Phoenix Primary School
Pre Primary Centre

A welcome is extended to parents/guardians and children beginning their association with Phoenix Pre Primary Centre, situated at Phoenix Primary School, corner of Phoenix Road and Oldridge Street, Hamilton Hill, WA 6163

Pre Primary Centre Telephone: 9418 3153.
School Telephone: 9418 3955
School Fax Number: 9418 1484

ARRANGEMENTS FOR CHILDREN
COMMENCING THE PRE PRIMARY PROGRAM IN 2013

There will be one Pre-Primary class for 2013, however if enrolments increase a Kindy/Pre Primary class may be formed.

Your child __________________________________ has been enrolled in the Phoenix Primary School Pre Primary class.

School begins on Monday February 4 2013. This year there will be no transition time so all pre primary children will be at school from 8.45 am – 3.00 pm, Monday to Friday.
**ARRIVALS AND DEPARTURES**

Pre Primary starts at 8.45am. Punctuality is important. It is very daunting for most children to enter a class after it has started. Similarly, most children don’t like to be the last to leave.

Children must be dropped off and collected by an adult. It is unacceptable for primary aged children to have the responsibility of bringing pre primary children to school. This is to ensure the safety of your child and to enable staff to communicate with parents directly. If someone who is unknown to us is collecting your child it is extremely important you notify staff about this. If there is any information relating to custody of your child please inform us and provide relevant documentation.

If your child is unsettled or crying, try to reassure him/her but when school starts it is best to leave quickly and quietly. The child usually only takes a few minutes to calm down and settle in. If this is not the case you will be contacted. Please keep good-byes short and happy.

**PROGRAMME**

Your child’s pre primary year at school is a very important one as it forms attitudes and lays the foundation for future learning. We want it to be a very happy year for you and your child.

Our programme aims to assist each child to reach his/her potential. The pre primary year is a year of rapid development and the maturity of children varies greatly. Please try not to compare your child with others – children will be developing at their own rate.

We also aim to develop confidence and independence and by so doing, enhance self-esteem. This in turn should lead to good communication and respect for others as well as a positive approach to problem solving and school in general. The Australian Curriculum will be implemented in the Pre-Primary in the same stages as the whole school.

**WHAT TO BRING**

**CONTRIBUTIONS** – Voluntary Contributions are combined with the Primary School contributions. If, however, you have no other children at the school, an amount of $40.00 is payable for the school year. This amount can be paid at the School Office.

*Maximum additional charges*, including class activities, excursions, incursions, etc for 2013 will be $80.00. This will be collected as needed; do not pay at the beginning of the year. In term swimming lessons will be held in term four and will cost approximately $60.00.

**PERSONAL ITEMS LIST**

Student stationery needs are established at the end of each school year for the next year. A local stationery supplier fulfils these requirements, should you wish to use them. If you have taken advantage of this you can collect the items ordered (and paid for) on **WEDNESDAY JANUARY 30 2013 FROM 2.30 – 4.00pm** in the new undercover area. You will also have the opportunity to pay your school voluntary contributions to Mrs Cattanach at this time.

The uniform shop will also be open from 2.30 – 4.00pm on this day.
MATERIALS – On the first day of term your child needs to bring:

- Small school bag  (e.g. small backpack)
- One hat  (may be kept at the Centre)
- One hand towel   (to be retained by Centre)
- One personal water bottle
- Lunch

Other items required:

- _______________________________
- _______________________________
- _______________________________

WEEKLY REQUIREMENTS – Each week we ask you to provide five pieces of fruit, vegetable, cheese or sultanas. These are prepared and shared at ‘fruit time’ each day.

COOKING & GARDENING MONEY – The cost is $5.00 per term or $20.00 for the year. This money is used to buy small items and cooking ingredients for the Centre. This can be paid to your child’s teacher.

LUNCHES – Lunches are required every day.

FOOD – At Pre Primary we encourage children to eat healthy food. Sweets and party type food is discouraged but this approach is only successful when all children/parents cooperate. We therefore need your assistance in this matter.

WHAT TO WEAR

Clothing should be sensible and of course easily washable. Children should be free to climb and not unduly worried about getting their clothes dirty. A spare set of clothing including underwear should be left in your child’s bag in case it is needed and a hat brought each day for use whilst playing outdoors. The school has a policy of ‘no hat, no play’. You may choose to leave the hat at the Centre. Please try to make it the child’s responsibility to remember, although for a week or two you may need to help. Independence is very empowering and helps create higher self-esteem.

Shoes should have a non-slip sole (safe for climbing and be easy for your child to take off and put on unaided), staff do not have time to do this for them. Please write your child’s name in all clothing and on lunch boxes, library bags etc.

OTHER INFORMATION

ROSTERS

We rely on parent help to extend and enrich the educational programme and to help with housekeeping chores. We would like parents to come on roster regularly. There will be a roster up at the Centre for you to write your name on a day that suits you.
While on roster you can help by writing names on the children’s work, helping them with puzzles, games or art and craft activities (please encourage them to do as much as they can for themselves), helping to tidy and clean up afterwards and preparing materials. You will be asked to wash the towels and aprons occasionally. We will let you know when we are ready to commence the rosters.

CAR PARK
For the safety of all children, we ask you not to drive into the staff car park at any time. Experience has demonstrated that this is a very dangerous practice in a situation where pre primary children and their younger brothers and sisters are coming and going. Parking is available on Oldridge Street and you can enter the Centre through the gate on that side.

SICK CHILDREN
Please do not send sick children to the Centre.
Children will often insist on coming but be guided by their behaviour. If your child has loose bowel motions, has been vomiting at night or before school, is tired or looking pale and miserable he/she needs your care. We cannot provide it. Sick children often pass their illness onto others, are not receptive to learning and rarely have a happy day. Please be firm about this.
On occasions when children become sick during the day, or have head lice, parents will be contacted and required to collect their child immediately.

During the course of the year you will be kept informed of any changes or issues that arise. Similarly, we would appreciate hearing about your concerns and problems. This will help to keep the programme running smoothly.

We look forward to meeting you in 2013 and wish you a happy and restful Christmas.
PUBLIC SCHOOL TERM DATES FOR 2013:

Term One: Monday February 4 – Friday April 19
Term Two: Monday May 6 - Friday July 5
Term Three: Monday July 22 - Friday September 27
Term Four: Monday October 14 - Thursday December 19

STUDENT FREE DAYS (SCHOOL DEVELOPMENT DAYS) 2013:

Term One: Thursday and Friday January 31 & February 1
Term Four: Friday December 20

A further four School Development Days will take place during the year – dates to be decided in consultation with the School Council. Parents will be notified of these dates early in the school year.

PUBLIC HOLIDAYS 2013:

Tuesday January 1 New Year’s Day
Monday January 28 Australia Day
Monday March 4 Labour Day
Friday March 29 Good Friday
Monday April 1 Easter Monday
Tuesday April 2 Government School Holiday: School will be closed
Thursday April 25 ANZAC Day

Monday June 3 Foundation Day
Monday September 30 Queen’s Birthday
Wednesday December 25 Christmas Day
Thursday December 26 Boxing Day

2014:
Term One for Students starts on Monday February 3