



Kindergarten Handbook 2022



**MANDURAH
BAPTIST COLLEGE**

BE STRONG & COURAGEOUS

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Please note that the College reserves the right to alter or amend the information contained in this handbook. Please check the College's website to ensure that you are viewing the latest version of this Handbook.



Principal's Welcome

When we speak of children we must remember that in each case a promise, a future and irreplaceable life is at stake.

It is my pleasure to welcome you to Mandurah Baptist College Primary School - a vibrant, compassionate and caring community where staff, parents and children grow and learn together.

Our core College values of Faith, Growth, Relationships, Excellence and Integrity provide the framework for teaching and learning at Mandurah Baptist College Primary School. With a commitment to excellence in all areas -intellectual, physical, emotional, social and spiritual - it is our aim to help children build strong foundations that will equip them well in the future while encouraging the development of lifelong learning habits.

In the following pages you will find information that will assist you in understanding the day-to-day management and operation of our Primary School. Should you require any further information or wish to discuss any concerns, please do not hesitate to contact us. We welcome your enquiries.

MBC staff consider it a privilege to journey with you as together we seek to create an environment that encourages, nurtures and challenges your child to become the very best they can be!

Rob Gratton

Principal - Primary School

Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6



General College Information

Mission

Through excellent Christian-based education we develop life-ready students who reflect the character of Jesus.

Vision

The College seeks to be a vital educational and missional presence in the Lakelands community; providing students with outstanding educational opportunities, a supportive & safe community, within a Christian school learning environment.

Core Values

Core values of the College include;

- **Faith**
We are committed to becoming more like Christ in all we do.
- **Growth**
We are committed to continuously learning, improving, innovating and striving to know and reach our potential.
- **Relationships**
We are committed to each other, caring for and protecting the MBC community.

- **Excellence**
Excellence honours our calling and we are therefore committed to best practice and creating value for the MBC community.
- **Integrity**
We are committed to knowing and doing what is right and behaving in a way that sets an example for the community around us.

College Aim

The aim of the College is to provide a comprehensive curriculum, which will cater for the individual needs of all students fostering a desire for learning and excellence. Within this framework, students will be encouraged to develop:

- A love for learning and striving to their maximum potential.
- Application of life skills and knowledge utilising personal talents.
- Self-discipline.
- Respect for self and others.
- A personal awareness of God and the application of biblical principles.

The Founding of Mandurah Baptist College

Mandurah Baptist College was founded by the Board of Directors in 2005 after the successful establishment of Winthrop and Somerville Baptist Colleges. At its commencement, the College comprised 86 students, five teachers, one administration staff member and three classrooms. The College now caters for students from Kindergarten to Year 12 with over 1200 students.

Motto

The College motto is "Be strong and courageous".

Contact Details

Mandurah Baptist College
Catalina Drive
Lakelands
WA 6180

Postal: PO Box 4116
Mandurah North
WA 6210

Telephone: (08) 9583 7070

Website: www.mbc.wa.edu.au
Email: admin@mbc.wa.edu.au

Pastoral Care and Behaviour Management

Staff at Mandurah Baptist College are committed to building positive and meaningful relationships with students to optimise each child's learning potential. A strong Pastoral Care program operates throughout the College for the care and nurturing of our students. The school has a Chaplain and a Psychologist should you have any concerns or issues you would like to bring to their attention. Please speak to your child's teacher or call the office on 9583 7070 to make an appointment.

Appropriate behaviour is expected, taught and affirmed using the *123 Magic* program. Boundaries and expectations for behaviour are clearly defined and explained to students. Consistent consequences are enforced. Where appropriate, students are involved in determining boundaries and consequences, thereby encouraging them to take responsibility for their actions.

Each member of the staff and student community has the right to feel comfortable and safe at school. To this end there is no tolerance for the following:

- Vandalism
- Harassment – verbal, physical, bullying, cyber
- Possession and / or sale of illegal substances, materials or implements

For more detailed information, full policies regarding student management, bullying and pastoral care are available from the Principal on request.

Primary School Newsletter

The Primary School newsletter is emailed to parents/guardians fortnightly throughout the term. It is also available on the MBC website via the *Skoolbag* App.

Skoolbag

Skoolbag is a mobile phone app used to communicate directly to parents. It works through both smart phones and smart devices (such as iPads and Android Tablets). Installation instructions are available from the Primary School office.

Parents and Friends

Parents are very welcome to be part of Parent and Friends at Mandurah Baptist College. The school will notify parents of when the P & F meetings will be held via the newsletter.

Custody Arrangements

The College must be notified in writing of any changes to your child's custody arrangements. If a shared Parenting Plan is in place, please speak with the teacher so they are informed of which days/weeks different parents/grandparents/ authorised carers are collecting the child.

College Administration – Primary

The Primary School Administration is open Monday to Friday, excluding Public Holidays. The office hours are 8:00am to 4:00pm with any variations of opening times published in the College newsletter.



Statement of Philosophy

The Mandurah Baptist College (MBC) Early Childhood Education (ECE) Statement of Philosophy outlines the principles under which our College operates from Kindergarten through to Year 2.

Our Statement of Philosophy reflects the principles of the National Quality Framework, the Early Years Learning Framework, the Western Australian Curriculum and Assessment Outline, the Kindergarten Curriculum Guidelines and the mission, values and motto of Mandurah Baptist College. It guides the decisions, policies and daily practices of all staff working within the early years at MBC and assists in planning, implementing and evaluating quality experiences for all children.

Our Statement of Philosophy underpins consistency and continuity in working with children and their families from their entry into the College at Kindergarten to the end of Year 2. It guides the development of shared, common and clear goals and helps create a united staff team.

Our Statement of Philosophy is a fluid and 'living' document that changes as new insights are gained and practice is evaluated. It is reviewed annually.

To read our most current Statement of Philosophy please visit our College website at www.mbc.wa.edu.au under 'Our School' and 'Teaching and Learning' tabs.



Kindergarten Curriculum

At MBC we are guided by the Early Years Learning Framework in conjunction with the WA Kindergarten Guidelines when planning our learning experiences. As such our curriculum is not based around set subjects such as Maths, Science and English.

There are five key learning areas:

Identity

Children will be encouraged to act with increasing autonomy and interdependence whilst feeling safe, secure, accepted and supported. They will build knowledge and confidence in their self-identities whilst being encouraged to interact with care, empathy and respect towards others.

Connecting and Contributing

Children will work together to develop their skills for communication and inquiry in relation to themselves and their world. They will learn to explore diversity and respond with respect towards people and the environment.

Wellbeing

Children will become strong in their social and emotional wellbeing whilst becoming increasingly more responsible for their own health and physical wellbeing.

Learning and Thinking

Children will develop a positive disposition for learning and in so doing develop a range of skills and processes for learning and thinking. They will engage in creative and inventive ways of thinking whilst extending numeracy in a personally meaningful way.

Communicating

Children will interact verbally and non-verbally with others for a range of purposes whilst extending their literacy practices in a personally meaningful way. They will understand how symbols and patterns work and express their ideas and make meaning using a range of media. Children will explore resources, tools and information communication technologies to represent ideas and their thinking.

Assessment

We believe that every child's educational journey is unique. In Kindergarten we use a digital program called Storypark which allows us to connect home and school and creates a supportive environment for your child's transition into the school setting. Ongoing feedback is provided to parents and guardians of Kindergarten children through Storypark. This feedback, in the form of annotated photographs or short videos, demonstrates to parents how their child is progressing in terms of the key ideas and content as set out in the Early Year Learning Framework and the WA Kindergarten Curriculum Guidelines. Formal written reports are not provided in Kindergarten.

Parent Teacher meetings will be held in Term 1. These meetings provide an opportunity for teachers to discuss with parents how their child is settling into school and identify areas of strength. At this time, any concerns about your child's progress will also be discussed, along with any referrals for additional support or therapy.

Parents and guardians are also regularly encouraged to contact the College if they require further information about their child's progress or level of achievement.

General Kindergarten Information

Kindergarten Orientation Program

Details regarding the Kindergarten Orientation Program will be mailed to parents in Term 3 prior to their starting year. Orientation will include Play and Learn sessions, Parent information sessions and a ½ hour orientation block.

Staff

Kindergarten A Teacher	Mrs Jessica Cargill Mrs Michelle Western
Kindergarten B Teacher	Mrs Jessica Cargill Mrs Michelle Western
Kindergarten C Teacher	Mrs Anelle Rheeder
Kindergarten D Teacher	Mrs Heather Dreckow
Education Assistants	Mrs Zelda Labuschagne Miss Jenna de Bruin Mrs Laura Brine
Principal	Mr Rob Gratton
Deputy Principals	Mrs Alison Fallon Mr Brendan Waddy
Early Childhood Education Team Leader	Mrs Heather Dreckow

School Hours

Kindy commences at 8.30am and concludes at 3.05pm.

Rotating Weeks

Students attend a five day fortnight. Please see the Kindergarten calendar to find the days and dates that your child will be attending.

*** Please note: Monday & Tuesday of Term 1, Week 1 are ½ days, 8.30am – 11.45pm.*

Daily Kindy Routines

A Kindy time table can be found on the classroom door at the commencement of the year. In Kindy we follow a timetable to establish routine. However, we are very flexible within our day and love taking advantage of incidental learning opportunities.

On arrival we would like your child to:

- Hang their bag on their hook.
- Put drink bottles, take home folder and pillow into locker.
- Complete books and puzzles with parent/guardian for the first 10 minutes until the class bell rings.

Attendance/ morning routines:

- Worship
- Outdoor learning stations
- Fruit (morning tea)
- Learning centres
- Lunch
- Rest Time
- Outdoor learning stations
- Learning centres
- Story time/ reflections of the day
- Goodbye

Children have the opportunity to access a variety of activities each day. Activities will vary daily and include indoor and outdoor play, cooking, story reading, painting, craft activities, songs, games and much more. The Education Assistants will work with us each day to ensure that children are catered for according to their needs and abilities.

As a Baptist College we teach and model the Christian faith in many and varied ways - morning devotions, Bible stories, prayer time and grace before meals. We help children to develop in the following domains - intellectual, physical, social, emotional, spiritual and creative. The development of their self-concept is central to all of these. Play is integrated into many of the activities children will take part in each day.

What to bring on the first day..... and the next

A Cushion: A small cushion (approximately 20cm x 20cm) with your child's name on for rest time. This cushion will be taken home at the end of each day.

Booklist: All of the items are on the booklist (only folders need to be named) and spare items will be stored and used over the year as needed.

Hat: The children are required to wear a College hat every day for outside play. Please ensure that your child's name is clearly written inside the hat as they are not to be shared.

Fruit and Drink Bottle: Children are to bring their own fruit in their own containers. Water bottles and fruit containers are to be placed in the Kindy lockers inside the Kindy room entry. **Due to allergies, nuts and nut products are discouraged.** Other foods such as cheese, and sultanas can also be brought in.

Please send a clearly named drink bottle (water only please) for your child. Children will need to bring a healthy packed lunch. Class allergies will be alerted to you in our Term One Newsletter. Please take these into consideration when packing your child's lunch box.

Allergies and Medical Requirements: If your child requires medication which needs to be kept at school, then we will need a doctor's medical action plan for the classroom.

Uniform: The children are to wear the Mandurah Baptist College Kindergarten uniform as described in the College's Uniform Policy document. Long hair should be tied back with plain navy, gold or black hair ties. Please ensure that all uniform items are clearly labeled with your child's name. Refer to page 17 for further uniform policies.

Spare Clothes: In case of an 'accident' please supply your child with a normal set of spare clothes in their bag. To make it less obvious to the other children, navy pants and T-shirt would be preferred.

Getting Started

Name Recognition

It is very helpful if children answer to their names. Some children recognise their Christian name, but may need help to become familiar with their surname. Next, teach your child to recognise their name when it is written, so that they can quickly locate their name tags and belongings. If your child is having a go at writing their name please encourage them to use lower case letters.

Toilet Routine

You can help your child be prepared for a school routine by introducing some helpful habits at home. The first is toilet training. All children must be toilet trained before attending Kindy. It is important that your child can visit the toilet without help and redress themselves afterwards.

Please train your child to immediately flush the toilet after use and then wash their hands.

ELC Gates

The Early Learning Centre (ELC) gates will be locked each day from 9.05am to 2.50pm. All parents/visitors will need to enter the College via the front office and sign in before proceeding to either of the ELC classrooms.

Parent Help

A parent roster will be set up, to begin Week 4 of Term 1. A roster chart indicating times and availabilities will be provided at the end of Term One. Parent and Grandparent rostered helpers will need to sign in at the Primary School office before coming to the ELC to help and then sign out at the Primary School office when leaving.

Volunteers

Anyone who volunteers at the school in any capacity (classroom help, excursions, sport carnivals etc.) is required to sign in at the office. Information specific to the role may be required. Please check with Reception.

Volunteer Working With Children Check Card

All volunteers who are over 18 years of age and who are not a parent of a student in the College must have a Working with Children Check (WWCC) Card to be able to carry out volunteer work in the College. This means that all other relatives including grandparents need to gain a Working with Children Check Card to be able to volunteer at the College. Please find below, a link to the WWCC website for detailed information on how to apply for a WWCC card.

<https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply>

If the person has a current WWCC Card it will be necessary for them to bring their WWCC Card with them when they volunteer so that their card can be sighted by office staff and details recorded. Grandparents and extended family members will not be able to volunteer or attend special days at the College without either a WWCC Application Receipt or a current WWCC Card.

Toys

Unless children are requested to bring a specific toy for a learning activity please leave all toys at home. They can cause negative peer pressure and inappropriate play. No responsibility can be taken for lost or broken toys.

Kindy is a war-toy free zone and violent role play games are discouraged.

Birthdays

We enjoy making children feel special as they celebrate birthdays. You are most welcome to send a cake to share on your child's birthday. The most manageable method is to send a small iced cup cake for each child. If you have party invitations please give them directly to the teachers to discretely put in folders or arrange hand-out off school grounds.

***Please note that we highly discourage ALL NUTS & NUT PRODUCTS for the safety of our students with severe allergies.*

Medication

If your child needs to take any medication during the school day, (e.g. antibiotics) the parent/guardian must complete an Authority to Administer Medication form. Parents may also come to Kindy during the day and administer medication to their child.





Student Drop off & Pick up Information

Arriving at School

If you arrive early and the classroom door is shut or outside gate is locked, we want you to know that we are preparing for the day and would appreciate that you wait until the door or gate is open. Once the door is open, please bring your child into the classroom rather than letting them come in by themselves (for safety reasons) and in case we need to speak with you.

Throughout the year in Kindy we would love your child to grow in greater independence. To help us foster this, please encourage them to put their drink bottle, pillow and take home folder in their locker themselves.

Children with their parents can move onto a book, puzzle or 'early birds' activity located on the tables. Once children hear the bell, this is the signal to put away their activities and for parents to give a clear and defined goodbye. This allows children to become secure that you will always let them know when you are leaving.

Leaving your child

Some children may experience some separation anxiety and become distressed at their parents leaving them, however sometimes the best (and hardest) way is to simply leave your child with the teachers, wave goodbye and leave. We will phone you if your child is inconsolable.

Collecting your child

An Authority to Pick-Up Form will be sent out at the commencement of the year for you to list people who may collect your child. We have this policy in place to protect you and your child and feel that any inconvenience caused is worthwhile to ensure your child's safety.

At the end of each day the children will be seated on the mat ready to go home. When the door opens we will dismiss each child when we see you. This allows for a safe handover to you. Children will NOT be allowed to leave with an adult or sibling other than the parent or carer nominated on the child's "Authority to Pick Up/Drop Off" form at the beginning of the year, or unless parents have notified the College in writing. **Please note that all Kindergarten students must be collected by an adult carer.**

If someone different is to pick up your child from Kindy, we ask that you notify us beforehand through the Kindy pick up file or by informing the Administration Office. Please also use the Alternative Collection sheet located in the classroom to record any daily changes to your child's collection arrangement.

The full Kindy day finishes at 3.05pm, however doors open at 3.00pm, which is when parents or caregivers are asked to pick up their child. If for any reason you are unable to pick up your child at this time, please contact the Primary Administration Office to let us know and we will take your child to the office to wait for you.

Please make every effort to be punctual. Children can become distressed when their parents or caregivers are late to collect them. Please note that children may be escorted to the Primary Administration Office if a parent or caregiver is late and the teacher has duties after school that requires them to leave the classroom.

Late Arrival or Early Pick Up

When a parent or caregiver is required to collect a student from the College during school hours, and upon their return, please report to the Primary School Administration Office. You will be required to sign a register indicating that the child has been taken from the school premises or returned to class. This is the same requirement should a student arrive late to school, after the commencement bell, or should a student need to leave early, before the official end of the school day.

Absentees

Accurate record keeping of school attendance is a legal requirement for the College, therefore all absences must be notified. When unexpected absences occur or if your child is unwell, please **make a call by 9.00am on the day that your child is away to the Primary School Administration Office (08) 9583 7070.** The College can also be notified via email or the Skoolbag App of any student absences. Upon their return to school, a note signed by the Parent/Guardian must be given to the relevant teacher. A medical certificate may be required to explain prolonged absences.

Uniform

Mandurah Baptist College has established a uniform code, which states that all students who attend the College will be required to wear College uniform. This contributes to:

- The fostering and enhancement of the public image of the College;
- Improving morale, team spirit and pride in the College;
- Ensuring that students are safely dressed for College activities;
- Encouraging equity among students, reducing rivalry;
- Identifying non-College children on campus.

All children are required to wear the College uniform in a manner which is a credit to the student and the College.

Uniform Shop

The Uniform Shop stocks the complete range of Mandurah Baptist College uniform requirements with the exception of footwear.

General opening hours:

Monday to Friday

8.15am – 9.30am

1.00pm – 3:30pm

Any variations or additional opening times are published in the College newsletter. The Uniform Shop is located in the car park between the Primary and Secondary School and can be contacted on (08) 9583 7004 or pop in and talk to our friendly staff.

Please see the Kindergarten Uniform Policy located on our website www.mbc.wa.edu.au via the 'About Us', "College Policies' tab.



Health, Safety & Wellbeing

Although it may be inconvenient, please do not send children to Kindy if they are sick. Remember the impact on other families! If your child is ill, or absent, a signed note should be given to the teacher when your child returns.

The following illnesses require exclusion from school:

- Chicken Pox
- Head lice
- Mumps
- School Sores
- Cold Sores
- Diarrhea
- Influenza
- Vomiting
- Measles
- Ringworms

Immunisation

Children enrolling in Pre Primary must be up to date with all the scheduled immunisations for their age to be able to attend school. Parents/Guardians will need to show their child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation.

The Principal is not permitted to enrol a child in the school before the child's compulsory education period unless the child has the required up-to-date immunisation-related documentation or is exempt.

Please refer to the Department of Health website for more information:

<https://www.healthywa.wa.gov.au/immunisation>

or

https://www.healthywa.wa.gov.au/Articles/S_T/Starting-or-moving-schools-immunisation-records.

The Principal will only enrol a child:

- whose AIR Immunisation History Statement (no more than two (2) months old) is 'up to date';
- who if following an approved catch-up schedule as indicated on the child's AIR Immunisation History Form (no more than six (6) months old);
- who has a valid immunisation certificate issued or declared by the Chief Health Officer; or
- if satisfied the child is exempt because of particular family circumstances.
- if your child has further immunisations after enrolment, please provide an updated Immunisation History Statement prior to their start/commencement date.

Infectious Diseases

The danger from the presence at school of children suffering from infectious diseases arises chiefly from their attendance at two periods:

- Whilst suffering from the early symptoms.
- When convalescent from the disease but still retaining some infection in their person or apparel.

Public Health Regulations for exclusion stages are set for your information:

Chicken Pox: Exclude from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. Contacts: do not exclude.

Measles: Exclude from school. Re-admit on medical certificate of recovery, or 7 days after appearance of the rash if well. Contacts: do not exclude immunised contacts. Non-immunised contacts should be excluded for 13 days after the appearance of rash in the last case identified in the school.

Mumps: Exclude from school. Re-admit on medical certificate of recovery. Contacts: do not exclude.

Ringworm: Exclude from school. Re-admit on medical certificate of recovery that the child is no longer likely to convey infection. Contacts: do not exclude.

Rubella: Exclude from school. Re-admit on recovery.

Scabies: Exclude from school until effective treatment has been instituted. Family contacts will probably be infested and should be treated.

Nits-Pediculosis: Exclude from school until effective treatment has been instituted and most nits removed from hair. Contacts: family contacts will probably be infested and should be treated. Weekly checking is recommended.

School Sores: Impetigo - Exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

Slap cheek: Children with slap cheek are not required to be excluded from school. By the time slap cheek has been identified, the child is no longer contagious.

Gastroenteritis: The faeces and vomit of a person with gastroenteritis are usually infectious from the time the person begins feeling ill until at least 48 hours after symptoms have stopped. Keep children home from school for at least 24 hours after symptoms have stopped.

More information on these and other communicable diseases are available on the WA Health Departments website at:

<http://www.public.health.wa.gov.au/>

Health Services

School Nurse

Regular visits are made by the School Nurse, enabling children to receive health checks from Kindergarten onwards. Parental approval is sought and full details of any intervention will be discussed with parents.

Dental Therapy

The School Dental Service provides dental treatment at no cost for school aged children. Specialist treatment is not available, but referrals can be written if required. To enroll your child/children in the School Dental Service, please contact the Oakwood Dental Health Services on 9586 7622. The Centre is located at Oakwood Primary School, 1 Oakwood Gate, Meadow Springs 6210.

Chaplain

The Primary School is committed to building and maintaining positive and meaningful relationships with students and MBC families to optimise each child's learning potential and their wellbeing. The Primary School does have a chaplain and school psychologist who are available to support the educational, social and emotional wellbeing of our students. Should you or your child have any concerns or issues you would like to bring to the chaplain or psychologists attention, please feel free to ring on 95837070, or you can email directly to our chaplain Mark Fulwood on markf@mbc.wa.edu.au or our school psychologist Mrs Tina Gratton on tinag@mbc.wa.edu.au .



Complaints Policy

Mandurah Baptist College is a community and as such, there will be times when parents/guardians will wish to make suggestions, may have a complaint or raise a concern that needs addressing. Mandurah Baptist College takes these issues seriously and welcomes such feedback.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

Mandurah Baptist College wishes to ensure that:

- 1.) Parents/Guardians have an understanding of how to make a complaint should the need or situation arise
- 2.) Mandurah Baptist College responds within a reasonable time frame and in a courteous and efficient manner
- 3.) Parents/Guardians understand that they are listened to and that complaints are viewed seriously
- 4.) Action is taken where appropriate

Mandurah Baptist College Complaints Policy and Procedure can be found here on the College website

<https://www.mbc.wa.edu.au/complaints-policy/>