



Atlantis Beach Baptist College

**Early Learning Centre
Handbook 2017**

Atlantis Beach Baptist College Primary School

Atlantis Beach Baptist College is a creative and innovative co-educational private Baptist College to be established in 2017 in Two Rocks Western Australia, subject to Advance Determination and Registration approval, the College will provide quality education for Pre-Kindergarten to Year 12 students by 2020, within a safe, caring and nurturing environment.

Atlantis Beach Baptist College is a member of 'Baptist Schools Western Australia', a network of 12 Colleges providing excellent education to thousands of Western Australian students.

College History

Atlantis Beach Baptist College was founded by members of Baptist Communities Ltd. Our College Board provides faithful and reliable governance. Baptist Communities Ltd. has an exciting vision to impact and serve the growing Perth Northern suburbs.

"Remember how the Lord your God led you all the way." Deuteronomy 8:2

We believe the Atlantis Beach Baptist community will bring glory to God and build a legacy for generations to come. We estimate that our school will flourish to become a Pre-Kindergarten to Year 12 College of quality in the northern corridor of Perth, providing for the educational needs of 1500 students.

College Crest

Our College Crest displays our College name within a shield outline to signify our **College**

Motto:

Strength Faith Honour



The **crown** represents God the King who is central to our identity and who we declare as having ultimate sovereignty over our College.

The **cross** represents Jesus Christ who we recognise as our Lord and Saviour.

The **wave** design represents the inspiration of the Holy Spirit, like the movement of water, which also reflects our geography being a coastal area.

College Mission

The Mission of Atlantis Beach Baptist College is to empower all students to achieve and celebrate their personal best within a culture of high expectations and to articulate, demonstrate and value knowledge and skills that will support them, as life-long learners, to establish a lifestyle that honours God and serves others. As an outstanding educational setting, we will exemplify excellence and high expectations in all aspects of our learning community. We will ensure that the needs, achievements and strengths of every individual are recognised, nurtured and celebrated. We will foster a supportive environment, building on the strengths within our unique community. Our key focus will be the development of independent, reflective, responsible and inquiring young people. Our students will be multi-skilled and will joyfully embody a genuine passion for lifelong learning.

The Aim of Atlantis Beach Baptist College is to provide all students with the skills, knowledge and wisdom to be successful learners, confident individuals and informed citizens with hearts for service, social responsibility and an awareness of God. The provision of a creative, innovative and inspiring curriculum will enable Atlantis Beach Baptist College to support great diversity.

College Contacts

Location: Breakwater Drive, Two Rocks Western Australia
Postal Address: PO Box 320 Two Rocks WA 6037
Telephone: (08) 9544 3000
Facsimile: (08) 9544 3099
Email: admin@atlantisbbc.com.au
Website: www.atlantisbbc.com.au
Office Hours: Monday to Friday 8.00am – 4.00pm
Uniform Shop: Tuesdays 8.00am to 12.00noon and Thursdays 12noon to 4pm

BELONGING:
Knowing where and with whom you belong is integral to human existence. Belonging is an essential element in the life of every individual. Atlantis Beach Baptist College fosters a sense of belonging to the community by building positive relationships where individuals are enabled to reach their full potential.

BEING:
Childhood is a special time to be, to play, try new things and to seek and make meaning of the world. Atlantis Beach Baptist College fosters individual, family and community identity.

BECOMING:
Childrens' identity, knowledge, understandings, capacities, skills and relationships change during childhood. Belonging is an essential element in the life of an individual. Atlantis Beach Baptist College teaches that each child is a unique, created being with amazing potential.

BELIEVING:
Atlantis Beach Baptist College encourages belief in God as Lord and fosters an atmosphere of grace in all school activities. The curriculum integrates Christian faith with learning.

The Early Learning Centre is an integral part of Atlantis Beach Baptist College. The School is staffed by committed Christians and is founded on Christian principles which underpin the framework of all programs. Students entering the College (at Primary or Secondary level) are not required to have a commitment to the Christian faith. However, all students must participate fully in the College's Christian Education program. Primary students will engage in a Christian Education lesson each week. These emphasise basic Christian truths and their application to daily life. Each morning, a brief class devotion begins the day, including a Bible reading and prayer. Worship Assemblies are held regularly. In addition, a strong Pastoral Care program operates throughout the school. The Primary School Chaplain is available to students, parents/guardians and staff. The College Chaplain conducts an optional Christian after school club that is open to Primary students from Year 3 to Year 6.

College Administration

The College Office opens in Term 1 two weeks prior to the children commencing. The Principals and Office staff are in attendance during normal College hours for payment of fees, new enrolments and general enquiries. The College Office is open during the term breaks from 8.00am to 4.00pm.

Before school

School Commences:	8:35 am
Primary School Morning Recess:	10:45 am – 11.05 am
Primary School Lunch:	12:45 pm - 1:15 pm
School Concludes:	3:05 pm

Children should **not usually arrive at school before 8.00am in the morning**. Arrivals before that time must be notified in writing to the Principal and arrangements for supervision formally made.

From 8.15am – 8.40am Year 1 – 6 students may be dropped off at school, and will be supervised by College staff. Arrival at this time allows sufficient time for children to enter classrooms and prepare for the day's activities. Students need to sit and wait quietly outside their classrooms and stay there during this time.

Pre Kindergarten parents are asked to drop off their children directly to the classroom at 8.30 am and pick up children directly from their classroom at 12.00noon.

Kindergarten and Pre Primary parents are asked to drop off their children directly to the classroom at 8.30am and pick up children directly from their classroom at 3.00pm.

Late students, arriving after 8.40am, must please report to the College Office, receive a late pass and go to their class, using the central Administration doors.

Before School Activities

The RACE Reading Clubs will operate for two mornings per week from Year 1 to Year 4 students from 8.00am to 8.30am.

After school

When school concludes at 3pm, children are encouraged to leave the premises promptly. Students are not allowed to play on equipment after school unless with the direct supervision and duty of care of their own parent.

Students may be supervised at College Reception until 3.30pm. They are to be seated quietly. Please advise us if you will be late when collecting your children. Other free After School Clubs are usually available on Mondays, Tuesdays and Thursdays until 4.00pm for students in Years 1 to 6. Parents will be advised of the various Clubs at the beginning of each term. After School Music Tuition is also available at a cost to parents.

Leaving the College Campus

Parents must sign an *Early Discharge or Sign Out* slip if they need to take students off-campus prior to 3:00pm. To take children out of school temporarily, parents must sign a *Sign Out* slip. These must be signed at the time the child leaves and signed again when the child is returned. The parent must accompany the child in these circumstances.

As children are under College care and responsibility, it is necessary for them to have written permission from parents/guardians in order to leave the school grounds during school hours, which includes lunch times. The policy of providing a note to the class teacher requesting that permission be given to the child to leave the school grounds is designed to eliminate, where possible, the situation where children leave the school without the prior knowledge and consent of parents/guardians. When parents/guardians remove students from school during the day, they must complete a Leaving Authority form and fill in the Sign In/Out Register at College Reception. The Leaving Authority form is handed to the teacher when collecting the child.

Enrolment

When children are enrolled in the College, parents must complete and sign an Enrolment Agreement form from which we record information. This information includes contact telephone numbers in case of an emergency. It is therefore vital we are kept up to date with such information.

Please ensure that the College Emergency form is kept up to date.

Atlantis Beach Baptist College is a non-profit organisation which exists to provide a quality education.

A non-refundable fee per child is paid to register on the waitlist. Pre Kindergarten and Kindergarten places are offered approximately 10 months prior to entry. Places are offered first to siblings of current or past students of the College, and then to new families, in order of registration. Religious affiliation is not a factor. When the College offers an enrolment place to a child entering the College, a non-refundable Enrolment Fee is required to secure the place. Enrolment takes place after a satisfactory interview with the Principal.

Fees are reviewed each year and set as an annual fee, after establishing the year's total anticipated operating income and costs. Annual tuition fees are outlined on the Fees Schedule. Sibling discounts apply if more than one child from a family attends the College at any one time. This applies to students in Pre Primary and above only.

Conditions of Enrolment

- prompt payment of fees
- a commitment by parents/guardians and student to College behaviour and uniform standards and discipline policies, as outlined in College information brochures
- respect for, and full participation in the Christian program of the College
- satisfactory participation in the Parent Participation Program (PPP)

Terminating Enrolment

If your child leaves the College after commencing, you are required to give the College written notice:

- by no later than the first day of the Term at the end of which it is intended he/she should leave, or
- If it is intended that he/she should leave during a term) not later than the first day of the preceding Term.
- If you fail to comply with these requirements, a charge of ten weeks' tuition fees will be payable for each child.
- In the event that your child is asked to leave the College, fees already paid will not be refunded and any outstanding fees, plus ten weeks' tuition fees will be payable.

Student Insurance

All students at Atlantis Beach Baptist College are covered for worldwide protection for personal accident insurance, through Baptist Insurance Ltd. This covers students during college activities only and while on School grounds.

Grounds Security

The College Campus is off limits during out of school hours. Parents can help by recording and reporting any suspicious behaviour on campus.

Parking

As Pre-Kindergarten, Kindergarten and Pre Primary students are to be delivered directly to the class room, there are parking spaces designated only for parents of these students. Please use the 'Kiss N Drive' areas. Your courtesy to others, attention to safety and cooperation in this matter is appreciated.

Safety when Driving

In the interest of children's safety, we ask parents to drive slowly and exercise extreme care and caution when dropping off and collecting children.

- Parents are permitted to enter the car park – either to drop off/pick up children only.
- The disabled parking bay is to be used only by people whose cars display a current ACROD sticker.
- Street Parking and verge parking is available also for all parents.

Transport

Transperth provides a bus service to the College. The Orange School Bus Service also serves the families of the College. Students may ride their bicycles/Scooters or walk to school.

Atlantis Beach Baptist College Early Learning Centre

Establishing good foundations and building blocks

Staff are committed to establishing a caring, engaging and dynamic learning environment that reflects best practice in early childhood education.

Research highlights the importance of optimum family and community experiences for children during the earliest years of childhood and development. These experiences establish a template that has the potential to play a significant role in later life. The Early Learning Centre seeks to build on the strengths, existing knowledge and skills of the child, their family and community.

Early Learning Centre aims

1. To lay firm foundations for life-long learning
2. To provide a range of learning experiences that focus on developing early literacy, numeracy and social skills.
3. To implement early intervention strategies to support students.
4. To establish, or further develop, relationships with our College families, based on mutual respect and trust.
5. To be a caring and nurturing environment within a Christian context.

Early Learning Centre facilities

The Early Learning Centre consists of air conditioned indoor learning areas, with wet areas and cooking facilities in the classrooms and a fenced outdoor area with undercover areas, sand pit, bike track and playground equipment. Children may use other facilities on the College campus for Ph, art and music.

Building Blocks

The Early Learning Centre seeks to build on the strengths, existing knowledge and skills of the child, their family and community.

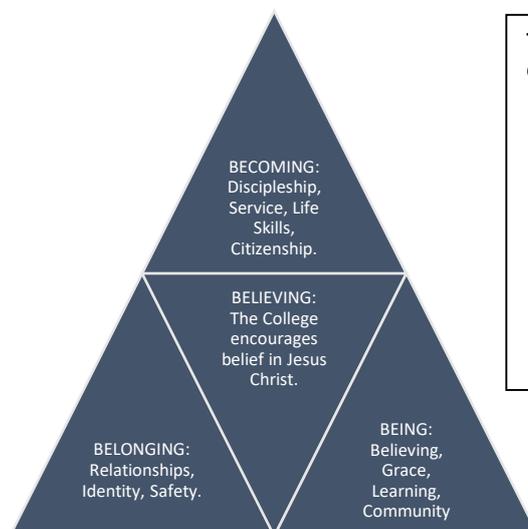
We aim to build and focus on early intervention strategies to support our learners and their families.

We aim to build on relationships with our College families, based on mutual respect and trust.

We aim to develop the 'whole' child as a learner.

The Early Learning Centre endeavours to be a caring and nurturing environment.

The Educational program for the Early Learning Centre meets Education Department standards as outlined in the Early Years Learning Framework (EYLF)



The Early Years Learning Framework (EYLF) defines five Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world.
- Children have a strong sense of wellbeing.
- Children are confident and involved learners.
- Children are effective communicators.

Primary School Lesson Times

Pre-Kindergarten (3 years olds)

Tuesday and Thursday ONLY

Period	Time
Classroom opens	8.30am
Specialist activities	9.00 to 10.00am
Recess and Play	10.45 to 11.05am
Specialist activities	11.05 to 12.00noon
Finish	12.00noon

Kindergarten (4 year olds)

Monday, Wednesday and Friday

Period	Time
Classroom opens	8.30am
Outdoor Learning	10.35 to 10.55am
Specialist activities	10.55 to 12.45pm
Lunch and Nature Play	12.45 to 1.15pm
Rest and Relaxation	1.15 to 1.40pm
Specialist activities	1.40 to 3.05pm
Finish	3.05pm

Pre Primary to Year 6

Full Time

Period 1	8.45 to 9.40am
Period 2	9.40 to 10.35am
Recess	10.35 to 10.55am
Period 3	10.55 to 11.50am
Period 4	11.50 to 12.45pm
Lunch	12.45 to 1.15pm
Period 5	1.15 to 2.10pm
Period 6	2.10 to 3.05pm
Finish	3.05pm

The Early Learning Centre

“Wisdom begins with Wonder” - Socrates

The Early Learning Centre will comprise of the Pre-Kindergarten, Kindergarten and Pre Primary students of the College. There is mounting evidence from a broad research base in health, developmental psychology, neuroscience and education, of the importance of optimum family and community experiences for children during the earliest years of childhood and development. There is much evidence that these experiences establish a template that has the potential to play a significant role in later life. Early experiences and the quality of nurturing and cognitive stimulation, which children receive in the first few years of schooling, may have a big impact on their development and the course they choose to follow in life. We seek to partner with our families to establish an excellent, positive foundation of learning for our very young students. The program will follow the Australian Early Years Learning Framework. It is also very important to have Early Intervention strategies in place at the College, so that we can notify families early if there are any concerns that we may have about a student’s development and learning. The Early Learning Centre students will wear a different, more casual uniform than the Primary and Secondary students. This will allow them to play and learn according to their age group’s abilities and needs.

The Pre-Kindergarten Program is an early childhood play-based learning program for children who have turned 3 years of age. The program aims to provide children with meaningful experiences that promote spiritual, social, emotional, language, intellectual, creative and physical development. The program will operate for 6 hours per week.

The Kindergarten Program is a gradual introduction to schooling in a fun, yet structured environment for children who have turned 4 years of age or are turning 4 before the 30th June of that year. In planning a ‘learning through play’ environment for this age group, we aim to take into account the developmental stages of these children. All children are encouraged to develop their strengths in a supportive environment. It was Albert Einstein who said that “imagination is greater than knowledge”. We aim to develop a play-based program committed to developing each child’s imagination and personality using a differentiated curriculum. The program will operate for 15 hours per week over 2 full days and a third day, which will be alternated fortnightly.

The Pre Primary Program aims to continue to develop and foster an enjoyment of learning, while encouraging equity and respect for others in the learning environment and community. It is a program for children who have turned 5 years of age or are turning 5 before the 30th June of that year. During this stage of their schooling, children are given the opportunity to develop essential foundations on which to build their knowledge, skills and values, particularly in the areas of social and emotional well-being, literacy and numeracy. We recognise that children are unique and endeavour to celebrate the unique potential of each child through a curriculum that allows children to explore and discover concepts for themselves with adult guidance. The program will operate fulltime and is the first year of compulsory schooling in Western Australia and of the Australian Curriculum Learning Program, called ‘Foundation’.

EARLY YEARS LEARNING FRAMEWORK (EYLF) Pre Kindergarten to Year 2

DEVELOPMENTAL AREA	OBSERVE	EXAMPLES OF LINKS TO EYLF
Physical	<ul style="list-style-type: none"> • dresses and undresses with little help • hops, jumps and runs with ease • climbs steps with alternating feet • gallops and skips by leading with one foot • transfers weight forward to throw ball • attempts to catch ball with hands • climbs playground equipment with increasing agility • holds crayon/pencil etc. between thumb and first two fingers • exhibits hand preference • imitates variety of shapes in drawing, e.g. circles • independently cuts paper with scissors • toilet themselves • feeds self with minimum spills • dresses/undresses with minimal assistance • walks and runs more smoothly • enjoys learning simple rhythm and movement routines • develops ability to toilet train at night 	<p>EYLF Outcome 3: Children have a strong sense of wellbeing - Children take increasing responsibility for their own health and physical wellbeing. E.g. "Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community." (p.32)</p>
Social	<ul style="list-style-type: none"> • enjoys playing with other children • may have a particular friend • shares, smiles and cooperates with peers • jointly manipulates objects with one or two other peers • develops independence and social skills they will use for learning and getting on with others at preschool and school 	<p>EYLF Outcome 1: Children have a strong sense of identity - Children learn to interact in relation to others with care, empathy and respect. E.g. "express a wide range of emotions, thoughts and views constructively." (p.24)</p>
Emotional	<ul style="list-style-type: none"> • understands when someone is hurt and comforts them • attains gender stability (sure she/he is a girl/boy) • may show stronger preference for same-sex playmates • may enforce gender-role norms with peers • may show bouts of aggression with peers • likes to give and receive affection from parents • may praise themselves and be boastful 	<p>EYLF Outcome 2: Children are connected with and contribute to their world - Children respond to diversity with respect. E.g. "plan experiences and provide resources that broaden children's perspectives and encourage appreciation of diversity." (p.27)</p>
Cognitive	<ul style="list-style-type: none"> • understands opposites (e.g. big/little) and positional words (middle, end) • uses objects and materials to build or construct things, e.g. block tower, puzzle, clay, sand and water • builds tower eight to ten blocks • answers simple questions • counts five to ten things • has a longer attention span • talks to self during play - to help guide what he/she does • follows simple instructions • follows simple rules and enjoys helping • may write some numbers and letters • engages in dramatic play, taking on pretend character roles • recalls events correctly • counts by rote, having memorised numbers • touches objects to count - starting to understand relationship between numbers and objects • can recount a recent story • copies letters and may write some unprompted • can match and name some colours 	<p>EYLF Outcome 5: Children are effective communicators - Children express ideas and make meaning using a range of media. E.g. "use language and engage in play to imagine and create roles, scripts, and ideas." (p.42)</p>
Language	<ul style="list-style-type: none"> • speaks in sentences and use many different words • answers simple questions • asks many questions • tells stories • talks constantly • enjoys talking and may like to experiment with new words • uses adult forms of speech • takes part in conversations • enjoys jokes, rhymes and stories • will assert self with words 	<p>EYLF Outcome 5: Children are effective communicators - Children use information and communication technologies to access information, investigate ideas and represent their thinking. E.g. "Provide children with access to a range of technologies." (p.44)</p>

Assessment

Our ELC students are assessed in a variety of ways: skills checklists, anecdotal records, formal and informal testing, student portfolios and observation. The results will be reported to parents in the following ways:

Portfolios and Skills Files	Term 2, 3, 4
Reports	Term 1, 2, 4
Open Day	Term 3
Public Performance	Various times (ie. assemblies, concerts)

Reporting can be an opportunity to celebrate a child's strengths and set goals for improvement in other areas.

Pre-Kindergarten, Kindergarten and Pre Primary Homework

Formal homework will not be compulsory for these early years. All activities at home or play can assist children to develop essential knowledge and skills including literacy, numeracy and problem solving. These are often done in the context of family activities including:

- shopping
- preparation of food
- listening to stories, learning songs and nursery rhymes
- discussion about what is happening at school
- reading
- library borrowing
- family outings
- collecting items

News Telling – all students will be rostered for regular class news telling. Teachers may request students bring items from home to assist at this time.

Pre Primary students will take home a book each week from the Shared Reading program. Prompt cards will be supplied to support families in engaging students in rich conversation around the text.

Kindergarten students will take home a Library Backpack each fortnight. Contained within the backpack will be several texts for shared reading, a prompt card for supporting families in engaging students in rich conversations around the text, a puppet and an educational game.

Homework time frames K-6 for 5 week days:

- Pre-Kindergarten – No formal take home work
- Kindergarten – Literacy Backpack and Library Backpack
- Pre Primary- Shared Reading Program
- Year 1: 15 minutes plus reading
- Year 2: 15 minutes plus reading
- Year 3: 20 minutes plus reading
- Year 4: Up to 30 minutes plus reading
- Year 5: Up to 35 minutes plus reading
- Year 6: Up to 40 minutes plus reading

Early Intervention

Kindergarten students' modalities of vision and hearing are tested by the School Nurse during the year. Permission forms are sent out to parents at the beginning of the year.

Speech, phonological awareness and comprehension screening will occur in the middle of the year in Pre Primary and occasionally for some Kindergarten students, with a professional speech therapist. We will follow up students requiring assistance in this area. We offer an ongoing support network, with particular attention to early intervention.

Teachers and Learning Support staff will observe and test student behaviour and achievement and notify you early if there are any concerns.

Kindergarten and Pre Primary students will also be screened for Perceptual Motor Skills within the PMP program. The PIPS – 'Performance Indicators in Primary School' and the ACER LLANS – 'Longitudinal Literacy and Numeracy Study' assessment program may be conducted in Term 1 and Term 4 of the Pre Primary year.

Behaviour Management Plan

Our aim is to maintain a positive classroom climate through the use of preventative, supportive and corrective behaviour management strategies. In the Early Learning Centre we encourage the following classroom behaviours:

Mat behaviour

1. Cross legs
2. Hands in lap
3. Hand up and wait to speak

Class behaviour

1. Be kind to everyone
2. Play safely
3. Be respectful to others

Rewards

Appropriate behaviour and following class rules may be rewarded in a number of ways: merit awards given at Primary School Assemblies, merit stickers, prizes and special duties, such as ringing the classroom bell.

Consequences

1. Warning and reminder of rule
2. If behaviour is repeated - Move away from stimulus
3. If behaviour is repeated – Child asked to have a drink of water or check for sickness etc.
4. If behaviour is repeated - Sit on the Thinking Chair for 3 or 4 minutes
5. After 3 or 4 minutes the teacher speaks quietly to the child about the behaviour
6. If behaviour is repeated - Name on Warning Board
7. If behaviour is repeated -Tick next to name
8. If behaviour is repeated - Second tick next to name
9. Children will now be sent to Primary Principal with Pink Slip
10. Parents will be informed if a child has seen the Principal. Send out is recorded.

Term Dates and Calendar

A Primary Calendar of Events and Weekly Timetable will be issued early in the year.

The Pre Kindergarten, Kindergarten and Pre Primary have a staggered start for the first four weeks of the year. In the fifth week all children will commence the full group and full day programs.

Pre Kindergarten, Kindergarten and Pre Primary are not compulsory years of schooling and, although we run a two and a half day and five day program respectively, we encourage parents to use their discretion in keeping children home when they are tired or unwell. Please also feel free to take your child on special outings with you or keep them home if you have special visitors. You will still however, need to send in a note explaining their absence for our records.

Pupil Requirements

Pre Primary children will need a **Library bag** to protect school library books as they are carried to and from school.

Pre Kindergarten, Kindergarten and Pre Primary students will also need the following articles each day;

- College Bag - labelled with named key ring or other form of identification
- A 'Take-Home' Bag (on booklist) for reading books, notices and messages to be carried safely to and from school
- A packed recess and lunch in 2 separate named and labelled containers (no lollies or chocolates please) Recess only for Pre-Kindergarten children.
- A College hat (name inside)
- A water bottle (named) - Not juice please.
- A small named cushion (not a large pillow) approx. size 25 cm x 30 cm

Excursions and Incursions

Excursions and Incursions are included in your annual fees. Any additional cost will be absorbed by the Primary budget. A permission slip will be sent home to be signed and returned before your child can attend any out of school event. From time to time the Primary Parents & Friends Association run fundraising events which you may wish to support.

Administration of Medication

Atlantis Beach Baptist College will comply with reasonable requests for assistance in the administration of medication, where there is an agreement between staff, parents and the Principal and where **written instructions** from the family doctor have been provided for prescribed medications. Student Medication Forms will be available from the Office.

All medications, including analgesics, such as Panadol, will be kept centrally and administered under the supervision of the appropriate staff member at College First Aid. Analgesics will only be administered with a parent's permission. Students are not to keep medication in their bags, lunch boxes or desks, particularly if the medications involve allergies.

The House System

As students enter the College they will be placed into a College 'House'. House competition is encouraged for many activities, such as Sport and Music. House Competition promotes sportsmanship, enjoyment, team spirit, co-operation and endeavour. Every effort will be made to ensure that families will be allocated to the same House. In 2016 we will begin with 3 House Groups that are names for 'ROCK' in other languages. This is to reflect our Two Rocks location and to build a firm foundation for our College.

PETRA - Purple

ARTEK - Blue

TARIN - Red

Arrival Procedures

A parent, or another nominated person, should bring your child to the Centre and wait with the child until the Centre door is opened at 8.30 am. This person is responsible for the behaviour of the child during this time.

Parents please bring your child in to the Pre Kindergarten or Kindergarten and

- encourage them to place their bag outside their classroom,
- take their drink bottle out and put in crate
- put their lunch boxes in their drawer
- put their take home bag in their drawer
- direct them inside the classroom to a story or puzzle.

After the first few weeks, please feel free to stay for 5 to 10 minutes with your child, as this is often a time they really enjoy.

Pre Primary children may place their bag on the bench outside the room bringing with them their take home bag and water drink bottle.

Separation can be difficult for both parent and child, so please be prompt in leaving. If younger siblings are under your care, please supervise them closely as the environment is designed for school aged children.

Please read the Message Board in the classrooms each day for important events or messages.

Going Home Procedures

It is necessary that an adult or nominated person collects the child from the Centre. You may want your older children to pick up their younger sibling at the end of the day. If this is the case, please give the teacher a letter stating your permission. This is only allowed for Pre Primary students.

If your child is to go home with an adult other than you, please send a signed and dated note giving us details of the person who will be picking up your child, or write it in the message book. We cannot let children go with someone other than a parent unless we have authorisation to do so. Please wait at the Centre door for children to be released.

Custody Arrangements

Please let the Primary Principal know of any custody arrangements that involve your family. Documentation involving these arrangements will need to be provided.

Parent Involvement

We recognise that families are the primary source of love, care and intellectual stimulation for young children. At Atlantis Beach Baptist College we aim to support parents and families in their valuable role of caring and nurturing young children. This collaborative partnership is important in developing a child emotionally, physically, spiritually, socially and intellectually.

We encourage parents to be involved in their child's education and we aim to promote the development of a close relationship between the home and the school. Parents are welcome at times both in the school and in their child's class to help as part of the Parent Participation Program (PPP).

We welcome parents at our assemblies and special functions held throughout the year and would encourage you to be a part of school activities at available opportunities. Information will be published in the newsletters.

Communication

Please feel free to use the **Communication Book**, kept by the front door of the classroom, for any messages you would like to communicate to us. Nothing is too small to note if it will make your child's day happier. The book will be available at the door of the Centre and can be used at any time.

A **Parent Roster** is located on the notice board for you to add your name. We would also like to encourage fathers and grandparents to be on the roster, as this can be a special time to share with your child/grandchild. We would appreciate your help between 8.40am and 10.00am for Kindergarten and 8.40am and 12.30pm for Pre Primary. Please sign in at the Office and receive a visitor's badge. Rosters often do not usually begin until Term 2.

Help may be needed to:

- Take toys out of the shed
- Supervise a table activity
- Assist with packing away/clean-up

Laundry in Kindergarten and Pre Primary may be rostered out on Fridays. All families are asked to do the laundry as often as possible during the year by placing their name on the roster. This time is counted toward the Parent Participation Program. Record sheets are available from the Office. It is parents' responsibility to have their time signed off by teaching staff. Please ask the teacher assistant for the laundry bag on Friday afternoon.

Newsletters and Notes

We aim to keep parents as fully informed as possible about school activities and events. A Primary School Newsletter, issued once a fortnight to each family, will be a regular feature of our communication process. These newsletters inform you of events and sometimes give helpful parenting ideas. Please check children's take home bags every **Friday** for newsletters and notes.

Please read the Message Board in the classrooms each day for news of important events or messages. Teachers will also email you information as necessary.

Assemblies

Assemblies are held on some Wednesdays in the Assembly area for Year 1 to Year 6 students only. Pre Kindergarten, Kindergarten and Pre Primary students generally do not participate in assemblies. Please see the Primary Newsletter for dates of the assemblies. Class Assemblies commence at 2.00pm and last for approximately 45 minutes. All parents are most welcome and are encouraged to attend when possible. We would really like to see parents of those children who are conducting an assembly present for that occasion. Parents will be notified of the assembly timetable early in the year and reminded in newsletters. Merit awards are given at the School Assemblies. Recipients' names and dates will be published in the Primary Newsletter in advance.

Meeting Schedule

Contact between the home and school is greatly encouraged. A **Parent Information Evening** will be held early during Term 1 at which class policies and practices will be outlined. This will be a general information session. A subsequent opportunity will be provided for individual **parent interviews** later in the term. At this time, parents will meet with the class teacher to discuss their child's progress.

Opportunities for Parent-School contact and meetings include:

- Introduction to Class, Week 2 - Term 1
- Compulsory Parent Interview, Week 3 - Term 1
- Parent Teacher Interviews, Week 1 - Term 3
- Open Day and Orientation, Week 1 - Term 3

Parents are welcome to make an appointment with the teacher at any time during the year to discuss aspects of their child's progress as they feel necessary. Please feel free to speak to the teacher during free play from 8.40-8.50am about minor matters only.

Concerns

Please contact us as soon as possible if you have a cause for concern regarding your child at school.

Working with Children Check

People working with children are required to undergo a *Working with Children Check*. This is a State Government requirement and checks of various categories of workers with children are now necessary. All **regular** volunteers in early morning programs are required to have a current Working with Children Check.

Volunteers

When accompanying your own child class for excursions, you are required to sign a volunteer form from Primary Reception but may not need a Working with Children's Check if you are under the supervision of the Class Teacher.

Parents and Friends (P&F) Association

Parents and guardians of current students are automatically members of the Primary School P&F Association. Dates of P&F meetings are advertised in the Primary School eNewsletter and the College Calendar available on the College website. Meetings may include a guest, speaking on topics relevant to family life and education.

Parent Participation Program (PPP)

Parental help is of great importance in any school community. The Parent Participation Program is a wonderful way to meet staff and other parents, and help in the building of our school community.

Participation in the Parent Participation Program is a condition of enrolment. Help is valued in various departments, such as the classrooms, Canteen, Uniform Shop, Library, Technology & Enterprise (Food and Textiles) and Physical Education department. PPP hours can be accrued through such activities as classroom assistance, book-covering, school lunches, sports carnivals, excursions, etc. Attendances at P&F meetings also count towards your PPP hours. PPP hours must be recorded on record cards located in the College Office. You will receive a Parent Participation Program form at the beginning of each year. This form needs to be filled in and handed in to the Office. It is the parents' obligation to ensure that their hours are completed, although you may receive a phone call asking for help on occasion.

Each family is required to contribute a minimum of 10 hours of voluntary work per year for the period in which they have a child attending the College from Pre-Kindergarten through to Year 6. A description of the tasks and a nomination sheet are circulated to parents, enabling them to contribute in a chosen area of interest or an area of competence. Each family is charged a fee on their Semester 1 account, which will be credited at a certain rate per hour upon receipt of a timesheet showing PPP hours completed.

Early Learning Centre Uniform

Summer:

- Navy rugby knit shorts
- ABBC PK/K/PP coloured T-shirt
- White sports shoes/school sports socks

Winter:

- Navy College tracksuit
- ABBC PK/K/PP long-sleeved T-shirt or summer coloured T-shirt
- White sports shoes/ school sports socks
- College rain jacket if necessary

NB Students are permitted to wear the short sleeve top in winter if they are hot.

Please send spare underwear and shorts and top in a plastic bag, even if your child has not had an 'accident' for a very long time.

General Appearance

We seek to encourage a high standard of personal cleanliness, hygiene and neat appearance at all times. Please ensure your child can: blow their own nose; wash and dry their hands by themselves.

Children with long hair must keep it tied back so that sight is not impeded and general tidiness is maintained. Because of continuing **head lice** problems in schools, parents are asked to be vigilant in checking children's hair. Parents will be informed when nits have been found in students' hair and are encouraged to check their own child's hair for the next couple of days for small white specks (eggs).

Birthdays

A birthday is a very special time for all people. When your child has a birthday you may send cup cakes or small individual treats for their class. The food or treat will only be given out at the end of the day for the children to take home. **Please do not send large cakes for teachers to cut up for the children. Please do not send cream or nut products as many children have allergies to these products.** If your child has an allergy to certain foods, you may provide a small allergy free lolly bag for them to choose from when other treats are given out. You may also consider birthday treats to give out other than food. Eg. Stickers, pencils. We do ask that you distribute birthday invitations out of school hours, as we understand that you cannot invite every child to your child's birthday and we wish to avoid the disappointment that could be felt by any children not invited.

Lost Property

A box containing lost property is located in the Reception area. All lost clothing will be placed there and parents wishing to look for lost items should check this box.

Hats and Sun Cream

We believe that it is important to educate children about the value of protection from the sun. All children must wear their **College Hat for outside activities** all year round and should have a hat marked with their name in their bag at all times (summer and winter). We do not allow children to share hats due to head lice. If they do not have a hat, they may play in the shade. If children are at P.E. they may have to sit out for some activities.

Sometimes hats get misplaced or taken home by the wrong person accidentally so it is recommended that a **spare hat** (does not have to be a College hat) is kept in the child's bag to be used in emergencies.

During summer (Term 1, 4) children are required to administer their own **sun cream** before outdoor play. If your child has an allergy to certain creams please write a note explaining this and either provide them with their own to keep in their bag or put it on before they come to school.

Lunches

(There is no Canteen Day for Pre Kindergarten and Kindergarten students.)

Pre Primary students may order from the Canteen every day if they wish. Children wishing to buy lunch will need to place an online order in advance at home. Menus and pamphlets are located at the Office.

We encourage parents to please keep high salt/sugar treats in lunchboxes to a minimum. eg. chocolates, chips, lollies.

Sickness and Accidents

In the event of a child being sick or involved in an accident, parents are contacted whenever possible. All parents are asked to make sure that the school has a telephone number and an address at which they can be contacted.

Information on enrolment forms needs to be kept up to date. Any changes in telephone numbers, addresses and the person to contact in an emergency, should be recorded on the information form as soon as they occur. Please contact the College Receptionist to update information.

Screening

Early Intervention

Speech and Phonological awareness screening will occur for all Pre Primary and some Kindy students with a professional Speech Therapist in the middle of the year. The College will follow up students requiring assistance in this area. We offer an ongoing support network, with particular attention to Early Intervention. Permission forms will be sent home beforehand.

Community Health Nurse

Routine health screening for 3 to 6 year olds takes place during the Pre-Kindergarten, Kindergarten and Pre Primary. Parents will be notified and permission forms sent home when this is to take place.

Dental Therapy Centre

This service operates at the Dental Therapy Centre at the Local Primary School. Your child will receive a tentative appointment card sometime during their Pre Primary year. Please ring the Centre if you wish to change the appointment time. Transport to the Dental Therapy Centre is the responsibility of the parents. The Dental Centre aims to provide a continuous preventative dental service for each enrolled child.

Infectious Diseases

Public Health Regulations have provided a list of communicable diseases and prescriptive treatment as follows:

COMMUNICABLE DISEASES

Guidelines for Teachers and Local Authorities:

CHICKEN POX: (*Varicella virus and Herpes Zoster*)

The medical practitioner treating a case of infection must decide whether others at risk need to be contacted.

Transmission: Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.

Incubation period: 13 - 17 days

Period of communicability: From 5 days before rash and 5 days after onset of last crop of blisters.

Exclusion from school: Exclude until fully recovered, or until at least 5 days after the eruption first appears. Some remaining scabs do not justify continued exclusion.

Contact: Any children with immune deficiencies (e.g. Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

DIARRHOEA: (*Various bacterias and viruses, e.g. Rota virus, Sheigella, Giardia, Salmonella, Campylobacter.*)

Transmission: Many modes of transmission, depending on causative organism, usually through contaminated hands, food and drink.

Incubation: Hours to days.

Exclusion from school: Exclude until diarrhoea has ceased.

Period of communicability: Days to weeks.

NOTIFIABLE - SALMONELLA, SHIGELLA, CAMPYLOBACTER

HEAD LICE: (*Pediculus Capitas*)

Transmission: Contact with infected person.

Incubation period: 1 - 7 days

Period of communicability: Until lice and nits (eggs) are destroyed.

Exclusion from school: Exclude until day after treatment has commenced. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

HERPES: (*Herpes Virus*)

Transmission: Direct contact with weeping lesions.

Incubation period: 2 - 12 days.

Period of communicability: Herpes virus is present in weeping lesions.

Exclusion from school: Young children unable to comply with good hygiene practices should be excluded while lesions are weeping.

IMPETIGO: (*School Sores - various bacteria usually Staphylococci and Streptococci*)

Transmission: Contact with infected person.

Incubation period: 1 - 3 days.

Period of communicability: Until sores are healed.

Exclusion from school: Exclude until effective treatment (including the proper use of occlusive dressing) has been instituted.

INFLUENZA: Like illness (various viruses)

Transmission: Spray or droplet infection, or directly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: 1 - 3 days

Period of communicability: From 2 days before onset of symptoms to 5 days after.

Exclusion from school: Readmit on recovery.

MEASLES: (*Measles Virus*) NOTIFIABLE

Transmission: Spray of droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat or infected person.

Incubation period: 7 - 18 days (usually 10).

Period of communicability: From 5 days before to 4 days after the appearance of rash.

Exclusion from school: Exclude; readmit on medical certificate of recovery or at least 4 days after appearance of rash if well.

Contacts: Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into Pre-Primary or day care centre unless they have had the disease). Non-immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

Immunisation: Measles / Mumps / Rubella vaccine from 12 months of age.

MUMPS: (*Mumps Virus*)

Transmission: Spray or droplet infection, or directly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: 12 - 15 days.

Period of communicability: From 6 days before to 9 days after swelling.

Exclusion from school: Exclude for at least 9 days from onset of symptoms.

Contact: Do not exclude. Recommend immunization if not vaccinated.

RINGWORM: *Tinea, Pityriasis versicolor (certain species of fungi)*

Transmission: Contact with infected persons, articles or animals, especially cats.

Incubation period: 4 - 14 days.

Period of communicability: As long as lesions contain fungus and spores.

Exclusion from school: Exclude until the day after treatment has commenced.

RUBELLA: *German Measles (Rubella Virus)*

NOTIFIABLE - Congenital Rubella Virus.

Transmission: Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

Incubation period: 14 - 23 days.

Period of communicability: From 7 days before to at least 4 days after onset of symptoms of rash.

Immunisation: As for Mumps and Year 7 females. All females of childbearing age should make sure they are adequately immunised.

SCABIES: *Sarcoptes scabiei* (itch mite).

Transmission: Contact with infected person, clothing or bedding.

Incubation period: Itching usually begins within 48 hours.

Period of communicability: Until mites and eggs are destroyed.

Exclusion from school: Exclude until the day after treatment has commenced.

Contact: Family contacts will probably be infected and should be treated.

WORMS INTESTINAL: *hook, round, tape, thread and whip*

Transmission: Ingestion of worm eggs from fingers or food.

Incubation period: Various

Period of communicability: As long as eggs are present in faeces.

Exclusion from school: Exclude if symptomatic or diarrhoea present.



Atlantis Beach Baptist College

Term Dates 2018

PRIMARY AND SECONDARY STAFF AND STUDENTS

Administration Office open from Monday 15 January

Term 1	Term starts	Term ends
STUDENTS	Wednesday 31 January	Thursday 12 April
STAFF	Monday 29 January	Friday 13 April
Public Holidays		
Labour Day Holiday – Monday 5 March		
Good Friday – Friday 30 March		
Easter Monday – Monday 2 April		
ANZAC Day – Wednesday 25 April (during term break)		

Term 2	Term starts	Term ends
STUDENTS	Tuesday 1 May	Thursday 28 June
STAFF	Monday 30 April	Friday 29 June
Public Holidays		
Western Australia Day – Monday 4 June		

Term 3	Term starts	Term ends
STUDENTS	Tuesday 17 July	Thursday 20 September
STAFF	Monday 16 July	Friday 21 September
Public Holidays		
Queen's Birthday – Monday 24 September (during term break)		
Mid Term Break – Monday 27 th August		

Term 4	Term starts	Term ends
STUDENTS	Tuesday 9 October	Thursday 6 December
STAFF	Monday 8 October	Wednesday 12 December