



YOUR FIRST DAY

Thank you for enrolling your child in our Kindy program. We would like you and your child to feel confident and prepared on your first day, so we have outlined the routines and procedures that we follow to facilitate this.

SESSION TIMES AND STAFFING FOR 2016:

BLUE GROUP

Tuesday & Thursday

Teacher: Stephanie Squires

9.30am to 12.30pm

Assistant: Terri McGeough

GREEN GROUP

Wednesday (Extended)

Teacher: Stephanie Squires

9.30am to 2.00pm

Assistant: Terri McGeough

PURPLE GROUP

Friday

Teacher: Tanya McGrath

9.30am to 12.30pm

Assistant: Terri McGeough

WHAT TO BRING:

Morning Tea

One item (of either: fruit, vegetables, sultanas, plain rice crackers, etc) per session to be shared with the group. Please place in the basket at the beginning of each session. Due to possible allergies we would ask that you refrain from bringing products containing nuts or eggs to Kindy (e.g. Peanut Paste, fruit and nut mixes, etc).

Packed Lunch (Extended Session Only)

A labelled lunch box with a simple, healthy lunch that your child will enjoy eating e.g. sandwiches, pikelets, muffins, crackers, cheese etc. Please avoid bringing snack bars and products containing nuts.

Bag

A bag labelled with the child's name clearly on the outside, containing a change of clothes. Please make sure that all of your child's shoes and clothes are labelled.

Drink

A labelled bottle of water only which is put on a tray inside the door.

Hat

It is compulsory for every child to wear a hat whilst playing outside when the UV rating is 3 or above. This hat is kept at kindy for the year. It is our policy that sun screen be applied to your child at home and will be reapplied during the session.

Towel (Extended Session Only)

Please bring a small bath or beach towel for the child to lie on at relaxation time

Shoes

Please bring children to kindy in shoes that are easy for them to put on e.g. croc shoes, sandals, gum boots. Whilst we endeavour to help your child get changed or put on their shoes, we may not have time or they may not want our help. This is their choice which we respect. They may come out with wet clothes or no shoes, but they have had fun and we know that you are there to help them with this.



ARRIVING AT KINDY:

We would suggest that you arrive no more than 5 minutes prior to starting time.

On arrival you will need to:

- Initial the attendance register
- Place your child's morning tea in the basket
- Wait in the foyer with your child until the classroom door is opened, perhaps reading books

When the door is opened:

- Help your child place their bag onto the shelving unit inside the classroom door and drinking bottle on trays.
- Say hello to the Educators. There will have a nametag for your child to find and wear whilst at Kindy

Feel free to stay with your child for as little or as long as you need. Just let staff know, especially if you are on roster. Children may play wherever they choose.

After 10 minutes settling in period the bell will be rung. This is the signal that it is time for parents who wish to do so to say goodbye and leave. Children who are unsettled or distressed may need some more time with their parent/carer. Please approach the staff who will help you to make a transition plan.

If there is no-one on fruit roster and you can stay for an extra 10 minutes or so to cut up fruit/vegetables, staff would be very appreciative and will happily show you what to do.

AT THE END OF THE SESSION:

If no-one has been on roster to do dishes and you have arrived a little early, please feel free to wash up the Kindy dishes. Staff will be very grateful for the "extra hand".

You will need to:

- Arrive slightly before the scheduled finishing time of your session.
- Initial the attendance register
- Wait in the foyer to collect your child - staff will call the children one at a time to ensure they are safely escorted to their parent/guardians care.

We encourage you to check your child's bag after each session for completed work and notes/newsletters, lunch boxes etc.

PLEASE NOTE that the work the children have completed that may be kept until the following week to allow it to dry, etc.

If you wish to speak to the staff with any enquiries/feedback, or just to see how your child is going, we would ask that you wait until all children have been released at the end of the session to do this so that we can give you our full attention.