



# Fremantle Primary School

## Handbook 2016

Early Childhood Centre



This handbook should be read in conjunction with the Year One – Year Six Handbook

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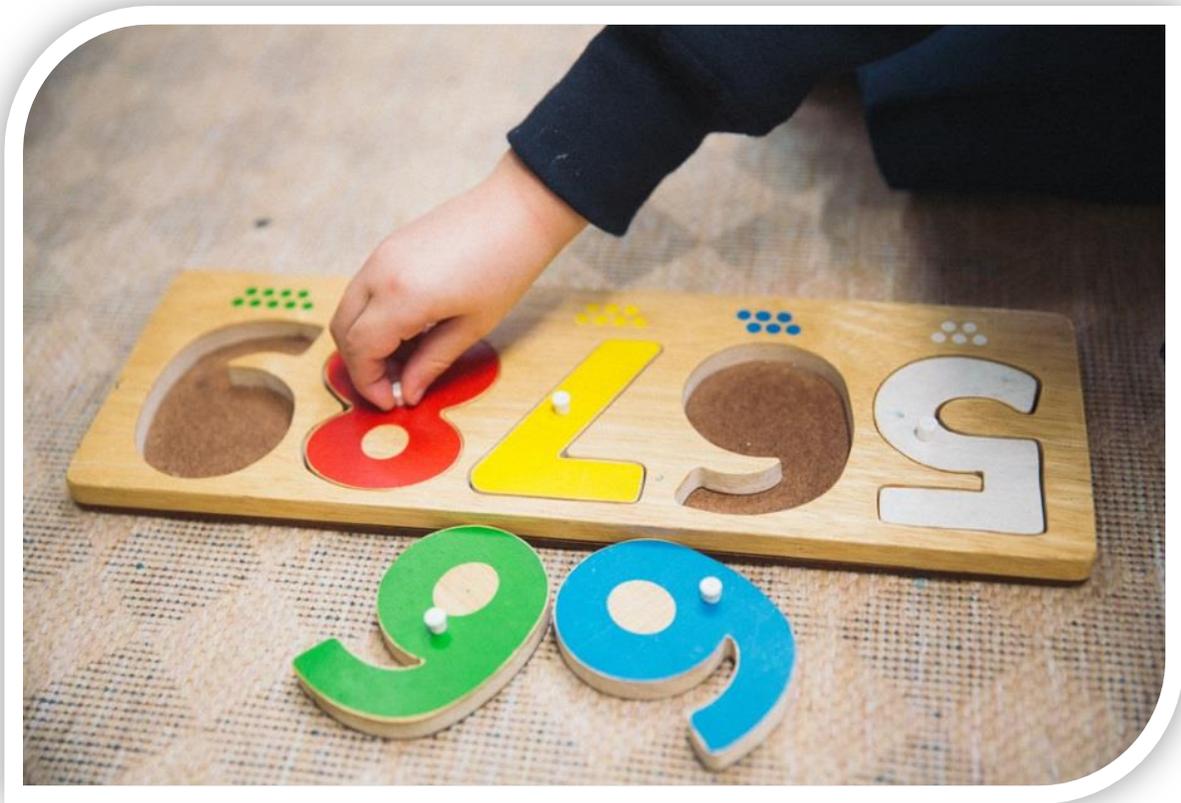
# GENERAL INFORMATION

## Welcome

Welcome to the Early Learning Centre at Fremantle Primary School. We look forward to sharing our love of learning with your child as they commence their exciting educational journey.

This handbook is designed to help you and your child begin the academic year confidently knowing our procedures and policies for Kindergarten and Pre-Primary.

For more detailed information on the Policies and Procedures at Fremantle Primary School please refer to the Year One – Year Six Handbook. The Handbook can be found on the school website or by clicking [here](#).



# CONTACT DETAILS

## **Fremantle Primary School - Early Childhood Building**

### **Address**

32 Attfield Street  
Fremantle WA  
6160

**Phone** (08) 9336 4102

## **Fremantle Primary School – Year One to Year Six**

### **Address**

1 Brennan Street  
Fremantle WA  
6160

**Phone** (08) 9335 3647

**Fax** (08) 9430 6387

**Email** Fremantle.PS@education.wa.edu.au

**Website** [www.fremantleps.wa.edu.au](http://www.fremantleps.wa.edu.au)

## ***Change of Parent Contact Details***

Please ensure you inform the office administration immediately if you change your address / phone number or family circumstances.

To keep up to date with important school news & information please refer to the school website, Facebook page, Skoolbag App and subscribe to the newsletter mailing list.

# DAILY LIFE

## Student Absences

Please telephone the office admin on 9335 3647 if your child will be absent from school. If at any time a child is required to leave the school during the day, (e.g. dentist, doctor) the parents are asked to provide a written request.

Parents are also welcome to call, email or use the “Skoolbag” mobile app to explain their child’s absence.

## Attendance

### Kindergarten and Pre-Primary Attendance

Kindergarten children will attend 5 days a fortnight and Pre-Primary children will attend full time from the beginning of Term One. If you would like to discuss your child having a staggered start, please speak to the class teacher.



# DAILY LIFE

## Early Childhood Days & Times

Our doors open at 8.40am, ready for an 8.50am start.

### Kindergarten A

WEEK 1: Monday, Tuesday & Wednesday (odd weeks) 8.50am – 3.00pm

WEEK 2: Monday and Tuesday (even weeks) 8.50am – 3.00pm

### Kindergarten B

WEEK 1: Thursday and Friday (odd weeks) 8.50am – 3.00pm

WEEK 2: Wednesday, Thursday and Friday (even weeks) 8.50am – 3.00pm

### Pre-Primary

Monday to Friday: 8.50am - 3.00pm

## Arrival and Pickup

When dropping off and collecting your child, please wait until the Centre's doors open to ensure that your child does not wander off alone.

Please inform Teachers and Education Assistants of any changes to who is collecting your child by filling in the communication book located at the front of each Centre.

## Settling Your Child

We encourage you to stay for approximately 10 minutes to help your child to settle in. To reduce your child's anxiety it is useful to stick to a strict daily routine such as, reading your child one story, completing one puzzle then a kiss and hug goodbye . Useful words to say are "have a good day" and "I will see you at pick-up".



# DAILY LIFE

## School Uniform/ Dress Code

Fremantle Primary School strongly encourages the wearing of school uniform as an expression of pride in the school.

Parents can purchase school uniforms through the P&C. The Uniform Shop will be open on Monday mornings between 8.50am and 9.30am and on Friday afternoons from 2.45pm to 3.30pm.

Students are required to be in uniform when leaving the school grounds for excursions. The Fremantle Primary School Dress Code & Personal Item Policy can be found on the school website or by clicking [here](#).

## Change of Clothes/Toilet Training

Children are to be independent in all their toileting needs, however, accidents do occur. A spare pair of shorts/skirt and underclothes should be packed in your child's school bag daily.

## Parent Roster

All parents, grandparents or other special people are actively encouraged to participate as class helpers. A roster will be available commencing Week Five, Term One for parents or other family members to sign up to be involved in the daily classroom program.

The roster times are from 8.45am to 12.00pm.

# DAILY LIFE

## Meals

Please provide a healthy snack for morning tea and a packed lunch that is easy to eat with fingers. Please also send along a bottle of water for your child to have every day. It helps enormously if everything is clearly labelled. Children will eat their meals in designated outdoor areas (weather permitting) and will be supervised by teachers.

## Library

Children from Kindergarten and Pre-Primary visit the library once a week. All children need to have a library bag in order to borrow a book. Library books and bags need to be returned to school every week on your child's library day. We will leave a library box on a table to put your book and bag in. Parents and children will be informed of their Library time and day at the beginning of the year

## School Equipment

Early childhood children have a personal items list that will be sent home. Please note that all personal items, except folders, will be pooled at the start of the year so individual names and labelling is not necessary.

## What to Bring

- A school bag clearly labelled with your child's name on the front
- A library bag will also be required for the weekly visit to the library
- A broad brimmed hat clearly labelled and sunscreen applied
- A change of clothes and underwear
- A drink bottle clearly labelled, filled with water, every day

# HEALTH AND WELLBEING

## General Health Care

### Health Care Plans

Please inform the school if your child has a severe allergy, or other health care needs that may require a special Health Care plan. These plans will be developed in conjunction with parents to ensure all students are safe at school.

### Medications

Appropriate authorisation is required before any medication is administered. Your child's teacher will keep asthma puffers and ventilators in the classroom. Please speak to a member of administration.

### EpiPens

EpiPens are to be provided for individuals where necessary. An EpiPen is to be accompanied with an action plan, signed by the family doctor every 12 months. Please make an appointment with the Deputy Principal to discuss your child's EpiPen Action Plan.

### Illness

Children who have a contagious medical condition or who have been vomiting in the preceding 12 hour period need to be kept at home. If your child is tired or showing symptoms of the onset of an illness (e.g. cold) we recommend that they be rested at home.

Parents will be informed straight away of a student's illness. If you are unavailable, you're your emergency contact will be used. Students who become sick during the school day will be sent home. We ask that you inform the school office of any changes to home phone numbers or emergency contacts, as it can be distressing for your child if we are unable to contact you.

# HEALTH AND WELLBEING

## General Health Care (cont.)

### Accidents

Minor accidents such as bumps, cuts and abrasions are treated by the school staff. Parents are informed immediately of more serious accidents. The school has a Critical Incident Plan for serious accidents.

### Head Lice

The school has a policy on head lice. We will contact the parents of students who have head lice to collect their child. Students must be treated before they return to school. Notes will be sent home to the rest of the class so that parents can check their child. Parents can help enormously with this common issue if they regularly check their family

### Medical Information Forms

At enrolment you will have filled out a medical form about your child. It is important that this information is kept up to date at all times. If details change during the course of the year it is important that you update this information with the main office as soon as possible.

### Allergy Aware

Fremantle Primary School is committed to providing a safe environment that meets the specific needs of our students. Our School has developed an allergy friendly policy in line with the Department of Education's Duty of Care Policy. The Fremantle Primary School Food Allergy Policy can be found on the School Website or by clicking [here](#)

### Sunsmart Guidelines

Our school has a "No Hat No Play" policy to ensure protection from the sun. Students are expected to wear a broad brim hat when outdoors and on class excursions. The uniform shop has a supply of suitable wide brimmed hats for sale.

# PARENT INFORMATION

## Parking

Limited street parking is available on the streets surrounding Fremantle Primary School. Please ensure you read all relevant parking signs as heavy penalties are enforced by local council for parking infringements.

## Lost Property

Lost property is either located in a basket in your child's class or in the lost property box outside Room 14. Feel free to sort through the contents if you need to.

## Birthdays

We love celebrating birthdays at our Centres. Let us know if you intend bringing in a cake to celebrate your child's birthday. Small cup cakes are best as they are easy to share. Please ensure that there are enough cakes for all children. Please also ensure all cakes are nut free.

## Special Toys

Please leave special toys at home. They may become damaged or lost. We would prefer your child to explore and become involved with the activities and experiences provided by the teaching staff.



## Helpful Ideas

Starting in the ECE unit is a huge transition from home or daycare. We always strive to work as a team to assist in the development of the whole child.

- Open communication is imperative. It is important for parents /carers, teachers and education assistants to be kept up to date with any changes in living or personal situations. It is much more effective when we take a team approach to your child's wellbeing. Communication booklets are in each of the ECE rooms for parents to utilise for brief notes regarding end of day pick up.
- Please share books with your child every night. Reading, or the enjoyment of books, is the basis of all learning. This shared reading experience engages children and assists in their language development. It is also a great way to connect with your child.
- Establishing routines at home and school creates a safe foundation for children. This may be sharing a book at the end of the day or any morning routine you might follow. Arriving punctually enables a smooth transition to start the day.
- Arriving before the morning bell enables parents / carers to spend time with their child settling them in, reading a book together or doing a puzzle. We aim to encourage independence in our children, so a quick hug and "good bye" or "have a great day" after the bell will minimise stress and anxiety in our little learners.
- We adhere to the West Australian curriculum through a balanced learning environment which caters for individual needs. Outside play forms a large part of our play based learning program, as does inside play with blocks, home / interest corners, puzzles, sorting / matching and fine and gross motor activities.

Please show them love and affection and praise them constantly for their efforts and achievements, big or small.



32 Attfield Street Fremantle

Telephone: (08) 9335 3647

Facsimile: (08) 9430 6387

Email: [Fremantle.PS@education.wa.edu.au](mailto:Fremantle.PS@education.wa.edu.au)

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