

# Kindergarten Handbook 2020

Tammin Primary School

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# Welcome to Kindergarten

*This handbook is designed to provide you with important information regarding your involvement with the Kindergarten. We encourage you to read the handbook carefully at the time of enrolment and keep it on hand to refer to during the year. Many of the questions that you may have about Kindy are answered in this handbook. If at any time during the year you have any concerns regarding your child please contact your teacher.*





Tammin Primary School  
Friendship & Achievement

## ***VISION & MISSION STATEMENT***

Tammin Primary School is a pivotal point in our community that fosters a positive and safe learning environment where everyone looks after each other; feels respected, understood and encouraged to become strong active participants in the community.

At **Tammin Primary School** we ensure our students achieve positive **social and academic skills and knowledge** with **high expectations** of achievement by:

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Showing **RESPECT** for all

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Promoting **RESILIENT** behaviours (withstand or recover quickly from difficult conditions)

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Strengthening feelings of **SELF-WORTH** through **INCLUSIVE** practices

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**COMMUNICATING** positively and **CONSTRUCTIVELY** with others

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Providing a **MOTIVATING** and **STIMULATING** learning and work environment

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**COLLABORATING** between parents, students and staff

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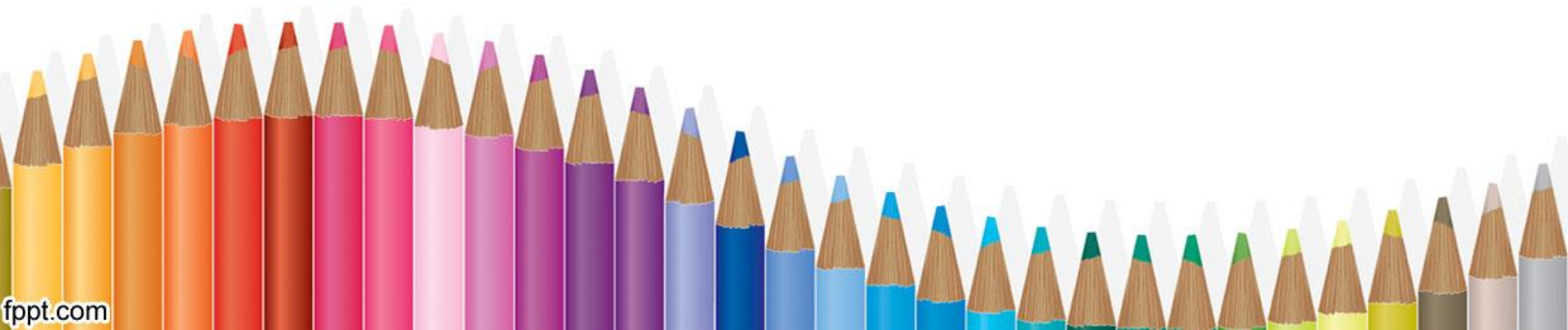
Our mission is to **INSPIRE** others to become **RESOURCEFUL** and **INFORMED** citizens who **CONTRIBUTE POSITIVELY** to a changing world.



## Enrolment

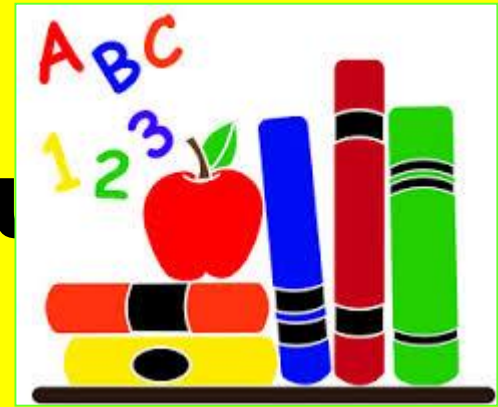
When coming to the school to enrol your child please bring the following information with you:

- Your child's immunisation forms and
- A copy of your child's Birth certificate
- Proof of residential address





# Aims of Kindergarten Edu



It is important for teaching and support staff to form a trusting, respectful and caring relationship with each child. A happy and stimulating environment will be provided for your child, taking into account individual needs and differences. Parent involvement is of great value to us and we invite parents to become partners in the education of our children.

## ***The aims of Kindergarten education are:***

- ✿ To help each child develop a positive self-image;
- ✿ To provide an environment and educational experience which encourage children to become self-reliant and to be able to make choices;
- ✿ To promote learning in the area of language use and its associated skills;
- ✿ To assist each child to develop appropriate skills in the social, emotional, physical, intellectual, creative and language domains;
- ✿ To develop interactive and positive relationships between each other and the Early Years students in the K – 2 classroom
- ✿ To encourage the participation of parents in all aspects of the Kindergarten program.

## **Early Years Learning Framework Outcomes:**

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



### **School Hours**

**8:50am to 3:05pm**

### **Friday – Early Close**

**8:50am to 2:35pm**

### **Term 1 & 2**

**Monday & Wednesday**

### **Term 3 & 4**

**Monday, Wednesday and Thursday**

A term planner with additional information and possible alterations (School Development Days) will be advised through the school website and the School Community Newsletter.

# Important information

## ***Early Departure***

Children will not be dismissed to unauthorized persons. Please ensure the office or the classroom teacher is informed of a change to pick up arrangements. Change to pick up arrangements must be written in your child's diary. If you need to pick up your child during school hours, for reasons such as illness, appointments etc. you must first report to the school office to follow the sign out procedure.

## ***Absences***

All absences must be recorded. If your child is going to be absent, please inform the office or classroom teacher. Absences and the reason for the absence can be communicated through the student's diary or email and phoning the school office. Regular attendance will allow your child to benefit from the sequential educational program offered.

## ***Sick Children***

Please keep your child at home when they are unwell. Bed rest or quiet time at home helps prevent illness spreading throughout the class.

## ***Medical Information***

Please inform us as soon as possible of any information regarding your child's health, e.g. allergies, asthma, toileting issues. It is important that this information is provided so we are able to provide the best possible care for your child. If your child requires any medication/intervention throughout the day whilst attending school then an 'ACTION PLAN' must be provided by your doctor. Generic Health Care Management forms are also available and to be provided to the school at:

<http://www.det.wa.edu.au/student-support/behaviourandwellbeing/detcms/navigation/wellbeing/student-health-care/?page=2#toc2>



# ***Healthy food builds healthy kids***



The food your child will need to bring is as follows:  
Two pieces of fresh/dried fruit or vegetable for fruit time.  
Recess snack: A small nutritious snack.

## ***Lunch***

A packed lunch (e.g. small sandwich, yoghurt, a few crackers). We discourage lollies, chocolate and chips.

Please note that the children will only be permitted to drink water whilst at school.

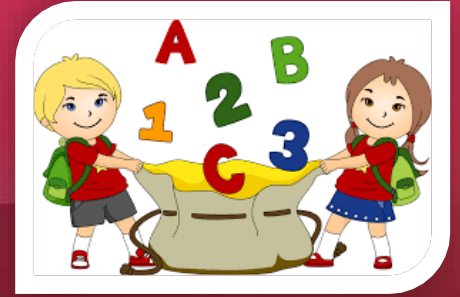
Children will not be encouraged to share food from their lunch box.

## ***Birthdays***

Birthdays are very special to young children. You are most welcome to bring in a treat to help celebrate your child's special day. If you would like to bring a Birthday cake we encourage small cupcakes or treats to make giving out a much speedier process.



# ***Routines***



Each day is always different in Kindy, however there is a 'timetable' that we aim to adhere to as establishing a routine at school is important as is being flexible. The following is some general information to assist you and your child in becoming familiar with the structure of Kindy and to develop their children's independence skills.

## ***Arrival***

When your child arrives at school we will encourage them to take out their own fruit, water bottle, lunch etc. and place their bag outside the classroom. From 8.50am the children will assemble on the mat as we will gather together to start the day. During the course of the day the children will be provided with the opportunity to access a variety of activities both indoor and outdoor. The staff will work to ensure that each child is catered for according to his/her needs and abilities.

## ***Dress***

Kindergarten is a hands on, play based learning experience. Please send children to Kindy dressed in school uniform and shoes. We implement the school policy of "no hat, no play". Each child is provided with one school hat. Additional school hats can be purchased through the front office. A change of clothes in case of accidents is advised. Please label your hats, uniforms etc. and place spare clothes in your child's school bag (also labelled).

## ***School Attendance***

School Attendance is very important. Going everyday and getting there on time, reinforces for children that school is a significant experience and not to be missed. Children that do not attend regularly may miss vital learning experiences.

## ***Communication***

Our first concern is the happiness and well being of your child. Should anything happen at home that upsets your child in any way, we would appreciate it if you let us know. We offer least two meetings with each child's parents during the year, and parents can request a meeting at any time with their child's teacher.

Telephone: 9637 1051

## ***Bulletin***

The school community bulletin is published on a weekly basis. The bulletin is also available on the school website. Please ensure you read every newsletter – it is full of important information.

## **Student Diaries**

Student diaries are used to send information to and from school and are checked daily.



# ***Infectious Diseases***

For all the diseases listed below please keep your child home from school. Re-admit your child once a medical certificate of recovery is obtained or on complete subsidence of the symptoms.

- Chicken Pox- Re-admit when sufficiently recovered
- Measles-Medical certificate (notify Health Department)
- Hepatitis-Medical certificate (notify Health Department)
- Measles-Medical certificate (Students not immunised against measles will be excluded from school)
- Pediculosis (Nits or Eggs of Head Lice) A note including treatment options will be sent home at the end of the day with your child. Students must be treated before being allowed back to school. In accordance with department policy staff can be authorised by the Principal to check children for eggs if it is suspected a child may have head lice
- Ringworm-Medical certificate
- Rubella (German Measles)-Medical certificate
- Scarlet Fever-Excluded from school until effective treatment has been initiated
- Whooping Cough-Medical certificate (notify Health Department)
- Conjunctivitis-Excluded from school until effective treatment has been initiated
- Impetigo (School sores)-Medical certificate
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The Department of Education supports the Health Department of WA in ensuring that children entering school are fully immunised. Children who are not fully immunised have a high risk of contracting serious infectious diseases. Children commencing school should already have received their measles and mumps vaccine and their booster for protection against diphtheria, tetanus and polio.

It is most important that your child has these booster immunised BEFORE commencing school early in the first term. It is policy that a record is kept of your child's immunisation and a copy is placed on your child's school records.

# TPS Contact List

- School phone 96 371 051

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



## **Administrative Staff**

Mrs Sarah Sims – Principal (email: [tammin.ps@education.wa.edu.au](mailto:tammin.ps@education.wa.edu.au))

Mrs Lisa Mackin – Manager of Corporate Services (email: [lisa.mackin@education.wa.edu.au](mailto:lisa.mackin@education.wa.edu.au)) Mon/Tues

Mrs Caroline Bradley- Manager of Corporate Services (email: [caroline.bradley@education.wa.edu.au](mailto:caroline.bradley@education.wa.edu.au)) Wed/Thurs

