

Rossmoyne Community Kindergarten



48 Central Rd. Rossmoyne 6148
9457 1356
rossmoynekindy@bigpond.com

Information Booklet

WELCOME TO THE ROSSMOYNE COMMUNITY KINDERGARTEN

We would like to welcome all our new students and families to the Rossmoyne Community Kindergarten.

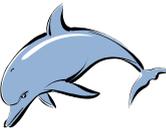
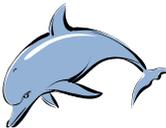
Kindergarten is a very important year in your child's education as it is often their first introduction to education away from the home. We aim to offer children a caring and stimulating environment that is welcoming and fun.

Parents are a vital part of children's education and are always welcome at our Kindy. Please feel free to approach a staff member at any time to discuss your child's education or any concerns that you may have.

Session Times

Each Kindy group runs for 2 full days each week and a full day every second Friday.

(2 full days one week and 3 full days the next.)

Monday	Tuesday	Wednesday	Thursday	Friday
Dinosaurs 8:50am to 2:50pm 	Dolphins 8:50am to 2:50pm 	Dinosaurs 8:50am to 2:50pm 	Dolphins 8:50am to 2:50pm 	Weeks  1,3,5,7 & 9 Dinosaurs 8:50am to 2:50pm Weeks 2,4,6,8 & 10  Dolphins

Enrolment Procedure

Applications for enrolments are open from April the year prior to your child starting Kindy. Application forms can be collected from the Rossmoyne Primary School Office. Copies of your child's Birth Certificate, Immunisation Record, passport and visa documents (if applicable) and proof of residence must be submitted with completed application forms.

You may only apply to enrol in one Kindergarten.

Acceptance is not guaranteed if maximum enrolments are received.

You will receive written notification by the end of August as to whether your application has been successful or declined. If successful, you will then be asked to complete a more detailed Enrolment Form and provide further details about your child.

An orientation day will be held in late November/December to families who are offered a place at the Kindergarten.

Spaces are limited and preference is given to families within the local catchment area, see link for local intake area map:

<http://rossmoyneps.wa.edu.au/uploads/ourschool/Rossmoyne%20intake%20area.pdf>.

Enrolment at Rossmoyne Community Kindergarten does not guarantee your child will be accepted at Rossmoyne Primary School for Pre-Primary.

Kindergarten Curriculum

The Rossmoyne Community Kindergarten Follows the Early Years Learning Framework and offers a full curriculum based on the WA Kindergarten Curriculum Guidelines, as well as balanced learning through play.



Regular attendance is vital to ensure your child is school ready and receives the best possible start to their formal education.

Voluntary Kindergarten Contributions



The Rossmoyne Kindergarten is a Community Kindergarten and is an incorporated, not for profit association. This means we are partially funded by the Department of Education, but we rely heavily on your voluntary monetary contributions to enable us to provide the best possible learning opportunities, experiences and environment for your child. The outline below only covers approximately 52% of the Kindy's annual running costs. In addition to this the Kindergarten applies for grants, receives donations and engages in fundraising activities to fund any new equipment or building upgrades.

Please see below a breakdown of the voluntary contributions for the year:-

Item	Amount
Voluntary Contributions as set by the Department of Education <ul style="list-style-type: none"> These funds contribute to the purchase of classroom resources required over the year (eg: workbooks, materials for activities such as arts and crafts, design and technology and Science, cooking ingredients etc.) 	\$60
One off Portfolio Fee (optional) <ul style="list-style-type: none"> Kindergarten Portfolio - your child's work and assessments will be presented to you in this A3 File and is yours to keep. 	\$28
Voluntary Special Occasion Contributions <ul style="list-style-type: none"> Classroom activities and gifts for special occasions (eg: Mothers and Father's Day, Christmas etc.) 	\$80
Voluntary Contributions as set by the Parent Committee to ensure the Kindergarten operates at break even. This is used for the following: <ul style="list-style-type: none"> Rent, outgoings, maintenance, repairs, internet, cleaning etc. 	\$320
Total Voluntary Contributions:	\$488*
Personal Items - (in addition to above, optional) to be paid at the time (notes will be sent home prior to expense incurred). <ul style="list-style-type: none"> Individual and class photos (optional) Kindergarten T Shirts & Hats (optional) Selected incursions throughout the year Donation of Personal Items (eg: glue sticks, tissues, pencils etc.) 	From \$25 T-Shirts \$20 Hats \$15 Approx. \$30 total A list will be provided prior to school commencing

*These contributions are for the whole year, and can be paid as follows:

*One Annual Payment	payable by February	\$488
*Two Semester Payments	February	\$244
	July	\$244
*Four Term Payments	February	\$122
	April	\$122
	July	\$122
	October	\$122

Payments can be made from December the year prior to your child commencing. Many items are purchased before your child commences school; it is appreciated if you forward your payment to the Kindy prior to your child's first day of school. Thankyou!

The payment options available are as follows:

- Cheque - made out to Rossmoyne Community Kindy Inc.
- Cash - please place money in an envelope and label it with your child's name and Kindy group (ie Dolphin or Dinosaur)
- Electronic transfer - Rossmoyne Kindergarten Inc
BSB: 086-138
Account no. 874-258-838

Please reference your payment with your child's surname and Kindy Group (ie Dolphin or Dinosaur).



A receipt will be issued once payment is received.

WELCOME! By paying your fees, you become a member of the Rossmoyne Community Kindergarten Association; further details can be found in our constitution, which will be sent to you after our AGM.



Delivery and Collection of your child

- When bringing your child to Kindergarten you must accompany him/her into the grounds and wait for the door to open. (Please proceed to the rear of the building - under the verandah).
- When you come in please help your child hang up their bag, put their fruit in the bowl, place their name on the board and then take them to the puzzle area.
- You are welcome to stay for puzzle time to allow time for your child to settle. (Puzzle time lasts for approximately 15 minutes.)
- When the bell rings it is time to say goodbye.
- At home time please wait outside until the teacher opens the door to dismiss the children.
- We ask that you leave the grounds promptly after collecting your child and do not play on the play equipment after school. This is for the safety of the children and ensures our teachers can setup for the following Kindy day.



It is very important to be **prompt** at home time as children can become upset if they wait for too long after the other children have left.

Permanent Staff

Each class has one Teacher and one Assistant per 20 children.

Your teachers and assistants are:

Teachers: Mrs Michelle Hamley
Mrs Jodi Pailthorpe

Assistants: Mrs Pat Murch
Mrs Kelly Williams



We may also have student teachers attend throughout the year.

Separation Difficulties

Most students have no difficulties when their parent leaves them at Kindy. For those few students who do experience anxiety, here are a few simple steps to remember:

- Always discuss Kindy in a positive and encouraging way at home.
- If your child is crying it is best to explain that you will be back at home time, kiss them goodbye and then leave QUICKLY.
- The staff are very experienced at calming upset children and they usually calm down within minutes of you leaving.
- If your child is being picked up by someone other than yourself or OSH club, please ensure you let a member of our staff know prior to pickup time.

Remember that a calm and confident parent helps to create a calm and confident child



Special Needs

If your child has any special needs, medical conditions or dietary requirements, please ensure you advise a member of our staff at enrolment. This will enable our staff to make any necessary accommodations or action plans, which will ensure a smooth start to the Kindy year.

Independence

Parents need to help their child prepare for Kindy. It will be greatly appreciated if they are fully toilet trained (including wiping) and are able to feed themselves independently.

If your child is not fully toilet trained, please let a member of our staff know so we can discuss a toilet management plan with you prior to your child starting Kindy.

Parents are encouraged to send a healthy lunch, which is easy for the children to eat by themselves (bite size portions). Please do not send noodles or rice if your child is unable to eat this independently. Parents are not permitted to come to Kindy to feed their children at lunch time, as this is too disruptive and unsettling for the other children.

Children should be able to put their shoes on with minimal assistance. Please do not send your child to school with shoe laces if they do not know how to tie them. Slip on or velcro shoes are encouraged.

Parent-Help Roster

Our parent-help roster is on display on the verandah window. We encourage all parents to come in on roster as it provides a good opportunity for you to see your child socialising in the Kindy environment. It also helps to form a link between Kindy and home.

Grandparents, aunts and uncles are also welcome.

The children are always very excited to have their parent on roster so we hope you can all make it at least once a term!

Birthdays

Birthdays are a very important part of a four year old's life and we acknowledge each child's birthday at Kindy.

You can bring in a cake or cupcakes to share - please remember NO NUTS and that there are 20 children in the class. Staff and your child's Kindy friends will sing 'Happy Birthday' to them.



Kindy t-shirts & Hats

You may have seen Kindy children wearing our Kindy t-shirts featuring our logo.

You will have the opportunity to purchase these t-shirts and hats in a variety of colours at the beginning of the year.

They are a great way to help your child feel like they belong and save their good clothes from being covered in paint! Order forms will be given out in the first weeks of school. Please refer to the Contributions page for prices etc.

Illness

If your child is unwell, please do not send them to Kindy. Children recover much faster at home and resting at home reduces the risk of infecting others too.

Immunisation

We ask that you provide a copy of your child's immunisation at the time of enrolment. If you choose not to immunise your child, they cannot be excluded from Kindy, however we request that you inform us so we can keep you advised of possible illnesses that could affect your child.



What to bring to Kindy

Each child needs to bring a bag to Kindy each day with the following items:

- **A piece of fruit (to share)** - cheese, plain crackers or dried fruit are good alternatives for a change. **NO NUTS** please!
- **A broad brimmed hat** - we have a "no hat, no outdoor play rule". Spare hats are available and are washed at the end of each term.
- **A change of clothes** (including underwear) as toilet accidents happen as well as water play etc.
- **Lunch** - something healthy that you know your child will eat. **Lunch orders are available from Antonios on Tuesdays to Fridays.** Menus and pricing will be sent out early in Term 1.
- **Drink bottle** - filled with water only and labelled with your child's name.
- Please **refrain from bringing toys** from home as children can become upset if they are lost or damaged.
- **Shoes** that your child can put on and take off themselves.





Parent Committee

Our centre is staffed by, and receives partial funding from the Department of Education, but the remainder of the funding required is organised by our Parent Committee.

A COMMUNITY KINDERGARTEN MUST HAVE A COMMITTEE TO OPERATE.

The committee is elected at the Annual General Meeting which will be held early in Term 1. The committee meets twice a term on a weeknight at the Kindy. To continue running the Kindergarten, you as parents need to elect a committee.

The committee comprises of the following:

- President
- Vice President
- Secretary
- Treasurer
- Compliance Officer
- Maintenance officer
- Fundraising officer
- Enrolment officer
- Gardening Officer
- plus general committee members



Please give serious thought to joining the committee and help in the running of our Community Kindergarten. If you would like to nominate yourself for one of the positions, please speak with a staff member.

Security

The Kindy has CCTV, a security system and cameras installed throughout the grounds. There is one camera located inside the building (in the main area). The cameras are installed for security purposes only and only the Teacher in Charge can access the recorded footage. If you have any concerns, please feel free to approach a staff member.

Facebook

We have private facebook pages for each group. Please friend request our general facebook page. Once this has been done you will be invited to the group of your child. If you haven't been added after a couple of days please send us a private message and we will add you asap.

School Building Fund

The Kindergarten has a School Building Fund, which has Deductible Gift Recipient Status. 100% Tax Deductible donations can be made to the Kindergarten at any given time.

The bank details for this fund are:
Rossmoyne Kindergarten Association Inc
BSB: 086-138
Account: 90 909 5734

Please reference your donation with your surname.

Please ensure you advise a member of our staff so we can ensure you are issued with the correct paperwork to claim the deduction.

All monies spent go towards ensuring your child receives the best possible experiences and has access to the most up to date and relevant equipment to enhance their learning journey with us.

Entertainment Books

As part of our fundraising activities, Entertainment Books are available for purchase at the Kindy. These are available around June and further details will be sent out closer to the release date.

Please remember that we are here to work with you and your child so we are always available to listen to your queries and concerns.

You can see us at the centre or call us on 9457 1356 on Mondays to Fridays during regular school hours. Please remember we have limited staff and may not always be available to take your call.