

Guildford Early Childhood Centre



**EVERY CHILD IS GIFTED.
THEY JUST UNWRAP THEIR
PACKAGES AT DIFFERENT TIMES.**

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WELCOME TO GUILDFORD EARLY CHILDHOOD CENTRE

This booklet has been produced for distribution to every family at Guildford Early Childhood Centre. Please keep it for reference as it should provide answers to most questions parents have about the day to day functioning of the Classroom.



Our Phone Number: 9377 3255
SMS Telephone Number for Absenteeism and Lates:
0407 388 021

STAFF

Room 11 Teacher: Ms Emma Wheatley (Monday, Tuesday and Wednesday)
Mrs Judith Middleton (Thursday and Friday)

Room 12 Teacher: Mrs Rosemary Gaunt (Monday Tuesday, Thursday and Friday)
Mrs Judith Middleton (Wednesday)

The Centre is part of the Guildford Primary School and is therefore the direct responsibility of the Primary School.

Principal: Ms Robyn Webster
Deputy Principal: Mrs Alison Foster

The teacher is responsible for preparing the program and for the day to day conduct of the Centre. It is important that queries concerning a child's progress, adjustment or other matters are directed to the teacher.

2019 TERM DATES FOR CHILDREN ARE AS FOLLOWS –

TERM 1	31 JANUARY	13 APRIL
TERM 2	1 MAY	29 JUNE
TERM 3	17 JULY	21 SEPTEMBER
TERM 4	9 OCTOBER	13 DECEMBER

SCHOOL TIMES

PRE PRIMARY 8.50am – 2.55pm Monday – Friday
N.B. Doors open at 8.50am.

WHAT WILL YOUR CHILD LEARN AT SCHOOL?

Over the year we hope each child will -

- ☆ happily relate to other children and adults
- ☆ establish readiness in basic academic areas
- ☆ work both independently and co-operatively
- ☆ follow instructions
- ☆ assume responsibility and independence
- ☆ develop good work habits
- ☆ practise courtesy and consideration
- ☆ observe, question and organise his/her thinking about the world
- ☆ develop confidence within the educational setting
- ☆ learn to listen purposefully during group sessions
- ☆ enjoy all forms of creative expression
- ☆ learn to use his/her body skillfully
- ☆ develop all forms of creative expression
- ☆ gain a good feeling about their 'uniqueness'
- ☆ HAVE LOTS OF FUN PLAYING WITH THEIR FRIENDS IN VARYING SITUATIONS

BUT

ALL AT THEIR OWN PACE

PROGRAMME GUIDELINE

The child's time at school establishes the foundation for their school adjustment and academic learning.

Our programme endeavours to help the child to begin their education, by participation in group and individual experiences.

The programme is based on providing a wide variety of experiences for all children.



INDOORS, they explore areas such as -

- ☆ painting
- ☆ puzzles
- ☆ block building
- ☆ home corner - dramatic play
- ☆ dough
- ☆ science, health and social studies
- ☆ music and movement
- ☆ mathematics
- ☆ cooking
- ☆ collage
- ☆ drawing
- ☆ cutting
- ☆ pasting
- ☆ literature (books, stories, poems, rhymes)
- ☆ writing
- ☆ library
- ☆ construction games
- ☆ games
- ☆ oral language activities



OUTDOORS, children are constantly on the move, engaging in activities such as -

- ☆ physical education activities
- ☆ running
- ☆ jumping
- ☆ climbing
- ☆ swinging
- ☆ sand play
- ☆ throwing, catching and kicking balls
- ☆ water play
- ☆ dramatic play (in our cubby house)
- ☆ obstacle course
- ☆ painting
- ☆ using our playground equipment
- ☆ play games



The children will gain control over large and small muscles, co-operate with others, have understanding about the world around them, use imagination and creative ability and respect for the rights of others.

‘DAY TO DAY’

DELIVERY OF CHILD TO THE CENTRE

- ☆ In the interests of safety please ensure your child is accompanied and supervised until starting time at **8.50am**. Please ensure children wait **on** the back verandah until the start of the session. Children are not allowed on the Pre-Primary equipment before or after school.
- ☆ Please ensure you are **prompt** when delivering and picking up children at all times. Activities at the beginning of the day are important to establish routines that will carry through to school.
- ☆ If your child is to be picked up by someone else **please let the staff know beforehand** by signing in the communication book.
- ☆ If you are unavoidably late to pick your child up, please phone **9377 3255** if you are able, to let staff know.

WHAT TO WEAR?

School uniform is required.

Dress Code Requirements

Summer

Tops	-	Red (T Shirt or Polo Shirt) Faction T Shirt worn on Friday
Shorts	-	Royal blue, school regulation type mid-length shorts, royal blue cargo shorts, royal blue rugby knit shorts or royal blue board shorts
Skirts	-	Royal Blue wrap around pleated sports skirt or royal blue mid length skirt
Dresses	-	Checked blue and white or red and white gingham dresses.
Hats	-	To be supplied by parents. The children should wear a Royal Blue hat with a wide brim. Selections are available at the uniform shop. Reversible bucket hats with the school colour and faction colour are available from the Uniform Shop. Caps are not acceptable and are not to be worn at school.

Winter

Windcheaters	-	Red or Royal Blue with school emblem
Tops	-	Red (T Shirt or Polo Shirt) Faction T Shirt worn on Friday
Pants	-	Royal Blue cargo pants; royal blue ski pants, royal or dark blue leggings or royal blue tracksuit pants. <i>Coloured leggings are not appropriate</i>
Skirts	-	Royal Blue wrap around mid-length skirt

SUNCARE

Please send your child with their hat each day. If this is kept in their bag each day it will always be available to wear. For Terms 1 and 4 our school policy is **NO HAT NO SUN**. Children will play in shaded areas only.

PLEASE ENSURE ALL ITEMS OF CLOTHING ARE CLEARLY MARKED WITH CHILD'S NAME.

PARENT INVOLVEMENT IN THE CENTRE

In some instances this is your child's first independent step away from home. He/she needs your interest and support. Parents are encouraged to participate in the programme as integral and valued members. We have a parent roster drawn up for each term placed on the outside board.

Please come along at least once or twice a term. If you are unable to attend, because of work commitments, please arrange for a "special someone" in your child's life, to come along to share your child's time at school.

It is school policy that no younger children accompany parents whilst on roster. This enables you to spend "special time" with your child at school, whilst joining in class activities. Also some group activities are specifically planned for listening and concentrating.



WHAT TO BRING TO PRE PRIMARY/KINDERGARTEN

☆ MORNING TEA

We encourage fruit, vegetables, cheese or savoury biscuits only. No sweet yogurts/muesli bars, sweet biscuits, chocolates or lollies please.
No nuts please.



☆ SCHOOL BAG

A **large** bag in which your child can easily fit their lunchbox / drink bottle and spare clothes.



☆ WORK BAG

As children often do a number of activities during the day and these can become hard to handle without something to carry them in. The size should be **40 x 50cm** with handles. Recyclable bags from the supermarket are perfect!

☆ LIBRARY BAG

A material bag approximately **40cm x 40cm** is required from each child. Children will be involved in borrowing books from our class library. This is not possible without a bag to protect the book. Recyclable bags are also useful for a library bag.

☆ SPARE CLOTHES

To be kept in their school bag in case of water accidents or such like. Change of underwear please.

☆ LUNCH

No nut products please. This includes Nutella, fresh nuts and some muesli bars.



PLEASE MARK ALL YOUR CHILDS PROPERTY WITH THEIR NAME IN PERMANENT MARKER.

REQUIREMENTS FOR SCHOOL

8.50am – 2.55pm for Pre-Primary students

1. Morning Tea.
2. A hat.
3. Lunch and drink.
4. A school bag.
5. Library bag (40cm x 40cm drawstring bag).
6. Workbag (40cm x 50cm with handles).

VOLUNTARY CONTRIBUTIONS AND CHARGES

All children are asked to pay a **Voluntary Contribution** each year. The contribution is \$60 per child. All contributions and charges can be paid by cash/cheque (seal money and Medical Notes in an envelope and drop into the grey payment box located in the school office), Qkr (phone app, information available at the office) or direct debit. It does help the smooth running of the centre if the contributions are paid **as soon as possible after the start of each school year.** Incursion/excursion costs are extra.

FUNDRAISING

Rooms 11 and 12 families are encouraged to take part in whole of school fundraising for the P&C. During the year we may hold fundraisers to purchase equipment for Rooms 11 and 12.

SCHOOL SERVICES

★ **DENTAL CLINIC**  **(9279 5869)**
In case of an emergency, phone Middle Swan Dental Therapy Centre on 9250 7342.

Parents who wish their child to have access to the services of the School Dental Therapy Centre may do so. Clinic staff will send forms for parental permission to enrol children. Staff at the clinic:

Dentist	Dr Hui Loh
Dental Therapist	Deb Flugge
Dental Nurse	Janine Painter and Merryl Gilbert

ATTENDANCE

- ★ School Starts at 8.50am.
- ★ The attendance register is marked at the beginning of the day; if you are late you will have to obtain a late pass from the school office.
- ★ If your child is unwell please keep them at home. If your child is absent it is a requirement that parents notify the school via SMS message on 0407 388 021. If your child has been absent a note is required when they return to school. Please hand this to your child's teacher.

HEALTH

INFECTIOUS DISEASES

MUMPS	Re-admit child on medical certificate from Doctor.
MEASLES	Re-admit child on a medical certificate or at least 7 days from appearance of rash if well.
GERMAN MEASLES	Re-admit when rash has faded.
CHICKEN POX	Re-admit when scabs have healed and child has sufficiently recovered.
IMPETIGO (School Sores)	Exclude from school until effective treatment given, including the proper use of dressings.
CONJUNCTIVITIS	Re-admit when medically controlled. Exclude from school until discharge from eyes has ceased.
LICE	Exclude from school until effective treatment has been given and nits removed from hair. (Usual to treat all the family)
RINGWORM	Re-admit when lesion has cleared or on advice from Doctor.
INFLUENZA	Re-admit on recovery.

Children's illnesses should be reported as soon as possible and the above are simply a guideline. Check with your local doctor if you are unsure of the illness your child has.

Please notify staff if your child succumbs to any of the above as this assists us in monitoring the other children.

If your child is subject to asthma or any allergic reactions, please make sure these facts are recorded on their enrolment form.

DISCIPLINE POLICY

- ☆ At Guildford Early Childhood Centre we endeavour to consistently use positive measures to assist children to interact and co-operate in a variety of social situations. Our reward system is usually verbal, whether individual or group, but does also include special rewards where relevant.
- ☆ We believe that all children in the class have the right to pursue their own developmental goals without hindrance from others.
- ☆ It is the right of the adults to present the educational programme in an atmosphere that encourages full participation.
- ☆ It is the right of the children to participate in the educational programme at their own level.
- ☆ Overall, positive and constructive strategies are demonstrated to children and as such we trust this environment will be a safe and happy place for EVERYONE.
- ☆ So begins a new phase of your child's life - life at school!

To **protect the rights of all people** certain rules are in operation.

GOLDEN RULE: Follow the teacher's directions the first time they are given.

1. No abuse of another person, physical (hitting) or verbal (swearing or name calling).
2. No interference with another's right to participate in the educational programme.

To **protect the safety of the children** certain other rules are in operation.

1. Children should walk at all times when indoors.
2. The only things that may be thrown are beanbags and balls.
3. No "personal contact" games (ie mini rugby, scrums).
4. Speak quietly when indoors. No screaming or shouting.

For safety reasons children can run on the grass, but walk in sandpits and on hard surface areas.

If these rules are broken the following system of measures will operate -

1. Warning - talk to child about behaviour.
2. Warning - redirect child to another specified activity.
3. Withdraw child from general contact to a quiet place. Teacher will speak to the child.
4. If the behaviour continues the teacher will discuss the matter with the parents.

It is of course the policy of this centre that early intervention will prevent many problems whilst still leaving space for the child to achieve growth in self control.

REPORTING TO PARENTS

All parents will be contacted in first term to discuss your child's progress and how they are settling into school.

ON ENTRY PROFILE

During Term 1 children participate in baseline assessment activities for the entry profile. A report will be sent home at the end of term with your child's results.

Throughout the year if there are any concerns about your child's educational, social or emotional development you will be contacted to arrange a meeting. If parents would like to discuss any concerns please talk to your child's teacher to arrange a suitable meeting time.

FORMAL REPORTS

At the end of Semester 1 and 2 reports are sent home indicating your child's progress.

USEFUL RUBBISH

We particularly welcome -

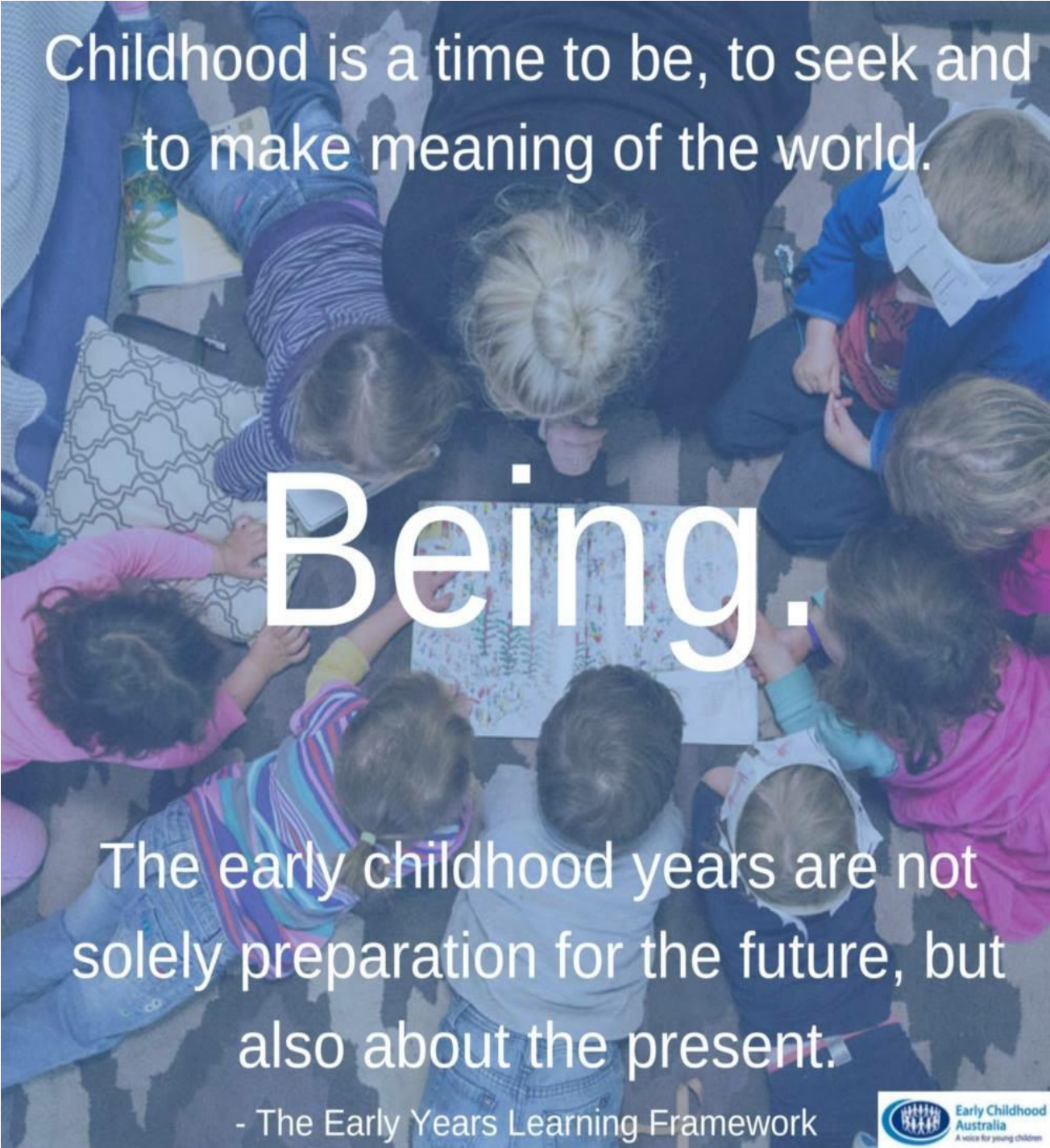
- ☆ Off cuts of cardboard/paper. Do you have a contact in the Printing industry?
- ☆ Material and lace scraps.
- ☆ Wool.
- ☆ Buttons.
- ☆ Small boxes (eg toothpaste, cereal).
- ☆ Tubes (lunch, wrap and alfoil tubes).
- ☆ Old birthday/Christmas cards.
- ☆ Wrapping paper.
- ☆ N.B. *No medicine boxes please*



YOU CAN HELP BY

- ☆ Discussing with us any information which will help us understand your child.
- ☆ Sending your child regularly and promptly.
- ☆ Showing an interest in what he/she does at school.
- ☆ Praising his/her efforts and setting realistic goals for him/her.
- ☆ Reading to your child as often as possible.
- ☆ Ensuring adequate sleep.
- ☆ Using constant discipline and encouraging self control.
- ☆ Listening to his/her ideas and comments.
- ☆ Encourage independence.
- ☆ Limiting the amount of screen time especially before school.

We look forward to a wonderful year of learning with your child.



Childhood is a time to be, to seek and
to make meaning of the world.

Being.

The early childhood years are not
solely preparation for the future, but
also about the present.

- The Early Years Learning Framework

