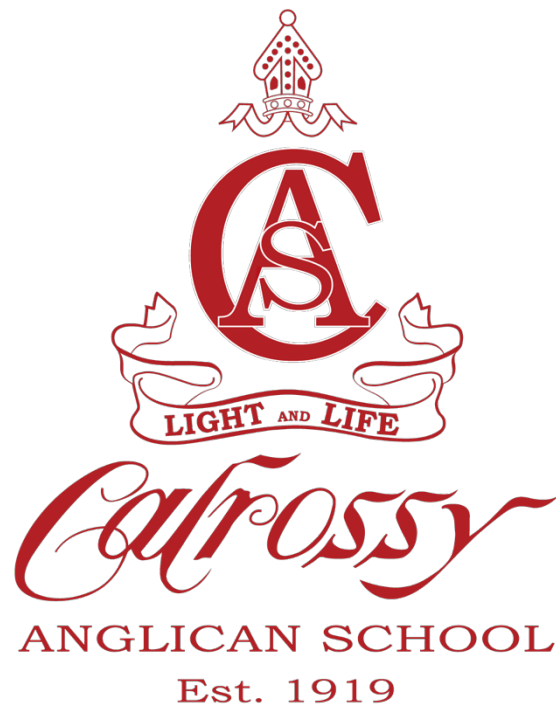
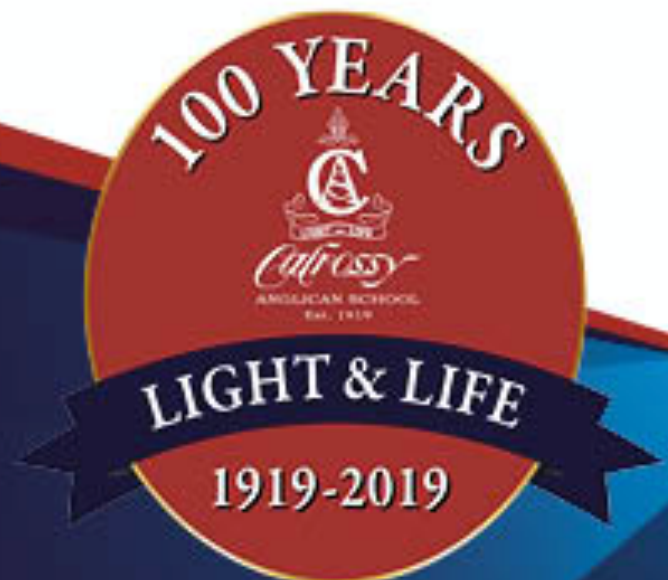


# Kindergarten Information Handbook 2018



Christian  
Personal  
Caring





## Head of Primary's Welcome

*When we speak of children we must remember that in each case a promise, a future and irreplaceable life is at stake.*

It is my pleasure to welcome you to Calrossy Anglican School, a vibrant, compassionate and caring community where staff, parents and children grow and learn together.

At Calrossy Anglican School Primary we aspire to the values of Honesty, Respect, Responsibility, Perseverance, Compassion, Justice, Self-Discipline, Integrity and Tolerance provide the framework for teaching and learning at Calrossy Anglican School. With a commitment to excellence in all areas – intellectual, physical, emotional, social and spiritual – it is our aim to help children build strong foundations that will equip them well in the future while encouraging the development of lifelong learning habits.

Calrossy staff consider it a privilege to journey with you as together we seek to create an environment that encourages, nurtures and challenges your child to become the very best they can be!

Robert Black  
Head of Primary

*Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*



Mr Robert Black is retiring at the end of 2018 and Miss Claire Dalziel has been appointed as the new Head of Primary. We wish Mr Black all the very best for the future.

## Contact Information

Office Hours: 8.00am - 4.00pm  
Phone: 5776 5220  
Fax: 5776 5279  
Email: [primaryadmin@calrossy.nsw.edu.au](mailto:primaryadmin@calrossy.nsw.edu.au)  
Absences: [attendance@calrossy.nsw.edu.au](mailto:attendance@calrossy.nsw.edu.au)  
Website: [www.calrossy.nsw.edu.au](http://www.calrossy.nsw.edu.au)

## Term Dates

*Term 1, 2019*      **First day of Kindergarten**  
Commences: Wednesday 30 January  
Finishes: Friday 12 April

*Term 2, 2019*      Commences: Tuesday 30 April  
Finishes: Friday 29 June

*Term 3, 2019*      Commences: Monday 22 July  
Finishes: Friday 27 September

*Term 4, 2019*      Commences: Monday 14 October  
Finishes: Friday 6 December

## School Times

8.25am	Teacher on Duty
8.50am	Morning Assembly
9.00am	Morning Session
10.50am	Recess
11.10am	Middle Session
12.40pm	Lunch
1.30pm	Afternoon Session
3.00pm	School Finishes

## Transition from Preschool to Kindergarten

Starting school is a major life transition for children and their families. Calrossy is focused on making this time of change a successful process that builds self-esteem and confidence in each child and connects parents with the school community.

The transition program is about engaging children and families with the School community allowing them to become familiar with routines, procedures, School facilities, teachers, special programs and the parent network. The program enables children to feel comfortable, relaxed and motivated to learn. It provides parents with a sense of belonging to their new school community.

## Tips for assisting your child to settle into school

- Label all items, including lunch box, drink bottle, school bag and jacket, with your child's name. Check regularly as labels fade or fall off.
- Help your child recognise their personal belongings
- Pack your child's lunch box in such a way that they can identify which food is for recess, lunch and afternoon tea.
- When teaching your child to recognise and write their name, please use a capital letter for the first letter, with other letters in lower case.
- Keep an extra pair of underpants and shorts in a plastic bag in your child's school bag. Toilet accidents sometimes happen.
- Please inform the school if you will be late for the daily 3.00pm pickup. A missing parent often causes much anxiety.
- Give your child time to unwind and relax at the end of the day.
- Be prepared to be anxious if this is your first child at school. It is only natural, but be assured that your child is in expert and caring hands.

## First day at primary school

During the Christmas school holidays your child will receive a letter informing them of their class teacher's name and Year 5 buddy. This enables children to go straight to their classroom where they will be met by their class teacher.

## 21<sup>st</sup> century learning

As a 21<sup>st</sup> century learning environment Calrossy uses digital technologies to support student learning. The school has interactive white boards in all classrooms, a computer lab and iPads in each stage area. This initiative is about enabling students to access technology any time throughout the school day.

As part of the technology initiative, students are taught how to effectively use technology to guide learning.



## **Year 5 buddies**

At Calrossy, Year 5 students maintain a prominent role in the playground as buddies. Particularly for Kindergarten children who are feeling a little bit alone, as happens from time to time, the Year 5 buddies are on hand with a smile.

During Term 1, the Year 5 buddies will play with the younger children, cheer them up or find them a friend to play with. The buddies can also take younger children and wait while they get a drink or go to the toilet. The Year 5 buddies are in the playground to make it an even friendlier place to spend recess and lunch.

## **Occasional foods and birthdays**

We are happy to help your child share their special day at school. A cake, patty cakes or small lolly bag to share as part of a birthday celebration can be sent in and left with your child's teacher. Parents are requested to inform the school if their child or children are not permitted to eat occasional foods or participate in birthday celebrations. Children with allergies can send in an alternative or have some patty cakes stored in our school freezer.

## **Extra-Curricular Activities**

Calrossy Anglican School has a number of extra-curricular activities, offered privately by paid tutors or taught by the teachers.

Extra-curricular activities include:

- Choir
- Private music lessons
- Gardening lunch time club
- "Light Club", Wednesday lunch time
- Active After School Sport, two afternoons per week



## **Before School Supervision**

If you need to drop your child to school prior to teacher's duty time the school provides supervision for students between the hours of 7.30am and 8.25am.

## **Kookaburra Club**

Kookaburra Club is an after school care service operated by Calrossy staff. Hours of operation are from 3.00pm – 6.00pm and children are provided with afternoon tea as well as organised indoor and outdoor activities. In order to staff this service sufficiently children need to be booked in on a casual or permanent basis. Kookaburra enrolment forms are available at reception. There is a fee applied to after school care.

## **Becoming involved at the school**

Parents and friends are always welcome to volunteer in many ways to assist the school to deliver a quality education. The Parents and Friends Association (P&F) holds regular meetings and invites parents to run committees or be part of the P&F. Parents are invited to apply to Services Australia for a Working with Children Check and spend time in the classroom assisting the classroom teacher with literacy and numeracy groups or other leaning projects.

## **Health**

The School is committed to protecting the general health and well-being of children and staff by minimising the risk of the spread of infections. Dealing with sickness and infectious diseases is very serious, especially when so many children are in contact with each other. Preventing the spread of infectious diseases is an important part of our commitment to protecting everyone's health and well-being. Children should not be brought to school unless they are able to cope adequately with the normal daily routines and experiences within the program. Usually, if you are in doubt, then he/she is not well enough to attend. It would be appreciated if children who are ill at home or appear to be ill, are kept at home to recuperate. Children who become ill during the day will be removed from the class to rest. The staff or School Nurse will contact the parent/guardian immediately to come and collect the child from school. Infection can move swiftly through a group, therefore, we ask that parents come to school as quickly as possible to collect their child.

## **Health plans**

Many children have medical conditions such as asthma or allergies that need to be managed by the staff here at school. Management includes making special

provisions or administering medication. If a child has an ongoing medical condition that needs to be managed by the staff it is essential that parents go to their local doctor for an individual health care plan. This plan needs to be given to the school Health Centre.

## **Medication**

In the event that a child is required to take prescriptive medication during his/her attendance at Kindergarten, instructions from the child's Medical Practitioner or the attached pharmaceutical label must contain the following information: name of the child, name of the medication, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not on the label we will not administer the medication. All medication needs to be handed in to the school nurse at the front office at the beginning of each day.

## **Administering Puffers, Spacers and Nebulisers**

The school policy in relation to puffers, spacers and nebulisers is as follows:

- All asthma medication is to be administered as per the requirements of a doctor's Health Care Action Plan. A letter from the doctor or instructions as per pharmacy label is required.
- Parents must provide an asthma management plan for the child, which has been developed in consultation with the child's doctor, advising staff of the child's triggers, symptoms and appropriate management techniques.

## **Protecting our greatest asset**



As most parents are well aware, a healthy child is a happy child and at Calrossy we do everything we can to make sure children are happy, healthy and most of all, safe. Whether this is helping them cope when mum or dad drop them off in the morning, making sure they have their hat on during outdoor sessions, or knowing what to do if they have an allergic reaction. Don't hesitate to tell us about anything that will make your child's day happy and safe.

## Hygiene

To minimise cross infection at Kindergarten, several procedures are followed for the wellbeing of the children. All children are required to wash their hands after toileting and before meals. Staff members wear disposable gloves when attending to a sick child or changing soiled clothing. Toys and equipment are disinfected regularly.

## Injuries

If a child sustains an injury at Kindergarten, first aid is delivered immediately and the School Nurse and Head of Primary are informed of the incident. If a child is ill or has a minor accident, contact will be made with the parent and further instructions obtained. If the accident is serious, an ambulance will be called immediately and parents advised accordingly. It is essential that parents leave all emergency telephone numbers with the school, including the family doctor, and ensure that an up-to-date record is available at all times. In the event of a child requiring transportation by ambulance to hospital, a staff member will accompany the child in the absence of a parent.

## Immunised Children

You are required to provide information regarding the immunisation status of your child upon enrolment. Please note that it is the responsibility of the parents to regularly amend the child's vaccination status by submitting new vaccination certificates after each immunisation. For more information on the Immunisation Schedule, please refer to the Australian Government Guidelines.





