



2019

Waverley Christian College WANTIRNA SOUTH CAMPUS



Kindergarten Handbook

STAFF AND QUALIFICATIONS

Principal: **Mr Peter Sheahan**

Head of Primary: **Mr Joe Belousoff**

Kindergarten Co-ordinator: **Miss Sarah Wheatland**

Kinder Phone Number: **9871 8621**

Koalas Group

TEACHER

Mrs Alyce Picone – Bachelor of Education (Early Childhood)

picone.a@wcc.vic.edu.au

ASSISTANTS

Mrs Ros Dobie – Diploma of Teaching (Early Childhood)

Mrs Ervina Wee – Certificate III in Children's Services

Possums Group

TEACHER

Miss Sarah Wheatland – Bachelor of Education (Early Childhood)

wheatland.s@wcc.vic.edu.au

ASSISTANTS

Mrs Robyn Chapman – Diploma of Children's Services

Mrs Ervina Wee – Certificate III in Children's Services

WELCOME

Welcome to Waverley Christian College Kindergarten. We look forward to partnering with you in your child's education. Kindergarten is the first year of formal education in which children are preparing to begin school. During this year, children learn how to navigate social situations, develop language and communication skills, become independent and solve problems, grow in confidence and, of course, academic knowledge and skills.

Kindergarten is a play-based environment where children learn at their own pace and are able to engage with activities of interest to them. There are also focused group times and lessons each day.

As a Christian Kindergarten, we are guided by Biblical principles and put God at the centre of each aspect of the program. Children take part in daily prayer times, Bible lessons and are encouraged to practice Christian values in their day-to-day interactions with one another.

Waverley Christian College Kindergarten is also closely connected with the College and adheres to the school philosophy and values. We provide many opportunities for the Kindergarten children to familiarize themselves with the school environment in an effort to ease the transition to Prep.



WAVERLEY CHRISTIAN COLLEGE VALUES

The most important things in life, according to Jesus Christ, are loving God and loving others. These are the foundational values of Waverley Christian College and govern all that we seek to be and do as we work and learn together. In dependence on the grace of our Lord Jesus Christ, we will endeavour to be a school community that reflects His life and values.

Faith

Our belief in God as Creator, Saviour, and Sustainer of all. Our affirmation that Jesus Christ is the Son of God, Saviour and Lord. Our acceptance of God's Word, the Bible, as our rule for faith and practice. Our reliance on God in prayer. Our dependence on God and His grace.

"But because of His great love for us, God who is rich in mercy made us alive with Christ...it is by grace you have been saved". Ephesians 2:4-5

Respect

Valuing ourselves and others because all people matter to God and have been created in the image of God.

"You shall love your neighbour as yourself" Mark 12:31

Excellence

Doing everything to the best of our ability for the glory of God.

"Whatever you do, work at it with your whole heart, as working for the Lord..." Colossians 3:23

Love

Seeking others' highest good.

"Greater love has no one than this: to lay down one's life for one's friends." John 15:13

Integrity

Being true to what we believe; acting with courage in accordance with Christian principles of moral and ethical behaviour.

"Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned..." Titus 2:7-8

Community

Functioning together in a healthy and constructive way. Being good stewards of our God given resources. Serving each other with joy and encouraging each other by using our gifts and abilities for each other's good, and for the wider community, both locally and overseas.

"If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose." Philipians 2:1-2

Wisdom

Wise application of learning and knowledge, understanding, good judgement, discernment; insight into the true nature of things.

"A wise person will hear, will increase in learning." Proverbs 1:5

DAILY ROUTINE

Session Times:

Monday	Possums group (AM)	8.30am – 11.30am
	Koalas group (PM)	12pm – 3 pm
Tuesday	Possums group	8.30am – 3pm
Wednesday	Koalas group	8.30am – 3pm
Thursday	Possums group	8.30am – 3pm
Friday	Koalas group	8.30am – 3pm

A typical day at Kindergarten will look something like this:

Welcome/Prayer Time (as a group)	The Kindergarten gate will be closed at 8:45am to allow the children to focus on prayer time and reduce distractions.
Inside Play Time	Activities are specifically planned by the teacher to extend the skills of individual children. They are not just simply playing, they are learning.
Group Time	Children gather on the mat for an activity led by the teacher. This could be a story, game, science experiment etc.
Snack	Children bring a snack from home in a lunch box. We encourage healthy eating and ask children to eat their fruit (or similar) first.
Outside Play Time	As before, outdoor activities are also planned as part of the Kindergarten program and are designed to assist children in developing a range of skills.
Lunch	Also brought from home.
Rest Time	Children do not have to sleep but are expected to rest quietly during this time. As the year progresses they will move on to quiet activities with the class.
Bible Lesson	A dedicated time for children to learn memory verses, hear Bible stories and discuss Biblical concepts.

Drop off / Pick up procedures

On arrival at Kindergarten you must sign your child in. It is important you record the current time, your name, as well as the name of the person collecting the child at the end of the day. Please ensure you record this information in the row corresponding to your child's name, not the next row available on the list.

Please supervise all children during arrival and departure times. **Playground use is not permitted before or after Kindergarten.** This is due to safety and supervision requirements and applies to both Kindergarten children as well as their siblings.

WHAT TO BRING

Appropriate Clothing

- Children must have enclosed shoes, suitable for outdoor play
- Clothing should have sleeves (shoulders covered) for sun safety
- A broad brimmed hat. This will stay at Kindergarten to be used daily in accordance with the sun smart policy
- A spare set of clothes in your bag in case of accidents, spills or messy play

Please always send your child to Kindergarten in clothes that can get dirty. Fancy clothes or dress ups are unsuitable for regular Kindergarten activities (eg. painting, climbing, wet sand play).

Sunscreen

Staff apply a generic 30+ sunscreen to all children when required. If you would prefer a specific brand you will need to supply your own. This will be kept at Kindergarten.

Rest Bag

This should be a bag the child can easily open and pack up independently and should contain:

- A fitted cot sheet
- Small blanket
- Small cushion
- Quiet cuddle toy (optional)

Medication

If you require medication to be administered to your child during a Kindergarten session (eg, antibiotics or eczema cream), bring it with you in its original container with label. Please see the teacher at drop-off time as you will be required to fill out paperwork before medication can be administered. All medication must be given to staff and cannot be kept in children's bags.

What Not to Bring

- **Toys**
There are plenty of toys at Kindergarten. Bringing more from home only causes disappointment if they are lost or broken
- **Party Favours (i.e. cupcakes, balloons, knick knacks)**
We do celebrate birthdays at Kindergarten but ask that you do not bring anything to share with the class. This includes both food and non-edible items

EXCURSIONS

You will be notified in advance of any upcoming excursions. We will require parent helpers for these events and will notify you of how and when to volunteer for these roles. All parent helpers (both on excursions or staying at Kindergarten) are required to provide staff with a Working With Children Check (WWCC) before they can volunteer, as well as completing the school volunteer forms.

More information will be provided before each excursion, though children are generally asked to bring:

- Hat
- Snack/lunch in a plastic bag
- Drink bottle
- A rain coat if required



STORYPARK

Storypark is where you will access your child's portfolio. It is an online program we use to communicate with you about your child's learning. Throughout the year, staff will take photographs and observations of the children and share these with you via Storypark.

Storypark is also used as a tool for program reflections, giving an overview of what the class had been up to recently.

It is also a learning community, providing you with the opportunity to share the Kindergarten journey with grandparents, friends and even relatives overseas! Parents are able to comment on posts, provide feedback to staff or engage with other parents in group posts. Parents are also encouraged to create their own posts from home and share them with Kindergarten. This feedback will allow us to plan programs and tailor activities to meet the needs of your child.

Families can access Storypark through the following website: www.storypark.com

COMMUNICATION

Regular communication with families is an important aspect of Kindergarten and there are several ways we do this throughout the year:

- **Parent Teacher Interviews**
These will be held in Terms 1 and 3. More information will be provided closer to the date.
- **Storypark**
This is your portfolio and will contain Learning Stories which outline your child's development according to the Early Years Learning Framework throughout the year
- **Conversations**
We are always happy to have a chat with you. If you have a quick question or need to let us know something for the day, please feel free to come and see us briefly at drop off or pick up time
- **Email**
If you would like to discuss something with the teacher in more detail, please send us an email and we will organise a time to meet and discuss your questions or concerns in more detail

Koalas Teacher – Mrs Alyce Picone

picone.a@wcc.vic.edu.au

Possums Teacher – Miss Sarah Wheatland

wheatland.s@cc.vic.edu.au



STARTING UP IN...

The following activities will be starting in Term 1

- **Parent Duty Roster**
Parents will be invited to volunteer for the morning session at Kindergarten (usually until approx. 11am). A sign-up sheet will be provided on the sign-in desk. All volunteers must have a current Working with Children Check and have completed the school volunteer requirements.
- **Incursions**
Incursion groups come to us to give the children a range of exciting experiences.
- **Year 5 'Buddies'**
Throughout the year, Kindergarten children will be paired with a Year 5 student who will help them to become familiar with the school and to confidently engage with a range of people

The following activities will be starting in Term 2

- **Alphabetics Table**
In Term 2 we learn about a new letter of the alphabet each week. Children are invited to bring an item beginning with that letter to place on the Alphabetics Table
- **Show and Tell**
Children will bring home a bag with instructions. Choose an item from home to tell the class about.
- **Weekend Friends**
Children will bring a soft toy (friend) home from Kindergarten. The friend will spend the weekend with you and we encourage you to document your activities on these days and then share with the class
- **Library Borrowing**
Each week children will bring their library bags to Kindergarten on a Monday to choose a new book

The following activities will be starting in Term 3

- **Mystery Readers**
We invite teachers from the school, parents, grandparents etc. to come and read a story to the class. The children will not know who is arriving to read to them and always enjoy the surprise

The following activities will be starting in Term 4

- **Prep Orientation Sessions**
More information will be sent to you about these sessions in Term 4

FEES

Payment of fees can be made by cheque (to Waverley Christian College), Internet BPay, Direct Debit or at the college office by credit card, cash or EFTPOS. A variety of payment schedules can also be set up at the college.

Levies associated with Kindergarten:

- Capital Works Levy – paid once per family
- Kindergarten Levy – to cover stationary items, excursion costs etc.
- Computer Levy – to cover the use of iPad's at Kindergarten

Receipts will be issued termly and can then be used to claim the Child Care Rebate for 'Registered Care' through Centrelink. If you lose a receipt, please contact the college or teacher to have it reissued.

WHEN NOT TO COME TO KINDERGARTEN

- **Infectious Diseases**

If your child becomes unwell, please keep them at home for the wellbeing of the other children. If they have an infectious disease (eg. gastro or chicken pox), they will be subject to a government mandated exclusion period. This usually means they are not able to return to Kindergarten until they have no more symptoms. For more information on specific diseases and their exclusion periods, see the Victorian Government requirements here:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

- **How to notify us that your child is unwell**

If your child will not be attending Kindergarten, or will be late for a session, please notify Primary School Absences before the beginning of the session so that the teacher can be informed.

You will need to provide the following information:

- Student's full name
- The student's class
- The reason for the absence
- Likely duration of absence

You can notify the school in any of the following ways:

- Email – wsprimaryabsences@wcc.vic.edu.au
- Phone – 9871 8663
- SMS – 0477 765 052

Please note that Kindergarten operates on many of the College curriculum days. Please familiarise yourself with the Kindergarten calendar and contact your teacher if you are unsure.

2018 KINDERGARTENCALENDAR

(K) = Koalas

(P) = Possums

Term 1		
JANUARY		
Sat	26	General Working Bee
Tues	29	(P) First day of kinder (8.30–3pm) & Parent Information Session (8.30-10am)
Wed	30	(K) First day of kinder (8.30-3pm) and Parent Information session (8.30-10am)
FEBRUARY		
Wed	20	Kinder & Prep BBQ evening – 6 - 7.30pm
MARCH		
Fri	8	Staff Retreat – No kinder
Mon	11	Labour Day Public Holiday – No kinder
Thurs	28	Parent Teacher Interviews – Kinder runs as usual
APRIL		
Thurs	4	(P) Last day of term (full day)
Fri	5	(K) Last day of term (full day)
Fri	30	Good Friday – No Kinder
Term 2		
Tues	23	(P) Term 2 starts
Wed	24	(K) Term 2 starts
Thurs	25	ANZAC Day Holiday – No Kinder
MAY		
Weds	8	(K) Mother's Night – 6 – 7.30pm
Thurs	9	(P) Mother's Night – 6 – 7.30pm
JUNE		
Tue	4	Kinder Multicultural Night – both Groups 6-7:30
Mon	10	Queen's Birthday Public Holiday No Kinder

Term 3		
JULY		
Mon	15	CSA Conference – No Kinder
Tue	16	(P) Term 3 starts (College PD Day)
Wed	17	(K) Term 3 starts (College PD Day)
AUGUST		
Thurs	22	Parent/teacher interviews – Kinder runs as usual
Tues	27	(P) Father's Night – 6 – 7.30pm
Wed	28	(K) Father's Night – 6 – 7.30pm
SEPTEMBER		
Thurs	19	(P) Last day of term (full day)
Fri	20	(K) Last day of term (full day)
Term 4		
OCTOBER		
Mon	7	Term 4 starts
Thurs	17	2020 Prep Orientation #1
Thurs	31	2020 Prep Orientation #2
NOVEMBER		
Mon	4	Mid-term break – No Kinder
Tues	5	(P) Melbourne Cup Public Holiday – No kinder
Thurs	14	2020 Prep Orientation #3 & Parent Information Session
Mon	25	2020 Orientation Session #4
DECEMBER		
Wed	4	Kinder Concert (both groups) 5.30 - 7.30pm
Thurs	5	(P) Last day of kinder (full day)
Fri	6	(K) Last day of kinder (full day)