EARLY LEARNING CENTRE HANDBOOK 2017
## CONTENTS

Welcome...........................................................................................................................................................4
General Information ........................................................................................................................................4
Uniform.............................................................................................................................................................6
Specific Information – Junior Kindergarten ....................................................................................................8
Specific Information - Kindergarten ................................................................................................................9
Specific Information-Pre-Primary .................................................................................................................10
WELCOME

Welcome to St Hilda’s, and in particular, to the Early Learning Centre. We look forward to sharing a happy relationship with you and your child as we partner in your child’s exciting educational journey.

This information will help parents and students in Junior Kindergarten, Kindergarten and Pre-Primary to begin the academic year confidently, with knowledge of the procedures and policies applicable to each Year group. All parents will receive a more detailed Junior School Information Booklet at the Parent and Teacher Information Evening which will be held in Week 1 of Term 1.

GENERAL INFORMATION

There are a number of general procedures which apply to all three Year groups, as follows:

ABSENTEEISM

Please telephone the absentee line 9285 4149 if your child will be absent. For longer absences, please complete and submit to the Head of Junior School the leave application form which is located on the School website.

ALLERGIES

Please note we are an Allergy Aware School in the Junior School and Early Learning Centre. Class teachers will inform parents of any special circumstances.

BIRTHDAYS

Invitations will be distributed in class if they are for all the class members. If the invitation is for selected children only, parents are responsible for the distribution. Mini cupcakes may be brought into class for birthday celebrations.

Please check with the class teacher regarding allergies.

CHANGE OF ADDRESS OR PHONE NUMBERS

Please promptly advise your class teacher and staff at Reception of any changes.

COMMUNICATION

An electronic weekly update on the website, Chidley News, provides important information and upcoming events, reminders and requirements. You are also encouraged to check the School website and online calendar (www.sthildas.wa.edu.au) for long term events and dates.

CONCERNS

The first port of call for parents’ concerns is the class teacher. Please make an appointment to meet with her. The Head of Early Learning and Head of Junior School can also be contacted.

COLLECTING YOUR CHILD

Students in Pre-Primary only are dismissed at the end of the day from drive-through at the McCabe Street end of the campus. There are five loading spaces and cars should move slowly into a loading space. Teachers will keep children under the portico until they see your car in the loading space, then they will bring your child to your car.

Please do not get out of your car.

Children need to enter the car from the pavement side only.

Students in Junior Kindergarten are dismissed from their verandah door at 2.30pm.

Kindergarten is dismissed from the Owston Street car park portico. Please park, collect your child at 2.55pm and then leave to make room for others to park.
EXTEND-ED

Extend-ED is a before and after school care service based in the Early Learning Centre and is open from 7.00am to 6pm on school days and at the beginning and end of school weeks when classes are not held and it is not a Public Holiday. Breakfast and afternoon tea are provided and teachers and education assistants conduct a variety of activities and provide the best of care. Charges apply and bookings are essential as Extend-ED is licensed for only 40 children. Contacts for booking or general information are: extended@sthildas.wa.edu.au or telephone 9285 4520.

- **Junior Kindergarten**: Students who are not collected at dismissal time (2.30pm) from the classroom will be booked into Extend-ED and charges will apply.

- **Kindergarten**: Students who are not collected at dismissal time (2.55pm) will be booked into Extend-ED and charges will apply.

- **Pre-Primary**: Students may go to the library for Reading Club from 7.55am until they are collected for class. Students are dismissed from the drive-through at 3.00pm. Students who are not collected from the drive-through on McCabe Street at 3.00pm will be booked into Extend-ED and charges will apply.

- **If your child requires specific and individual medication, such as an epipen, please ensure that this is brought to Extend-ED each day they attend.**

All students in these Year groups may be booked into Extend-ED from 7.00am until the beginning of their class or until 6 pm after class finishes for the day. Charges apply. Please note that Extend-ED closes promptly at 6.00pm as our licence does not allow us to operate beyond this time. Late charges apply.

Please inform your class teacher if your son or daughter will attend Extend-ED after school. Each classroom has a board for you to write up your booking. Bookings may be emailed to extend-ed@sthildas.wa.edu.au or phoned through to Reception at Chidley campus.

**LUNCHES**

JK, K and PP students may order lunch from the Mezze via the online booking service but not morning tea. Please remember that we are an allergy aware school.

Staff in the Mezze welcome volunteer Mums and Dads. Please see the Mezze managers.

**MEDICATION AND ILLNESS**

Staff members are not permitted to administer any medication without written permission from parents. Children who have symptoms such as runny noses, high temperatures and who feel unwell should not be sent to school. If your child becomes unwell at school, you will be contacted to take him/her home.

**LATE ARRIVAL OR EARLY DEPARTURE**

Children who are collected early or who arrive after classes begin, are required to collect a slip from front Reception and to give this to the class teacher. This allows us to know who is in school in case of emergency.

**PARENT INTERVIEWS**

During the first few weeks of school, a parent-teacher interview will be held. This provides an opportunity for you to convey details about your child, his or her personality traits, interests, cognitive, physical, social and emotional development and any specific learning aspects that will help us to cater appropriately for him or her. You will be advised by the class teachers of dates and times.
PARKING

The Owston Street car park is for Junior Kindergarten and Kindergarten parents only. Pre-Primary parents should park in McCabe Street car park and walk their child to class.

SETTLING IN

Parents have a 15 minute window for arriving at class. However, staying for approximately 10 minutes is best to help your child to settle in. Be positive about the experience, and have a routine you stick to, such as one puzzle, one story, then a kiss and goodbye.

Useful words to say are have a good day and I will see you at pick-up time.

If your child doesn’t settle quickly after you leave, teachers will phone you. They will often phone you when your child does settle quickly, just to put your mind at ease. If you need help to leave, please ask the teacher or assistant.

SUNDOWNER

A Sundowner is held at Chidley campus on the Sunday before the academic year begins. It is hosted and sponsored by the Parents’ and Friends’ Association. All parents and students are invited to come and celebrate the start of the year. Date and time will be advised.

TOILETING INDEPENDENCE

All children in Junior Kindergarten, Kindergarten and Pre-Primary must be independent in their toileting needs before beginning school.

TOYS

Please do not allow toys from home to be brought to school. They can be broken or lost and this causes great distress.

UNIFORM

The Enrolments office provides a detailed list of uniform items for each Year group. It is included here for your convenience. Please ensure that every uniform item, including shoes and socks, is named.

JUNIOR KINDERGARTEN/KINDERGARTEN AND PRE-PRIMARY

Girls’ Summer Uniform

- Blue denim pinafore with crest
- Pale blue short-sleeved shirt (no crest)
- Blue ankle socks - not worn with sandals
- Pale blue hair ribbons, scrunchies, brown or black hair ties and hair clips are worn

Girls’ Winter Uniform

- Pinafore and shirt retained from Summer
- Pale blue cardigan with crest
- Navy tights
- Blue ankle socks

Boys’ Summer Uniform

- Navy shorts
- Pale blue short sleeved shirt (with crest)
- Blue ankle socks - not worn with sandals
Boys’ Winter Uniform

- Navy trousers
- Pale blue short-sleeved shirt with crest
- Pale blue cardigan with crest
- Blue ankle socks

Sports Uniform

- Pale blue fleecy tracksuit
- Short- and long-sleeved polo shirt with crest
- Navy shorts with yellow and blue stripe
- Pale blue Hat
- Blue ankle socks

GENERAL ITEMS

- Art Smock
- Library bag - name in large letters on the front
- Swimming bag
- Towel
- Yellow raincoat
- Backpack - name clearly marked on the outside of the bag

SHOES

Girls and Boys

- Sport shoe – Please limit shoe selection to subtle colours.
- Navy open toe sandal – optional.
- Brown Velcro school shoe – optional.

Shoes are available from

- Athletes Foot
- Betts
- Murray’s The Clark Fitting specialist

PLEASE ALSO NOTE THE FOLLOWING:

- Sports uniform is worn on physical education days. You will be advised of the timetable early in the term.
- Socks or stockings should not be worn with sandals.
- The school sunhat is essential for both summer and winter. We have a no hat, no play policy.
- Raincoats should be kept in school bags for winter rainy days. Umbrellas are not permitted for safety reasons. We encourage nature play in rainy weather and gumboots may be left at school for these days.

Jewellery

One pair of small gold or silver studs, no larger than 4mm in diameter, with one worn in each lower ear lobe, is permitted. These studs are available through the Uniform Shop.

Students who experience allergic reactions should follow the guidelines below:

- Hypoallergenic studs
- Surgical steel
Plastic earring posts
14 karat gold studs (check there is no nickel component)
Or, not wear earrings while in uniform.

Watches
Only Plain watches with plain bands are allowed – ie white, pale blue, brown or black leather band or plain gold or silver.

SPECIFIC INFORMATION – JUNIOR KINDERGARTEN
Students in Junior Kindergarten have specialist teachers in Music. Physical Education and Library are taken by class teachers.

START AND FINISH TIMES
Junior Kindergarten verandah doors open at 8.45am and the formal start to class is at 9.00am. Children are dismissed at the verandah door at 2.30pm.

Parents or caregivers will be required to sign in their children on arrival and departure. Children who are not collected at the verandah door will be signed into Extend-ED and charges will apply.

GRADUAL ENTRY
JK students attend in small groups for reduced hours in the first two weeks of the academic year. This allows for a gentle and happy beginning, as children and teachers get to know one another before the whole class comes together. Extend-ED is available during gradual entry for working parents at no cost during the hours of 11.30am – 2.30pm. Teachers will arrange a personal interview with parents in the afternoons during the gradual entry.

JK students who begin class after the start of the academic year are encouraged to begin gradually. Please talk to the class teachers regarding this.

REQUIREMENTS
One water bottle (indelibly named)
Spare underwear to keep in individual tray for emergencies
Cloth bag to hold resting towel (named)
Daily, named container of morning tea such as a small sandwich, cut vegetables, fresh fruit. Please ensure that your child can open the container and please ‘crack’ the lid of yoghurts so that your child can open it.
Daily, named container of lunch. Again, your child needs to be able to open the container.
Please note: we support environmental sustainability, so please minimise plastic wrap.

MEALS
Junior Kindergarten children have morning tea at 10.15am. Please include fresh fruit in the morning tea snack. Water is the drink of choice, although milk or fruit juice is permitted at lunch time. Lunch is at 12.30pm.

Please do not send confectionery or unhealthy foods. If children are unable to eat all their lunch, staff will ensure the food comes home so that you can adjust the amount and type of food.
SPECIFIC INFORMATION - KINDERGARTEN

Students in Kindergarten have the benefit of specialist teachers for Music, Physical Education, Library and French.

START AND FINISH TIMES

Kindergarten verandah doors open at 8.30am and the formal program begins at 8.45am. The children are dismissed from the Owston Street car park portico at 2.55pm. Children who are not collected at dismissal time will be taken to Extend-Ed and charges will apply.

GRADUAL ENTRY

Kindergarten students attend school in small groups for reduced hours in the first week of the academic year. This allows for a gentle and happy start to the year, as children and teachers get to know one another before the whole class comes together. Extend-Ed is available for working parents during gradual entry at no cost during the hours of 12.00 – 2.45pm. Your gradual entry times and dates will be sent to you. Teachers will arrange a personal interview with parents in the afternoons during gradual entry.

REQUIREMENTS

• One water bottle (indelibly named)
• Spare underwear for emergencies (kept in school bag)
• A small rest towel in a named cloth bag
• Daily, named container of morning tea, such as fresh fruit or a small sandwich, cut vegetables or a cheese stick.
• Daily, named container of lunch. Please remember no nuts and no sesame seeds.

MEALS

Please note: we support environmental sustainability, so please minimise plastic wrap.

It is important that children can open their own morning tea and lunch containers. Please ‘crack’ squeezy tube lids.

Kindergarten students have morning tea at 10.15am and lunch at 1.00pm.

Please do not send confectionery or unhealthy food. If children are unable to eat all their lunch, staff will ensure that the food comes home so that you can adjust the amount and type of food.
SPECIFIC INFORMATION-PRE-PRIMARY

Pre-Primary have the benefit of specialist teachers in Japanese, Music, Religious and Philosophical Studies (RAPS), Physical Education and Art.

START AND FINISH TIMES

Pre-Primary classroom doors open at 8.10am and the formal start is at 8.30am. Please ensure students are walked to their class by an adult. Students are dismissed from the McCabe Street drive-through at 3.00pm. Students who are not collected at the drive-through at dismissal time, will be signed into Extend-ED and charges will apply.

REQUIREMENTS

- One water bottle (indelibly named)
- Spare underwear for emergencies (kept in school bag)
- Medium sized towel for quiet time in a breathable drawstring bag (indelibly named)
- Daily, named, small container of morning tea. Please ensure your child can open the container.
- Daily, named, container of lunch. Please remember no nuts or sesame seeds. Please ensure your child can open the container.

MEALS

Please note: we support environmental sustainability, so please minimise plastic wrap.

Morning tea is at 10.15am and lunch at 1.00pm. Water is the drink of choice but milk or fruit juice is permitted at lunch time.

It is important that children can open their own morning tea and lunch containers. Please ‘crack’ squeezy tube lids.