



# KINDERGARTEN PARENT INFORMATION BOOKLET 2021



## **Our Mission**

To provide affordable, Christ-centred education that equips the next generation to know God and serve Him in the community.

## **Our Vision**

Changing lives through Christ-centred education.

'The School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.'

# EMMANUEL CHRISTIAN COMMUNITY SCHOOL

## KINDERGARTEN



**BELONGING:**  
 Knowing where and with whom you belong is integral to human existence. Belonging is an essential element in the life of every individual. Emmanuel Christian Community School foster a sense of belonging to the family of God by building positive relationship where individuals are enabled to reach their full potential.

**BEING:**  
 Childhood is a special time to be, to play, try new things and to seek and make meaning of the world. Emmanuel Christian Community School fosters individual and community identity based on Christian principles.

**BECOMING:**  
 Children's identity, knowledge, understandings, capacities, skills and relationships change during childhood. Belonging is an essential element in the life of individual. Emmanuel Christian Community School teaches that each child is a unique, created, being gifted by God.

**BELIEVING:**  
 Emmanuel Christian Community School encourages belief in Jesus Christ as redeemer and Lord and fosters an atmosphere of grace in all school activities. The curriculum integrates Christian faith with learning.

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## WELCOME

Welcome to the new school year.

Our School is a Christian Schools Australia school, and you, as a parent, are a member of the ministry of the School. You are an important part of this community of believers, which fulfils the Biblical commandment to train children so that all their education is of the Lord.

In our School, Jesus Christ is, in a real way, in control. He is the One to whom we look for guidance and help. Our aim is that each student should “grow up into Christ” in all areas of his or her life. This means teaching and training students from a Christ focused viewpoint so that students see the world from a perspective that is truly Biblical.

The School is a ministry of the Girrawheen Baptist Church. The School Board has been appointed by the Church to oversee the running of the School. The School Board meets regularly to consider and pray for the running of the school. The School Principal is responsible to the School Board for the day to day operation of the School.

## STAFF

### STAFF PROFILE – KINDERGARTEN

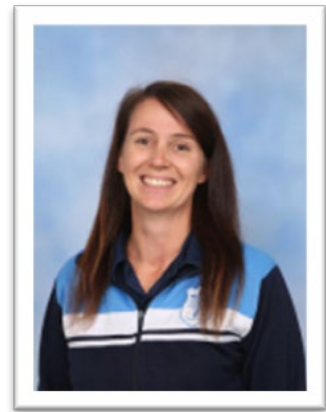
#### KANGAROO CLASS



**Mrs Sally Strang**  
Kangaroo Teacher



**Paweena Cha**  
Education Assistant



**Rebecca Jacob**  
Education Assistant

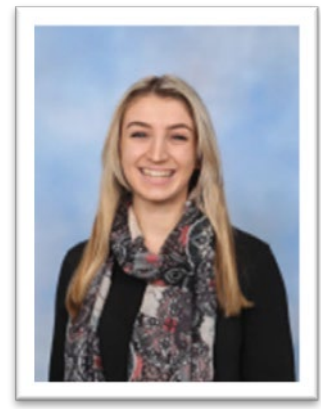
#### KOALA CLASS



**Mrs Nicolie Stephenson**  
Koala Teacher



**Mary Owuor**  
Education Assistant



**Rebekah Price**  
Education Assistant



## KINDERGARTEN TIMETABLE

### SESSION TIMES

Kindergarten classes at Emmanuel are conducted on a five-day fortnight. Each day starts at 8:30am and finishes at 3:00pm.

#### Kindergarten Group: KANGAROOS

Monday / Tuesday / Wednesday (Week 1)

Monday / Tuesday (Week 2)



#### Kindergarten Group: KOALAS

Thursday / Friday (Week 1)

Wednesday / Thursday / Friday (Week 2)



Please note the unusual starting dates for 2021. The intention is for each class to have one day each in Week 1 of Term 1.

Kangaroo: Thursday 28<sup>th</sup> January (one day only)

Koala: Friday 29<sup>th</sup> January (one day only)

### SCHOOL OFFICE CLOSURE

School office closed from Monday 14<sup>th</sup> December 2020 to Friday 11<sup>th</sup> January 2021.

School office will re-open on Monday 14<sup>th</sup> January 2021.

**\*Disclaimer: These dates are correct at time of printing but may be subject to change. Please refer to Newsletter for up to date changes.**

## BRINGING YOUR CHILD TO SCHOOL

Children are to be escorted by their parents, both to and from the Kindergarten classroom and given into the care of the teacher. No child will be released after school without proper supervision. Children wait inside the centre, under teacher supervision, until parents arrive. Please adhere to times to maximize learning and collect your child promptly.

\*There is no entry in the Kindergarten classroom after start of school, without signing in and signing out. The logbook is located at the entry door for any visitor entry.

**Absences should be communicated to the school office by 9am on the day of absence. This can be communicated by email [attendance@eccs.wa.edu.au](mailto:attendance@eccs.wa.edu.au) or SMS 0418 793 030 on or before the date of absence. If no communication is received for your child absence, an Absentee SMS will be sent after 9am.**

**Please state your child's**

- **full name**
- **class**
- **date of absence(s)**
- **reason.**

We encourage regular attendance as this fosters sequential learning and allows your child to form friendships.

A parent authorisation form should be completed prior to any unfamiliar person collecting your child (see example of this form in Appendix 2)

To ensure that staff know exactly who is collecting your child, the following procedure is to be adhered to every day:

- People authorised as emergency or daily pick-up are assumed to be able to collect your child.
- **It is your responsibility to complete a 'Parent Authorisation Form', maintain current records on enrolment forms and advise staff accordingly of any changes to these details.**
- Children are required to be brought into and collected from their relevant classroom by a parent or responsible adult.
- Make contact with a member of staff before leaving your child.
- Record the name of any nominated person/s on the sign in sheets if you are unable to collect your child that day.

Children will only be permitted to leave the Kindy with adults listed on the PARENT AUTHORISATION FORM (including parents of other enrolled children). PLEASE DO NOT ATTEMPT TO BYPASS THIS PROCEDURE. Our Duty of Care requires us to insist this procedure is followed.

## WHAT YOUR CHILD NEEDS TO BRING

- A **school bag** to hold a drinking bottle, lunch box and work produced during the day
- It is the school policy that children wear a **hat** whilst outdoors all year round
- Hats are kept at school during the days your child attends and returned in bags on their last day in the 2-week cycle
- Drinking bottle
- Fruit (cut up if needed) in own container
- Healthy lunch box
- One box of tissues
- Spare clothes
- SNUGBUG (all in one pillow and blanket) \*to be purchased from the school.



## SCHOOL UNIFORM

- Emmanuel Christian Community School sport uniform must be purchased through the Uniform Shop.
- Order forms for uniforms are available on the school website [www.eccs.wa.edu.au/policies-forms/](http://www.eccs.wa.edu.au/policies-forms/) and orders can be emailed to [uniform@eccs.wa.edu.au](mailto:uniform@eccs.wa.edu.au).
- Aprons for painting will be worn and we will do our best to keep your child clean. However, splashes of paint and glue do land on clothing - and on the teachers! We recommend soaking paint stains in cold water prior to washing.
- Non-slip footwear is essential for climbing and children need to be able to easily take shoes off and on. Please label both shoes.



**PLEASE CLEARLY LABEL ALL YOUR CHILD'S BELONGINGS.**



# HEALTH

## HEALTHY EATING

Early childhood staff encourage healthy eating with plenty of fruit, vegetables and water. Salty and sugary snack packet foods and drinks are discouraged & parents are requested NOT to send these items to school.

## FOOD ALLERGIES

We are aware of the dangers of allergies and it is vital that you let the school and teacher know if your child is allergic to particular foods.

If your child has a severe food allergy, make sure your class teacher and the school office have been given an Action Plan from your child's doctor in case of an emergency.

## BIRTHDAYS

A birthday is a very special time for a Kindergarten child. When your child has a birthday, you are invited to send cupcakes or a cake for the class. Please let the teacher know in advance. Food allergies are to be considered. Birthdays will be celebrated throughout the day & cake shared at 2:45pm.

## SICKNESS AND ACCIDENTS:

The school only provides minor first aid services to students. Consequently:

- Students who are unwell at the start of the school day should be kept at home for their own safety and to ensure illnesses are not contracted by others.
- Where students become unwell at the school, parents will be contacted and requested to collect their child.
- All parents are asked to make sure that the school has a telephone number, an emergency contact and an address at which they can be contacted. It is ESSENTIAL that this is current information. SICK or INJURED children require your immediate attention.

## INFECTIOUS DISEASES

In the interest of all the children, we are obliged to follow the regulations carefully:

TONSILLITIS	-	Return to school when well
MUMPS	-	Return to school after 14 days or when well
MEASLES	-	Return to school when rash has faded
GERMAN MEASLES	-	Return to school when rash has faded
CHICKEN POX	-	Return to school when scabs have healed
CONJUNCTIVITIS	-	Return to school when medically controlled
RINGWORM	-	Return to school when lesion has cleared or on Doctor's advice
IMPETIGO	-	Exclude until treatment is complete (SCHOOL SORES)
SCABIES (ITCH MITE)	-	Exclude until treatment is complete
INFLUENZA	-	Return to school when totally well
HEAD LICE	-	Exclude until treatment is complete
DIARRHOEA	-	Exclude until symptoms have ceased for 24 hours.
VOMITING	-	Exclude until symptoms have ceased for 24 hours.

***Please notify teacher immediately if your child has a contagious disease***

## DEVELOPMENTAL MILESTONES – 0 TO 8 YEARS



### EARLY YEARS LEARNING FRAMEWORK (EYLF)

DEVELOPMENTAL AREA	OBSERVE
Physical	<ul style="list-style-type: none"> <li>• dresses and undresses with little help</li> <li>• hops, jumps and runs with ease</li> <li>• climbs steps with alternating feet</li> <li>• gallops and skips by leading with one foot</li> <li>• transfers weight forward to throw ball</li> <li>• attempts to catch ball with hands</li> <li>• climbs playground equipment with increasing agility</li> <li>• holds crayon/pencil etc. between thumb and first two fingers</li> <li>• exhibits hand preference</li> <li>• imitates variety of shapes in drawing, e.g. circles</li> <li>• independently cuts paper with scissors</li> <li>• toilet themselves</li> <li>• feeds self with minimum spills</li> <li>• dresses/undresses with minimal assistance</li> <li>• walks and runs more smoothly</li> <li>• enjoys learning simple rhythm and movement routines</li> <li>• develops ability to toilet train at night</li> </ul>
Social	<ul style="list-style-type: none"> <li>• enjoys playing with other children</li> <li>• may have a particular friend</li> <li>• shares, smiles and cooperates with peers</li> <li>• jointly manipulates objects with one or two other peers</li> <li>• develops independence and social skills they will use for learning and getting on with others at preschool and school</li> </ul>



DEVELOPMENTAL AREA	OBSERVE
Emotional	<ul style="list-style-type: none"> <li>• understands when someone is hurt and comforts them</li> <li>• attains gender stability (sure she/he is a girl/boy)</li> <li>• may show stronger preference for same-sex playmates</li> <li>• may enforce gender-role norms with peers</li> <li>• may show bouts of aggression with peers</li> <li>• likes to give and receive affection from parents</li> <li>• may praise themselves and be boastful</li> </ul>
Cognitive	<ul style="list-style-type: none"> <li>• understands opposites (e.g. big/little) and positional words (middle, end)</li> <li>• uses objects and materials to build or construct things, e.g. block tower, puzzle, clay, sand and water</li> <li>• builds tower eight to ten blocks</li> <li>• answers simple questions</li> <li>• counts five to ten things</li> <li>• has a longer attention span</li> <li>• talks to self during play - to help guide what he/she does</li> <li>• follows simple instructions</li> <li>• follows simple rules and enjoys helping</li> <li>• may write some numbers and letters</li> <li>• engages in dramatic play, taking on pretend character roles</li> <li>• recalls events correctly</li> <li>• counts by rote, having memorised numbers</li> <li>• touches objects to count - starting to understand relationship between numbers and objects</li> <li>• can recount a recent story</li> <li>• copies letters and may write some unprompted</li> <li>• can match and name some colours</li> </ul>
Language	<ul style="list-style-type: none"> <li>• speaks in sentences and use many different words</li> <li>• answers simple questions</li> <li>• asks many questions</li> <li>• tells stories</li> <li>• talks constantly</li> <li>• enjoys talking and may like to experiment with new words</li> <li>• uses adult forms of speech</li> <li>• takes part in conversations</li> <li>• enjoys jokes, rhymes and stories</li> <li>• will assert self with words</li> </ul>

## ASSESSMENT AND REPORTING

Assessment informs and directs the educational play-based program. Teachers use a variety of assessment throughout the year in order to obtain an ongoing educational profile of students. It is part of an ongoing cycle that includes planning, documenting and evaluating children's learning.

The qualitative and quantitative data is also used to identify children who may need additional support to achieve learning outcomes, and in assisting families to access specialist help.

Student progress is reported using Storypark, parent nights and summative semester reports.

### EARLY INTERVENTION/SCREENING

This is an ongoing process of observation by early childhood staff. Teachers will inform parents if there are any concerns about speech or physical development and will advise of required actions.

Our Education Support staff support teachers and students who have been identified as at-risk in their development and will also advise parents where necessary.

Referral can be made to the Department of Health Child Development Services (CDS). This is a FREE SERVICE, delivered via their offices at Roseworth School (Parent Child Centre) and Koondoola Child Development Centre.

### COMMUNITY HEALTH NURSE

Routine eye and hearing checks take place for children aged 4-6 in Early Childhood. Parents will be notified when this takes place.



# SCHOOL NEWS

## NEWSLETTERS AND NOTES

- We aim to keep parents as fully informed as possible about school activities and events.
- Teachers will send notes home on occasions and The *Emmanuel Messenger* is an online newsletter, filled with parent information and write ups on events that have happened throughout the term.
- You may use our web site [www.eccs.wa.edu.au/news/newsletters/](http://www.eccs.wa.edu.au/news/newsletters/) to view versions of the newsletter.
- Follow us on Instagram <https://www.instagram.com/emmanuel.christian.com.school/>
- Follow us on Facebook <https://www.facebook.com/emmanuel.christian.community.school/>



# COMMUNITY INVOLVEMENT

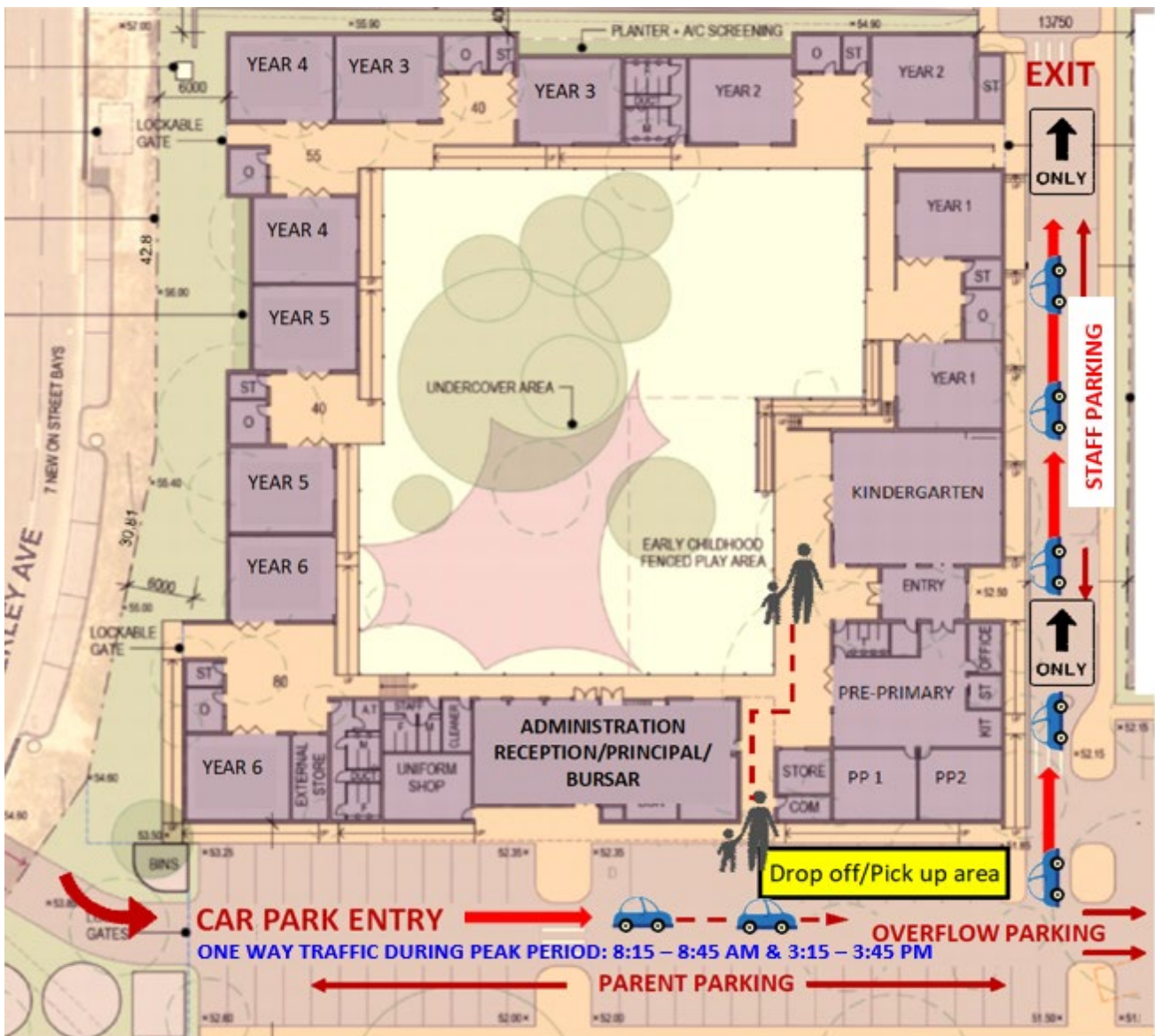
1. Parent help is appreciated each day in the Kindergarten room. Please ask your child’s teacher to fit you into an available day. This may involve helping at the activity tables, general clean up and supervision.  
It is preferable to leave younger siblings with a ‘sitter’ while on roster.
2. Parents and grandparents are encouraged to be involved in their child’s school life. We welcome you to be a part of special events such as Grandparents’ Day, Fathers and Mothers’ Day, and Multicultural Day.



## PARKING

- Please use those areas designated for parking to ensure the safety of all our children.
- Please observe the speed limit and proceed with extreme caution.
- Refer to map for guidelines on access to our Kindergarten and Pre-Primary area.

### KINDERGARTEN AND PRE-PRIMARY TRAFFIC ACCESS



Access to the school is via ONE-WAY TRAFFIC FLOW, entering at Casserley Ave and exiting onto Salcott Road. PARENTS should PARK in the marked bays and escort their Kindergarten child to the KINDERGARTEN room. School age SIBLINGS MAY NOT deliver NOR collect Kindergarten students.

Exit Gate will be closed from 9am-3pm

## USE OF PHOTOGRAPHS AND STUDENT IMAGES

Emmanuel Christian Community School publishes newsletters and magazines in print form and electronically through the school's website. Because these publications often include photographs, videos and other images of students, it is necessary that our school obtain **explicit** permission from parents to use such images.

Such permission is sought annually through a pro forma which requires parents to make a clear statement of their wishes. It includes a clear statement that the student's full name will not be used in conjunction with a photograph in any publication that will be freely available beyond the school community.

Emmanuel Christian Community School takes care when identifying students by names in a photograph in any publication that is likely to have a wide circulation. While this is easily controlled within the school, vigilance is needed in dealing with the local community newspapers.

Matters that need to be considered when publishing photographs which illustrate an article on student achievement are:

- The nature of the photograph, e.g. of a swimming carnival or a photograph of a student in full uniform.
- The age of the students in the photograph.
- Whether there are reasons, linked to a student's circumstances, that mean he/she should not be identified.

It is important for Emmanuel Christian Community School to have as much information as possible in the form that parents are asked to sign in the initial request. Please see Appendix 1 for a suggested type of permission form.

However, if a situation was to arise that is not covered in the form, then there may be a need for the school to obtain further authority from the parents.

### SCHOOL NEWSLETTER – STATEMENT USE OF PHOTOGRAPHS

#### **Posting of photographs or other images on Facebook and other social media outlets by parents.**

This statement appears regularly in the school newsletter. The School has become aware that photographs of students involved in activities at the School are appearing on social networking sites such as Facebook. The School recognises that parents often take photographs of their own child at various school events and display these photographs as they see fit. However, **the School requests that parents do not publish photographs of other students in any media or on any form of social networking sites without the express written permission of the other child's / children's parents.**

# APPENDIX 1

## GENERIC PHOTOGRAPH DISCLAIMER

Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

Parents acknowledge and accept that the EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents and employees may use photographs and/or audio visuals of the students and/or their work involved in EMMANUEL CHRISTIAN COMMUNITY SCHOOL - based activities for use in any publication, on display boards, in any electronic form or media or for any EMMANUEL CHRISTIAN COMMUNITY SCHOOL use whatsoever, and I/We fully understand the contents, meaning and impact of this release.

Parents hereby waive any right to inspect or approve the finished photographs, electronic images or final compositions that may be used in conjunction with them now or in the future, whether those uses is known to them or unknown, and waive any right to royalties or other compensation arising from or relating to the use of photographs or other audio visual images.

Parents hereby agree to release, defend, and hold harmless EMMANUEL CHRISTIAN COMMUNITY SCHOOL and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



PARENT AUTHORIZATION FORM

APPENDIX 2

Date : \_\_\_\_\_ Name of Parent: \_\_\_\_\_

Name of Children

Child's Name	Year Level

AUTHORIZE the following:

NAME	Telephone Number	Relationship to the Child

Tick All that is applicable

- COLLECT MY CHILD/REN  
From (DATE): (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Or (DATE): (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- Other Special Arrangements  
Example: "Will be walking to Salcott from Casserley" OR any other special arrangement

Parent Signature \_\_\_\_\_

ADMIN OFFICER TO FILL UP (Tick if Done)

- Scanned and Saved form on the Shared Drive       Filed on Student's Folder
- Uploaded in School Pro

Processed By (Admin Officer): \_\_\_\_\_ Date : \_\_\_\_\_