



General Information

Attendance

Continuity is important. It is beneficial for your child's social and emotional development whilst also establishes a good routine in readiness for school. Please notify the kindergarten if your child is unable to attend due to sickness, holidays via a text message or phone call.

During the first 1-3 weeks of term attendance data is collected for staffing and funding and we want high attendance to be reflected in this data is possible. As we know, we can't help when our children are not well and the best place for them is at home.

By working together we can support the regular attendance of your child at Crystal Brook Kindergarten and help set up good learning habits for life. DECD attendance target for preschools is 93% which is what Crystal Brook Kindergarten aim to *exceed*. Weekly attendance is published on the whiteboard near the entrance and the Kindergarten Facebook page. Families receive a text message at the end of each term if their child has attended Kindergarten above the DECD target for that term.

Change of Personal Details

It is vital that the Kindergarten has current Contact Details including Emergency contacts. Please advise us at any time if details such as phone numbers etc. change.

Clothing

All clothing should have the child's name clearly marked, including children's shoes, jumpers, hats and lunch/snack containers. Children should wear comfortable easily washed clothing. Although smocks are provided for some activities, it is inevitable that clothes will sometimes get dirty, wet or get paint on them.

Clothes that allow free movement - are not too tight, too loose or too long and allow children to play safely and go to the toilet independently, are most appropriate.

Children should come to Kindergarten in footwear that enables them to climb, run and play safely, and that they can take on and off themselves. Shoes with velcro straps are ideal and thongs should be avoided.

Communication Book

Children will be given a green bag with a communication book. This is where parent information, excursion news, fee accounts and other information is placed. Please check this book regularly. Please feel free to write notes to staff in this book too.

Library Borrowing

We visit the Crystal Brook Primary School library in term 4 as part of our transition to school. Children are encouraged to borrow regularly and can borrow 2-3 items at a time. They need to be returned before another book is borrowed. Please use a bag to carry books, in order to protect them.



Lost Property

There is a box with lost property usually located in the lockers. Please check your child's belongings each day as it is easier to locate a missing item when it is noticed straight away. All items are donated to charity at the end of term.

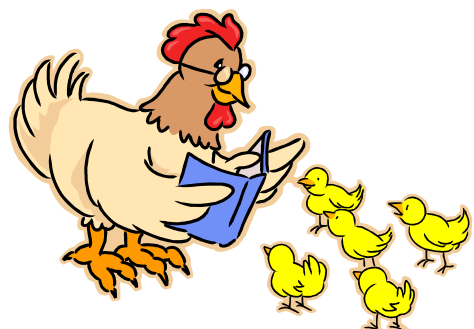
'Me Box' – sharing of news

We have two 'Me Box' for sharing on Monday and Tuesdays. Children are rostered throughout the term and take a small plastic tub home to return the following week with some special things in it. There is a laminated sheet with an outline about the 'Me Box' and a list of what to bring. The Monday 'Me Box' asks children to bring a recipe that they get to make the following day with two of their friends. These healthy recipes are collated throughout the year and a recipe book is given to the children at the end of their kindergarten year.

Parent Participation and Help – your involvement in our Centre is very welcome

An art duty and washing roster is made up each term. Other ways parents can help out include:

- Helping with jobs around the Centre including sweeping, gardening, preparing art materials etc.
- Talk with children about another culture, or your work e.g. nursing, police, ambulance etc
- Reading stories to the children
- Gardening after hours or with the children
- Cooking with the children
- Cutting up collage
- Sharpening coloured pencils
- Covering books
- Library cataloguing
- Joining Staff on excursions
- Assisting Staff during a session
- Dance/play a musical instrument
- Help clean up at the end of a session
- Donating items of use to the Preschool



PLEASE SEE STAFF IF YOU CAN ASSIST!

We really appreciate and value our volunteers but we also have an obligation to ensure we keep our children safe. This means that regular volunteers, including Governing Councillors need to undergo a DCSI Criminal History Screen. If you are planning to volunteer at the Kindergarten please speak with the Director to ensure you complete the correct Screening application form. We also have an induction process which will be undertaken before you begin working with or around children in the Kindy.

Primary School Enrolment

Please inform the Director as soon as you know the school your child is attending or if there are any changes to the nominated school.

Crystal Brook Kindergarten has a highly valued relationship with Crystal Brook Primary School (CBPS). We have regular visits to the school including to the library, the Reception classroom and to join with the school for special events.

In term 4 CBPS run a formal transition programme for school starters beginning with a parent meeting to complete school enrolment forms. Transition is a long term process that involves a child's identity, being able to internalise the leaving of one setting and then developing a sense of belonging within the new setting. Successful transition requires input and effective communication from both educational settings and families, including the children.

Please remember that children are only entitled to four terms of Kindergarten.