Attadale Primary School
Pre-Primary Handbook
2017
Welcome to Attadale Pre-Primary where we feel sure your child will have many stimulating and enjoyable educational experiences. The purpose of this booklet is to provide information about the operation of the Pre-Primary and give you a better understanding of how you can assist with the program.

**STAFF FOR 2017**

There will be two Pre-Primary classes with Education Assistants. You will be notified of which class your child will be in closer to the start of the school year.

### 2017 TERM DATES

<table>
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<th>Semester 1</th>
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<th>Semester 2</th>
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<tr>
<td><strong>Term 1</strong></td>
<td>Wednesday 1 Feb – Friday 7 April</td>
<td><strong>Term 3</strong></td>
<td>Monday 17 July – Friday 22 Sept</td>
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<td><strong>Term 2</strong></td>
<td>Monday 24 April – Friday 30 June</td>
<td><strong>Term 4</strong></td>
<td>Monday 9 Oct – Thursday 14 Dec</td>
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Pupil Free Days will be advised

### SCHOOL TIMES

Pre-Primary times follow the normal school hours, which are **8.50am – 3.10pm**. **Children are not to arrive at school before 8.35am and we appreciate prompt collection at 3.10pm.**

If you wish your child to be collected by anyone other than you as parents or caregiver, please notify staff and sign the collection book. Children will not be handed over to anyone without this consent.

**Early close is on Wednesdays - school finishes at 2.30pm** for staff development and team meetings.

### WHAT TO BRING?

The children are asked to bring the following items to Pre-Primary:

1. Items on the pre-primary booklist.
2. A large backpack to carry belongings.
3. Morning tea, a packed lunch and a water bottle each day.
4. A named school hat for outdoor time to remain in your child’s bag. The school has a ‘no hat, no play’ policy. Your child must wear a school hat anytime they are outside. Hats are available from the School Uniform Shop (open as per school term calendar).
5. A spare set of clothing and underpants in their Pre-Primary bag to remain all year.

### PARENT ROSTER

Parents are encouraged to assist with the Pre-Primary program during the year. This is an opportunity for you to see first hand what your child is doing. If you cannot attend for parent help, aunts, uncles, grandparents or even close friends, are welcome to substitute. Dads are most welcome!

When you act as a parent helper, you are asked to:

* Be actively involved in the program.
* Observe your child’s progress.
* Become involved with your own child, as well as other children, by taking part in
* Assist in the preparation of Pre-Primary materials.
* Assist with clean up activities.

It's a special time for your child when you act as parent helper. We would appreciate if younger siblings are in alternative care on these days.

**WATER PLAY**

Our water play activities occur on warm days. On these days, children may come home a little wet. Please have a spare set of clothing in your child’s Pre-Primary bag at all times. Water play assists in the development of Mathematics and Science concepts.

**DEVELOPING INDEPENDENCE**

To develop your child’s level of independence, please allow your child to take on the responsibilities of putting their school books, bag and water bottle in the appropriate places.

**CLOTHING and SHOES**

School uniforms may be purchased from the uniform shop. (The Uniform Shop is currently open on Thursday from 8.15-9.00AM). Aprons are provided for messy activities however, clothes can get dirty. Paint stains need to be soaked in cold water first, before washing. Please label all clothing that can be taken off and misplaced. Labels need to be in large or dark print. Your child will need a pair of sneakers for Physical Education.

**HEALTH and MEDICATIONS**

Please phone the school and send a note if your child is absent from school, particularly if it is due to an infectious disease. We will call you if we feel your child is unwell. Please note that the school has no facility for minding sick children of working parents. A back up contact person needs to be provided should you not be available to remove your sick child. The following information might be of value:

- **Chicken Pox** – return to school when sufficiently recovered, ie scabs all dry and child feeling better.
- **Conjunctivitis** – return when discharge has ceased.
- **Impetigo (school sores)** – return to school 24 hours after antibiotic treatment has started and sores must be covered.
- **Mumps** – return with medical certificate from doctor.
- **Pediculosis (head lice)** – return after effective treatment and all lice and eggs removed from hair. You will need to also treat whole family.
- **Ringworm** – return with medical certificate.
- **Hand Foot and Mouth Disease** - as soon as the blisters have formed crusts that are completely dry, the child is able to return to school.

In 1994, the Education Department published a comprehensive policy regarding the administration of medication in government schools. This policy lays down very strict guidelines which schools, parents and students to follow. Copies of the policy are available from the office for perusal or loan. All parents requiring their children to have any medication at school must read through the policy document and complete a standard form; and with prescribed medicines, have their doctor complete another form. Parents will need to allow between ten and fifteen minutes to read the policy and complete the forms.

The best options are to schedule any medication so that it is taken at home or the parent visits the school to administer it. If this is not possible parents must read the policy, complete the forms and provide the medication in daily doses clearly labelled and with specific instructions. We must keep all records until the child turns 25 years old.

*Under no circumstances will staff administer any medication unless the full process has been followed.*
PARENTS RESPONSIBILITIES

- To support the teacher and the school and to be an active partner with us in the education of your child.
- To be on time for each session. Children who are late find it difficult to settle into activities.
- To be waiting on the verandah at home time, as it is unsettling for children to doubt if someone is coming to pick them up. If you are late your child will be taken to the school office.
- To keep in touch with the teacher on matters concerning your child’s health, emotional and family situation, so he or she can understand any problems that may be troubling your child.
- To keep the school notified of current contact details.
- To keep your child home if he/she is ill.

ROUTINES and RULES

Each child must be brought and collected from the front door of the classroom by a responsible person - not dropped at the gate. Please notify staff and your child if there are any changes. Personal toys are not required. If your child is required to bring something for the educational program, they will be informed by the teacher.

SCHOOL NEWSLETTERS

Our school newsletter is emailed to parents every fortnight. It contains information that relates to the whole school, including Pre-Primary. You will also receive an emailed reminder once a week to keep you up to date with events at Attadale Primary. If deemed necessary an SMS will be sent to notify you of important, time sensitive information. Please ensure your email address and mobile numbers are correct at the front office at all times. Newsletters and Incursion / Excursion notes can be found on the website at www.attadaleps.wa.edu.au

SCHOOL CONTRIBUTIONS

These monies are invaluable in providing additional materials to enhance the programs offered to your child. School Contributions are $40.00 per student with additional charges for specific incursions and excursions as outlined in the school’s “Contributions and Charges” program which has been endorsed by the School Council. P & C Contributions are $20.00 per student – Total $60.00 per student.

There is also a P & C School Building Fund Contribution of $25.00 per student. This is a donation to the P & C, specifically to the building fund and can be claimed as a tax deduction. All contributions are yearly and we would appreciate it if these could be paid during February. Families experiencing financial hardship are welcome to pay off their contributions by prior arrangement with the Registrar.

INCURSIONS and EXCURSIONS

The children will be involved in a number of whole school/class educational activities throughout the year. Permission slips are required and sometimes parent helpers are needed.

QUERIES

If you have any queries, please call the school office (9330 3422) and they will direct you to the most appropriate person to answer your query.

I thank you for entrusting your child to our school and look forward to sharing a happy and productive year with you in this, your child’s pre-primary year.

Kind regards,

Mr Scott Harris - Principal