




# 2023 Kindergarten Information Booklet

 [www.harrisdaleps.wa.edu.au](http://www.harrisdaleps.wa.edu.au)

 [harrisdale.ps.administration@education.wa.edu.au](mailto:harrisdale.ps.administration@education.wa.edu.au)

 9234 9700

 7 Fairhaven Avenue, Harrisdale

We warmly welcome you and your child to our school community. We look forward to sharing this exciting and important journey with you. This booklet contains information about Harrisdale Kindergarten. Please retain it for future reference.

# WELCOME TO HARRISDALE PRIMARY SCHOOL

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## OUR MISSION

At Harrisdale Primary School, we place students and learning at the centre of all that we do. Our mission is to provide quality education that meets the academic and holistic needs of the child so that they may experience success and be happy and resilient individuals.

## OUR VISION

At Harrisdale Primary we understand that we are privileged with the responsibility of the students in our care. We are committed to work in partnership with our parents and school community to make Harrisdale Primary a great school where the unique potential in each and every child is realised and they can lead happy and successful lives, contributing positively to a greater global community.

## SCHOOL TIMES

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Our **Kindergarten** school times are as follows:

8:40am – school commences

2:40pm – end of school day



**DEPARTMENT OF EDUCATION**

Central Office: 9264 4111

**SOUTH METROPOLITAN OFFICE**

Phone: 93369563

**PRINCIPAL**

Karen Duncan

**DEPUTY PRINCIPALS**

Alison Forzatti

Nikki Lyons

Simonne Heal

Monique Bairstow

Megan Wijohn

**MANAGER CORPORATE SERVICES**

Megan Klompmaker

**OFFICE HOURS**

8:00am - 3:30pm

**POSTAL ADDRESS**

7 Fairhaven Avenue, Harrisdale WA 6112

**TELEPHONE**

9234 9700

**EMAIL**

[Harrisdale.ps.administration@education.wa.edu.au](mailto:Harrisdale.ps.administration@education.wa.edu.au)

**WEBSITE**

[harrisdaleps.wa.edu.au/](http://harrisdaleps.wa.edu.au/)

**KINDERGARTEN STAFF**

The Kindergarten team is made up of an Early Childhood trained teacher and an Education Assistant for each class. There is also a DOTT (Duties Other Than Teaching) teacher on Wednesday. DOTT includes activities such as planning collaboratively with other Kindergarten staff and attending meetings.



## HOW OFTEN DO CHILDREN ATTEND KINDERGARTEN?

The school year commences on:

Wednesday – 1st February 2023 for Kindy A

Thursday – 2nd February 2023 for Kindy B

Harrisdale Primary School offers a 15 hour per week Kindergarten program. This program is in line with the National Partnership Agreement on Early Childhood Education.

There are four Kindergarten sessions and two classrooms. Each session caters for 20 children, with groups attending five full day sessions per fortnight. The students share a playground providing opportunities for friendships to develop between classes.

The kindergarten model for provision is outlined in the table below:

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	GROUP A	GROUP A	GROUP A	GROUP B	GROUP B
WEEK 2	GROUP A	GROUP A	GROUP B	GROUP B	GROUP B

## WHAT HAPPENS AT KINDERGARTEN?

Harrisdale Kindergarten provides a safe, stimulating and supportive environment where children can grow socially, emotionally, physically and intellectually.

We aim to capture children's natural love of learning, while developing literacy and numeracy skills that are essential for future learning.

With Kindergarten being one of the first steps from home to school, we build on existing knowledge, skills and interests. We aim to provide a balance of:

- Child-directed play – The child chooses how, when, with what and with whom to engage
- Teacher-guided play – The teacher manages the play environment to achieve specific outcomes.
- Intentional teaching – The teacher plans and delivers explicit instruction to achieve specific outcomes.

- Planned and incidental learning occurs throughout the day as a whole class, in small groups and individually.

We are steered by two important documents – The Early Years Framework and the Kindergarten Curriculum Guidelines.

Some of the activity's children may participate in include:

- Designing and creating
- Dressing up
- Dancing
- Completing puzzles
- Making collages
- Listening to and playing music
- Painting and drawing
- Cooking
- Reading books and storytelling
- Playing with clay, play dough, blocks, sand and water
- Outdoor play in nature playground.



## WHAT DOES MY CHILD WEAR?

It is important that your child feels comfortable and free to play.

We require all children to wear the Harrisdale Primary School uniform, black shoes and a school hat throughout the year. Children should wear suitable enclosed footwear to school that they can easily remove and put back on again. Most suitable are black joggers or velcro sandals. No thongs please.

## WHAT DOES MY CHILD BRING?

Each day, your child will need to bring:

- A large bag with an easily identifiable nametag. (Harrisdale Primary School bags are available to purchase)
- A drink bottle filled with water. (no juice or cordial please)
- Morning Tea – fruit, vegetable sticks, cheese, crackers and healthy nutritious snacks.
- Lunch – a nutritious lunch. Please keep foodpackaging to a minimum for easy access by children.
- A hat, available for purchase with uniforms.
- A change of clothes (including underwear) to remain in the bag.

Please ensure all clothing, hats and containers are clearly labelled with your child's name.

Our Kindergarten has a variety of equipment, toys and games for the children to use each day. Children should not bring any toys or personal, precious items to school unless they have been requested for a particular reason. Precious items from home can be accidentally damaged, broken or lost which can be very distressing to the child concerned.

## STATIONERY LIST

A list of items that your child will need for the classroom will be sent to you in an information pack later in the year. Kindergarten is about shared experiences, therefore, stationery items don't need to be labelled or kept in a pencil case.

Please bring all stationery items to school in a sealed plastic bag with your child's name on it. These will be collected at your child's first session.



## PARENT INVOLVEMENT

Parents are encouraged to participate and assist in the Kindergarten in whatever capacity they are able. This provides continuity between home and school and enables us to offer a greater range of experiences.

Parent help rosters will be available at the beginning of each term. Your child will love that you are able to be part of the learning experiences in the Kindergarten.

If you have a special skill that you would like to share with the children e.g. storytelling or playing a musical instrument, please inform your child's teacher so a suitable time for you to visit can be arranged.

## DELIVERING AND COLLECTING CHILDREN

All Kindergarten children must be left in the care of a staff member, and under no circumstances should be left to enter the classroom alone. Parents are encouraged to spend a little time settling their child into Kindergarten each morning.

Children will not be released at the end of the day until an authorized adult collects them from the classroom door. Please notify the teacher if someone other than yourself will be collecting your child.

Please note, older siblings are not permitted to collect children from Kindergarten under any circumstances.

If you are unavoidably detained, please notify the office on 9234 9700 so that we can reassure your child and make appropriate arrangements.

If you need to bring your child after school has started, please sign them in at the office. You will be given a late slip to give to the teacher. This enables you to keep an accurate record of attendance throughout the day.

## ATTENDANCE

We have a range of option for you to inform us of your child's absence.

### **Absentee Messaging –**

0438 937 662

Student name, reason and date.

### **Via our website –**

click on the red absentee button on the school website.

### **Email us –**

[harrisdale.ps.absentees@education.wa.edu.au](mailto:harrisdale.ps.absentees@education.wa.edu.au)

## PARENT RESPONSIBILITIES

We ask that all parents:

- Communicate regularly with the teacher on matters concerning their child's development.
- Make a suitable appointment time to discuss progress or concerns.
- Adhere to drop off and pickup times.
- Notify the teacher of any ongoing illness or allergy – the appropriate forms must be completed.
- Notify the teacher if their child is receiving any therapy from outside professionals or the Child Development Service e.g. Speech Pathology, OT or counseling. Please provide copies of relevant reports.
- Regularly check the school website and notice boards for messages and reminders of upcoming events.
- Provide notification to the teacher before or after a child's absence.
- Accompany your child to and from the Kindergarten classroom. Students are not permitted to be dropped off or picked up by older siblings.
- Ensure that teachers and office staff are notified of any changes to telephone numbers, addresses or emergency contacts.
- Allow your child to be responsible for carrying their own school bag, and unpacking their belongings for the sessions.



## ILLNESS AND ACCIDENTS

To help curb the spread of infection to other children and staff, please keep your child at home if they are unwell. A child who is feeling unwell can become easily distressed, as well as finding it difficult to concentrate.

Please keep your child at home if they are suffering from any of the following conditions:

- Head lice
- Diarrhea
- Fever
- Weeping sores
- Vomiting
- Ear/eye discharge
- Any signs of other infectious disease e.g. chicken pox, influenza, measles, ringworm, school sores or whooping cough.

If a child becomes ill during a session, a parent/guardian will be contacted to collect the child. For this reason, it is essential that home and emergency contact numbers are kept up to date.

## HEALTH ISSUES AND INFECTIOUS DISEASES

Chicken Pox and Measles - Exclude from school re-admit 7 days from appearance of spots or pimples only if well and then preferably on a medical certificate.

Mumps - As for measles but exclude for 14 days.

Ringworm - Exclude from school. Re-admit only on medical certificate indicating that the child is no longer likely to convey infection.

Rubella - Exclude from school re-admit 7 days from the subsidence of symptoms [sore throat and rash], only if well, preferably on medical certificate.

Scarlet Fever - Exclude from school re-admit 10 days from appearance of symptoms and only on medical certificate.

Scabies - Intensely itchy rash - exclude from school until cured.

Head Lice/Nits (Pediculosis) - Parents will be advised should their child be found to have headlice during the day. They must be excluded from school until hair has been treated with correct solution. Upon returning to school students must report to the office to be checked before going to their classroom. It is preferable if nits have been removed from the hair after treatment. We are required to report severe contamination to Community Health School Medical Service.

School Sores (Impetigo) - Exclude from school while medical treatment is being undertaken.



## MEDICATION

If your child is taking medication and you wish to request staff to administer it, please note the following:

- Medication must be provided in the original packaging. A pharmacy label must be on the medication, clearly stating the child's name, dosage and time to administer.
- All relevant forms must have been completed at the school office before any medication will be administered.
- All medication must be correctly labeled and handed to the staff, not left in the child's school bag.

## HEALTH CARE PLANS

Where appropriate the school will work with you to develop an appropriate Health Care Plan for any medical conditions your child may have. You and the Assistant Principal will need to first develop a proposed plan for the school to review so that if an emergency arises directions can be easily followed. Once you have returned the plan to the school we will:

- Review the plan (s) to ensure the school is able to provide the necessary support;
- Arrange staff training if required to support your child;
- Ensure plans are implemented, monitored and reviewed annually;
- Manage the confidentiality of your child's health care information; and
- Provide appropriate storage for medication and health equipment.

## HEALTH CARE PLAN FORMS

Forms are available for common conditions. For other conditions, the generic health care form or a plan provided by a medical practitioner can be used. The following are available:

- Severe allergy/anaphylaxis;
- Minor or moderate allergies;
- Diabetes;
- Seizure;
- Asthma;
- Activity of daily living;
- Administration of medication;

## TOILETING

Your child needs to be able to go to the toilet independently.

This means your child is able to:

- Realise when they need to go to the toilet
- Remove their pants and pull their pants up
- Wipe their bottom and flush the toilet
- Wash their hands after using the toilet.

Accidents do happen, and the teaching staff is there to help, but your child needs to be developing these skills independently. It is important to start practicing these independent toileting skills, so your child is ready for Kindergarten. Please make sure your child has spare underwear in their bag every day.





## LITERACY

Ideas to help develop your child's literacy skills:

- Read every day with your child. This may include books, recipes, rules for the games you play etc.
- Sing nursery rhymes, songs and funny poems
- Clap syllables in name and work e.g. "dol-phin", "Me-gan".
- Point out words, talk about letters, words and sentences
- Focus on beginning sounds in words. Encourage your child to verbalise the sound e.g. Daddy starts with a 'd' sound.
- Teach your child how to recognize their own name.
- Provide paper and pencils so they can practice writing their names.
- Share books with your child, pointing out words, the title of the story, and the pictures. Ask your child to predict what will happen next.

## NUMERACY

Ideas to help develop your child's numeracy skills:

- Count everything!!! Count the carrot sticks on the plate, count the cars in the box and count how many wheels on the truck.
- When counting objects make sure they touch each object only once.
- Ask your child to collect object for you. At the shops you could say 'please get me three red apples. During pack away, time say 'please get 4 cars for me'.
- Point out numbers – they are everywhere! e.g. on the letterbox, street signs, clocks, number plates etc.
- Use mathematical language when talking with your child e.g. talk about smaller, taller, heavier, lighter, on, over, under, behind, shapes, colours and patterns.

## SOCIAL/EMOTIONAL

The first day of Kindergarten can be an anxious experience for both you and your child. Prepare your child for kindergarten by answering all questions honestly to help prevent potential anxieties.

Here are some tips to get ready for starting school in February 2022:

- Talk positively about going to school, making new friends and new experiences your child will have.
- Drive or walk past Harrisdale Kindergarten and talk to your child about how they will soon be attending, the exciting things they will do and the friends they will make.
- Practice opening their lunch box, containers and drink bottle. Ensure they can put their lunch box in their school bag.
- Read stories with your child about starting school.
- Ensure your child gets enough sleep. Children need 10 – 12 hours of sleep for their brains to be ready to learn.
- When it is time for you to leave your child at Kindergarten, tell them what time you will be back. Always be there at the specified time.
- Encourage your child to dress themselves as much as possible. Practice taking shoes, socks, jackets and jumpers on and off at home.

Throughout the school year, please do not hesitate to make an appointment to see your child's teacher if you wish to discuss any matters concerning your child's progress, the program content or any other general queries or concerns. As the parent/guardian you have a vital role in the education of your child. We believe that together, we can form a vibrant and productive partnership that benefits your child.

We look forward to having your child with us at Harrisdsale Kindergarten and trust their time with us is positive and enriching.



Dear Parents,

The Department of Education's policy on Contributions, Charges and Fees requires schools to outline the schedule of contributions and charges for 2023. The Harrisdale schedule is broken into four sections and will allow you to calculate all costs that may be incurred throughout the 2023 school year.

## 1. Contributions – Payment can be made to administration from the commencement of the school year or with your Student Requirement List.

The total amount of voluntary contributions parents and carers are being asked to pay has been calculated and endorsed by the School Board as \$60 per child.

Money collected will be used to supplement school expenditure in the areas listed below. The actual costs per child are shown in the below table. While contributions are voluntary, the quality of our teaching and learning program will be maximised when each family contributes to the cost of supplementing funding gained from other sources, including the State and Commonwealth governments.

English Resource Materials	<b>\$10.00</b>
Information & Communication Technology Consumables	<b>\$10.00</b>
Learning Area Resources	<b>\$20.00</b>
Mathematical Resource Materials	<b>\$10.00</b>
Science Resource Materials	<b>\$10.00</b>
<b>Total Contribution per student</b>	<b>\$60.00</b>

## 2. Voluntary Approved Requests – Payments can be made to administration from the commencement of the school year or with your Student Requirement List.

Voluntary Approved Requests at Harrisdale primary School approved by the School Board are:

- \$20 Grounds Fund – Contributions will be used for the improvement of the school grounds/ playground facilities for students.
- \$10 Library Resources Fund – Contributions will be used to expand these resources available to students in the library.
- \$10 P&C Fund – Used at the P&C discretion for the benefit of students.

### School fees summary table – what should I pay if I want to pay my annual school fees?

Item	Amount	Payment Method
Voluntary Contributions	\$60.00	Direct to the office or through Requirement List
Voluntary Approved Requests	\$40.00	Direct to the office or through Requirement List
<b>TOTAL</b>	<b>\$100.00</b>	<b>Annual School Fee</b>

All other payments will happen as the event happens and you will be notified at the time of the event. Refer below for further information.

### 3. Charges for Extra Cost Optional Components – Payment is made throughout the year as and when the event occurs. No payment is required now.

A breakdown of estimated charges for your child's participation in incursions, excursions, activities, etc. for 2023, endorsed by the School Board, has been outlined in the schedule below. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the maximum charged for scheduled activities in 2023.

The charges schedule below includes costs associated with:

- Specific learning activities, available to all students, but conditional on a payment being made prior to commencement of the activity.

Description	K	PP	1	2	3	4	5	6
Excursions	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
Incursions	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00

Specific learning activities, available to selected students, but conditional on a payment being made prior to commencement of the activity.

Description	K	PP	1	2	3	4	5	6
Camp	Ern Halliday Recreation Camp, Hillarys							\$600
Extension Program					\$200	\$200	\$200	\$200
Graduation (Leavers shirts managed through P&C and separate cost)								\$100
Instrumental Music (IMMS) (Book stand, music, this does not include the purchase of the instrument)							\$200	\$200
In-Term Swimming		\$70	\$70	\$70	\$70	\$70	\$70	\$70
Music (includes choir)	\$20	\$20	\$20	\$80	\$80	\$80	\$80	\$80
One to One Device Program					\$850	\$850	\$850	\$850
PEAC (3 rounds per year. Price ranges from \$10 – \$50 per round)							\$300	\$300
Sport (including interschool/competitions)		\$20	\$20	\$20	\$150	\$150	\$150	\$150
Basketball						\$150	\$150	\$150

NOTE: After school Clubs where excursions/incursions/competition occur during school time these are not included in the above. These are extra-curricular activities where participation is by choice. Charges will be advised at the time of the event, as these vary and are presently unknown.

## 4. Items for personal use in the Educational Program

The charge for personal use items (2023 Requirements) will vary from student to student and includes:

- Pupil requirements for all students, used in lessons: eg stationery items, recorder, calculator, art shirt.
- Pupil requirements recommended but not essential for all students: eg tissues,

A copy of the Personal Use Items that is recommended for your child is attached. Additional copies are available from the School Administration or school website.

Your child will need to have the items listed in his/her possession each school day in order to maximise participation in the learning opportunities/activities presented. It may be necessary to replace some items such as pencils and paper throughout the year.

We have negotiated competitive prices for high quality materials through Champion Education. While you are not obliged to use our preferred supplier, we encourage you to give consideration to supporting a local company that provides quality products and service and a commission on sales to the school. Packs will be available for collection and payment from Champion Education, 25B Baile Road, Canning Vale and there will be a school collection day on Monday 23rd January 2023 from 8.00am to 9.00 am.

## 5. P&C Activities

During the year, the school and P&C may hold fundraising activities. Approved school and community fundraising events may include:

- Free dress days
- School disco and Colour Run
- A designated community charity group i.e. Cancer Foundation

Parents will be made aware of these activities and P&C activities through the school newsletter.

Participation in these activities is purely on a voluntary basis and may involve sponsorship for an activity or a donation.



## 6. Payment Methods

- Directly to the school by direct deposit into the school bank account:

Harrisdale PS  
BSB 066 040  
ACCT NO. 1990 3477

Please note child's name in details.

- Via our payment app: <https://qkr.mastercard.com/>
- Over the phone with a credit card
- As part of our Student Requirements list through Ziggies Enterprise.
- Progress payments are welcome
- Payment for the list of Personal Use Items, if ordered through the school is to be made to Ziggies Enterprises Pty Ltd on collection or purchased independently.

Should you have an enquiry relating to the topic of Contributions & Charges please contact the School Administration at [harrisdale.ps.finance@education.wa.edu.au](mailto:harrisdale.ps.finance@education.wa.edu.au) or 9234 9700.



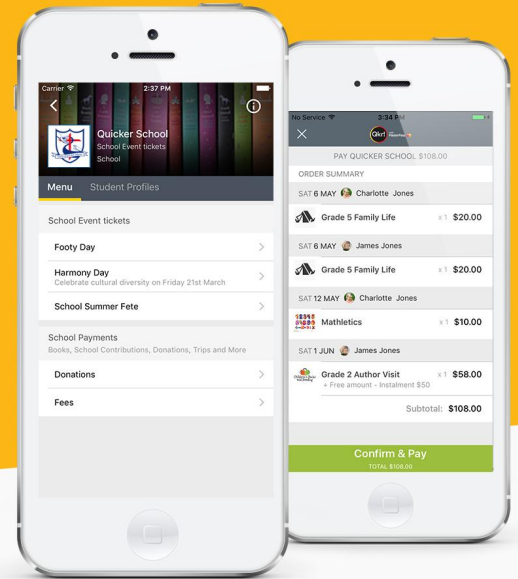


For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by MasterCard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for school fees, uniforms, excursions and more;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10km's of the school, or search for our school by name.

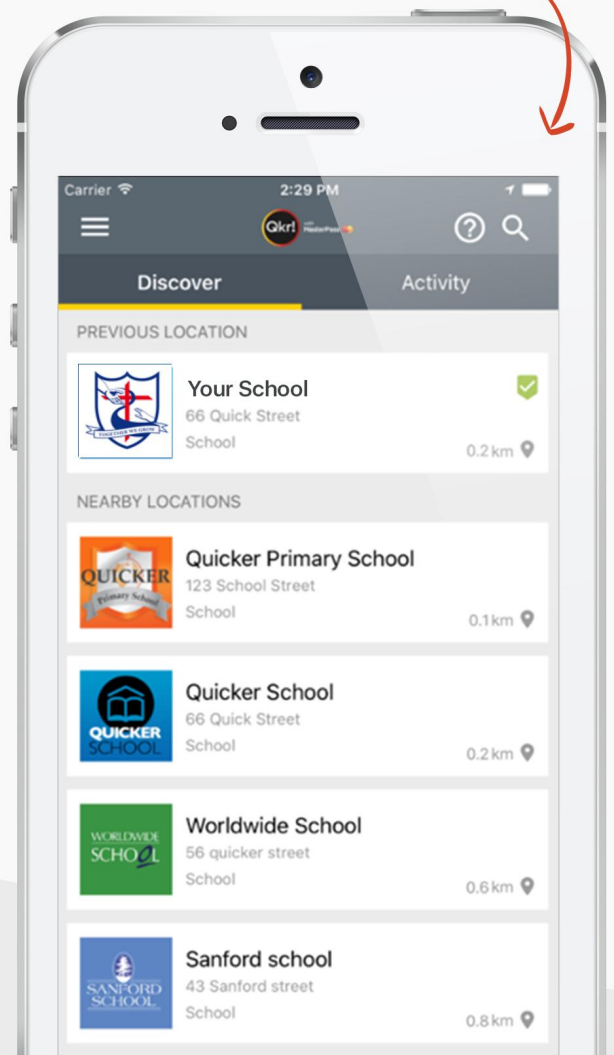
### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Search for our school name

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



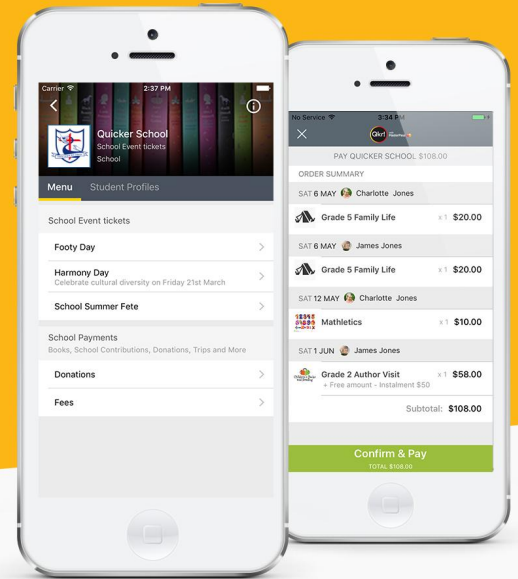


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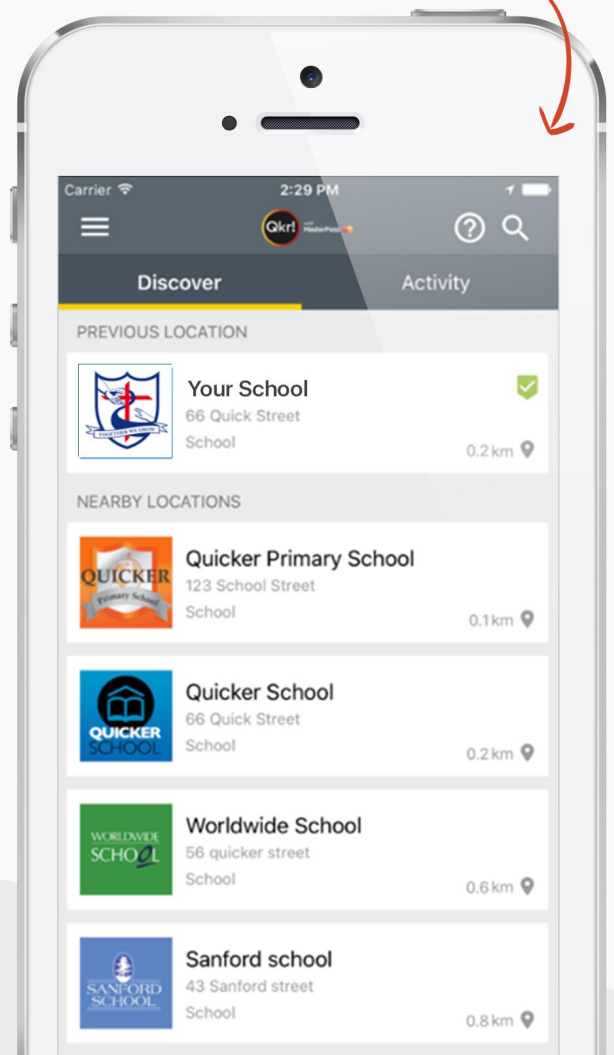
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Apple Distinguished School