelling. Kids have stronger language and narrative skills by age four to develop a plot line or act out a role. Children enjoy pretending to be someone else, whether they're putting on a show or playing scientist or doctor. Supporting kids to role play helps socio-emotional and language development.

Don't forget classic games

Remember that classics stand the test of time because children love them and they promote early learning. Games like Trouble, Snakes and Ladders and Guess Who foster hand-eye coordination and teach children how to listen to directions and follow rules. It also role models sharing and taking turns.



SCHOOL MAP

