



Kindy
Handbook

Masquarie

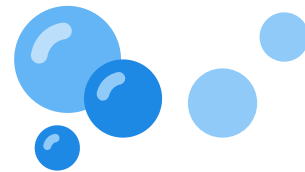
WELCOME

Welcome to Macquarie College (MC)! We are thrilled to be partnering with you to support your young person's learning journey and be part of this special time as they venture into 'big school'.

At MC we are committed to equipping your young person with the skills and dispositions they need to navigate the complexities of life both now and into the future. Our Kindergarten program is play-based and is focused on developing foundational literacy and numeracy skills while fostering your child's curiosity and love of learning. We look forward to getting to know your family and your Kindy child and are privileged to be playing a part in the development of your child's unique character with a Christian context.

Thank you for choosing MC. If you have any questions or aspects that we can help further with, please get in touch with us.

Rohan Deanshaw and Tonia Bentley



KINDY TEACHERS



Mrs Cherie Weber
Kindergarten Teacher

'I love that each Kindy student's personality is unique.'



Mrs Keren Walker
Kindergarten Teacher

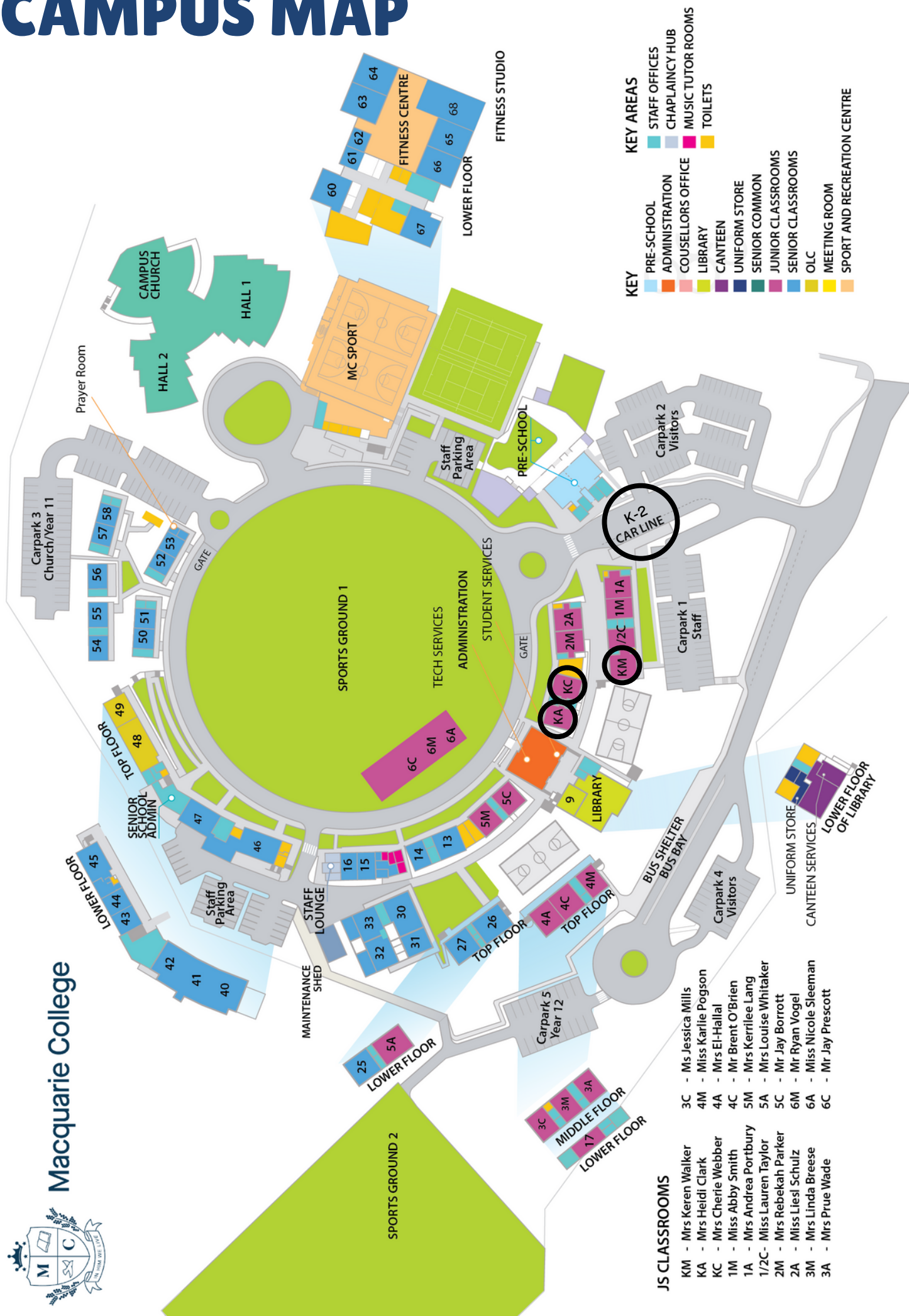
'It's exciting to watch Kindy students gain knowledge.'



Mrs Heidi Clark
Kindergarten Teacher

'I look forward to watching Kindy students explore, play and learn.'

Macquarie College



JS CLASSROOMS

- | | | | |
|-------|-----------------------|----|-----------------------|
| KM | - Mrs Keren Walker | 3C | - Ms Jessica Mills |
| KA | - Mrs Heidi Clark | 4M | - Miss Karlie Pogson |
| KC | - Mrs Cherie Webber | 4A | - Mrs El-Hallal |
| 1M | - Miss Abby Smith | 4C | - Mr Brent O'Brien |
| 1A | - Mrs Andrea Portbury | 5M | - Mrs Kerrilee Lang |
| 1/2C- | - Miss Lauren Taylor | 5A | - Mrs Louise Whitaker |
| 2M | - Mrs Rebekah Parker | 5C | - Mr Jay Borrott |
| 2A | - Miss Liesl Schulz | 6M | - Mr Ryan Vogel |
| 3M | - Mrs Linda Breese | 6A | - Miss Nicole Sleeman |
| 3A | - Mrs Prue Wade | 6C | - Mr Jay Prescott |

INFORMATION FOR PARENTS

SCHOOL HOURS

The Kindy 2024 start date will be announced to families during Term 4 of this year. Parents, you are invited to a 'getting to know you' morning tea once you have dropped your child off at their classroom on their first day. Further details will be provided in the weeks prior to school starting.

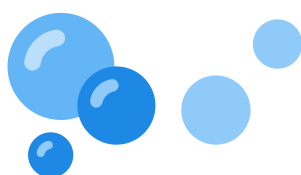
For the first five weeks of Term 1, Wednesday is a home rest day for Kindy students. Rest days are not compulsory; however, we have found that these rest days in Term 1 have been very beneficial as the students adjust to school life. Some children may still need Wednesday as a home rest day beyond this date. This can be discussed with your child's teacher.

School commences at 8:20am and finishes at 2:40pm. The children are supervised from 8:00am. We have found that most parents prefer to use the car line for drop off and collection, or park and walk their child to their classroom.

CAR DRIVER INFORMATION

Kindy - Year 2 Students are able to use the area at the front of the school for drop-off and pick-up. Some points to remember when travelling by car on the school grounds:

- A staff member will be present at drop-off to assist with any children who may need some help.
- Speed limit is 10km/h.
- Please use the designated carpark at all times. Carparks 2 and 4 are for parents and visitors. If parking, please escort your child from your car to the crossing or classroom. Please do not let students walk unaccompanied in these areas.
- Use the designated pick up and drop off bay at the front of the College. Do not leave your vehicle in car line or park longer than a kiss and hug.
- Please only park in the disabled car parks if you are certified to do so.
- Observe the crossing/stop signs.
- Display a car name tag giving easy recognition to duty teachers.



CAR NAME TAGS

Kindy families will be provided with a name tag to be placed on either the dashboard or windshield of your car when collecting your child from the car line area. If you require a second one, please contact our office.

BUS TRAVEL

We have found that most Kindy parents wish to drive their child to and from school. If you do require bus information, please view the bus timetables on the College website, or contact the office.



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Bus Info

CLASS TEACHERS

You will be informed of your child's class teacher in December 2023. There are a number of considerations when building class groups including friendships, learning and individual needs. Please note that full class lists are not released due to privacy considerations.

SPECIALIST TEACHERS

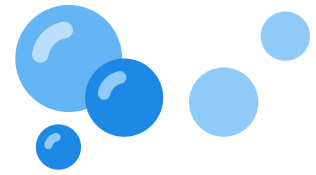
Along with your class teacher, we have a number of specialist teachers who will support your child's learning journey including a music, library and sports teacher.



LEARNING ASSISTANTS

To assist with the transition into Kindy, learning assistants have been assigned to each Kindy class for the first several weeks of Term 1. The learning assistants also provide additional supervision during play times for the Kindy students while they are settling into the play routines. Continued learning assistant help will be dependent on student need.





PLAY AREAS

Play areas are supervised from 8am each morning.

Before school, the children can play at the basketball court area where the wooden playground is located, but not on the playground itself.

During recess and lunch times, the children can play on the wooden playground, the oval, go to the library or play on the verandahs near their classroom.

After school, the children who have not been collected from the classrooms will be walked to the K-2 car line and supervised by the duty staff. Kindy learning assistants help with supervision as the children are learning the new routines.

FRUIT BREAK/LUNCH TIME

Your child has two main breaks in the school day, recess and lunch. At lunch time, each class is supervised for the first 10 minutes by their class teacher to support the children while they are eating their lunch. The children often like to have an extra fruit break during a busy morning. This is not compulsory but it is lovely for the children to have the option.

MEDICATION

If your child has any medical conditions please ensure you have contacted the office staff. Any medications and medical action plans are stored in the administration office.

TOILETS

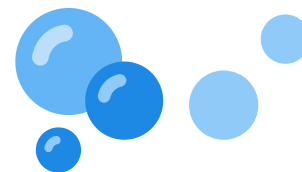
The Kindy classrooms are very close to the infant toilet block. The teachers spend time at the beginning of the year showing the children how to access and use the toilets.

The teachers also take the whole class to the toilets for regular toilet breaks until the children are confident. One of the Kindy rooms is also fitted with a student toilet.

LABELS

Please ensure all of your child's items are clearly labelled, including uniform items, bags, lunch boxes, shoes etc. If your child does lose an item, you can contact the Student Services office as this is where all lost items are stored.





ABSENCES

If your child is sick or they are away and are unable to come to school, please email the College office on office@mc.nsw.edu.au, along with the class teacher, to let them know.

GETTING SICK OR INJURED AT SCHOOL

If students hurt themselves or feel unwell at school, they should let their class teacher know and they will be able to help. They may send a student to Student Services if they need some extra help.

If a young person needs to take medication while at school, parents should let the Student Services staff know.

They will keep this medication in the office and administer to students at the specified time.



SEQTA CLASS PAGE

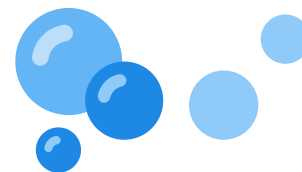
Your class teacher will update the class SEQTA page fortnightly to ensure you are kept up to date with what's happening in the classroom, and what events are coming up in the future. Please remember to check this regularly to stay on top of class communications.

If you are unsure of how to login to the SEQTA page, please contact our office on 4955 6222 and our friendly office staff will be happy to help.



SEQTA Engage





CANTEEN

Our Canteen is known as 'MC Eats' and uses MunchMonitor, an easy way for parents and students to order from both MC Eats and the Uniform Shop.

Parents will need to set up a MunchMonitor account prior to ordering food from MC Eats for their child. For more information on how MunchMonitor works, or to set up an account for your child, please see the College website.



mc
eats

OOSH – MINI MIRACLES

Mini Miracles OOSH is an inclusive before and after-school and vacation care service operating on the school grounds of Macquarie College. Mini Miracles caters to families requiring OOSH care on either a regular weekly basis, or on a casual basis.

All bookings require the completion of an enrolment form and a copy of your child's immunisation history before they can attend. This can be obtained by visiting staff at the service or by emailing the Regional Director, Roxanne at roxy_911_1989@hotmail.com, or by speaking to a staff member by phone on 0423 015 501 between 2:45pm and 6:15pm Monday – Friday.



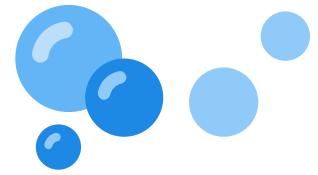
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OOSH Info

MESSY FRIDAYS

Fridays are extra special for our Kindy students. Children learn through messy activities, such as digging in the mud, tending to their garden or exploring the bush. The students are also given safe risk-taking opportunities to further develop their confidence. On Fridays we ask that you send your child to school in their Messy Friday t-shirt.



CHAPEL



MC is a Christian school. We aim to create an environment where our young people can get to know God as a friend who will never let them down. He is ever present and eager to listen to them and support them in whatever they are going through.

In class, our students start each day with worship time. We also have Bible lessons. Bible and Worship times might include singing, prayer and/or stories and activities that help young people to learn about God, who He is and what He can do in their lives.

Every Friday, the chaplains run Chapel in the church. This is a fun, happy time of singing, stories, prayer and games. The JS is split into two groups for Chapel. The Preschool - Yr 2 program runs from 9:35am - 10:10am and the Chapel Coffee Cart is available from 8:20am - 9:45am every Friday. Parents and guests are always welcome!

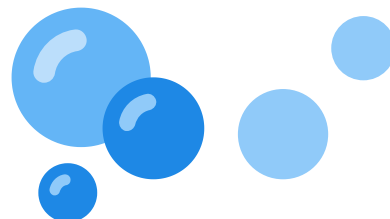


STARTING BIG SCHOOL

Kindy Uniform Guidelines

Girls and Boys in Kindy wear the sports uniform each day of the week and will need the following items (depending on your washing routine):

- 2-3 sports polos (short and long sleeve options)
- 2-3 sports shorts
- Sports track jacket and pants (for cooler weather)
- 1 (2 pack) white sport socks
- 1 Messy Friday t-shirt
- 1 Messy Friday jumper



Each Student Requires

- 1 school bag
- 1 school hat (1 spare can help)
- Sport shoes with velcro (see Approved Shoe booklet)
- 1 library bag



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Uniform Info

Optional Items

- Gloves
- Scarf
- 1 jumper or vest
- Uniform labels



KINDY WELCOME PAGE

We have a dedicated welcome page for parents of Kindy students. This webpage contains all of the information you will need for a smooth transition to school, including some paperwork that needs to be completed.

- Upon commencement at the College, you will receive by email or SEQTA your personal log in details to the College Portal.
- Please call the College office if you require information on 4954 6222.



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Kindy Website



PARENT VOLUNTEERS

VOLUNTEER OPPORTUNITIES

We are grateful for the contributions of all of our volunteers. There are many ways you can volunteer at Macquarie College. It's a great opportunity for us to work together to support the learning of our young people.

On our website you will find a link to register your interest to participate in Parent Volunteer Opportunities. We greatly value the volunteer role our parents play in our school community.

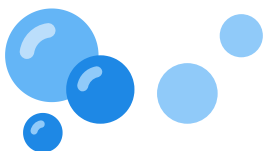


You will be asked to nominate which areas you may like to assist with. For example, the Canteen, Junior School classrooms or MC Learn. After we have received your expression of interest, we will contact you personally and provide a link to our online Volunteer Induction process, containing essential information and requirements for volunteers within the school environment, including obtaining a Working With Children Check (WWCC).



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Volunteering

Once all components have been completed, you will be able to start volunteering!



CANTEEN VOLUNTEERS

MC Eats cannot run without volunteers. We need 2-3 volunteers Monday-Wednesday and 3-4 volunteers on Thursday and Friday to help things run smoothly. Hours are flexible and lunch and morning tea are provided.

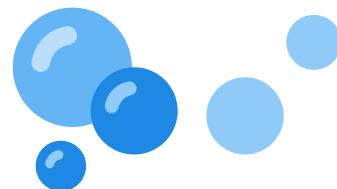
If you are able to help out please contact the MC Eats Coordinator on 4954 6222 (ext 403) or email canteen@mc.nsw.edu.au. All volunteers at MC are required to go through the induction process above.

If you need to change your rostered day, please ring or email the Canteen as soon as possible. Please remember that it's your child who loves to see you at the Canteen.

We thank you for your support.



WORKING WITH CHILDREN CHECK



All volunteers in a school setting are required to obtain a Working With Children Check (WWCC) for child protection purposes. A verified WWCC is required for all volunteers in order to work with children in any capacity.

Please note that you cannot volunteer at Macquarie College until this process is completed.

HOW TO OBTAIN A WWCC

An online form must be completed for this check. Please visit:
wwccheck.ccyp.nsw.gov.au/Applicants/Application

COMPLETE THIS FORM ONLINE AND THEN PRINT THE APPLICATION RECEIPT. YOU WILL RECEIVE AN APPLICATION NUMBER SIMILAR TO THIS APP1234567.

To complete your application you must attend a Service NSW or Government Access Centre to verify your identity according to a 100 Point Check.

The Working with Children Check application is FREE for a volunteer.

Once the process is completed, you will receive a letter from the Office of the Children's Guardian with your WWCC number and expiry date, usually within 48 hours of application.

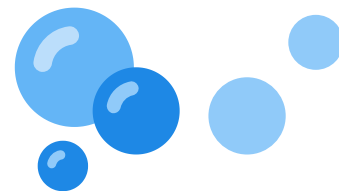
A copy of this letter quoting your WWCC number, along with your date of birth, must be provided to the College office to verify your eligibility, prior to commencement of your volunteer role.



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WWCC Application



LEARNING AT MC



For more information on how our Kindy friends learn in the classroom, please feel free to visit our website at any time.



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Learning at MC





STRATEGIC INTENT

Macquarie College is an aspirational, future-focused learning community, where the pursuit of excellence is nurtured in an inclusive, Christ-centered environment.

182-222 Lake Road, Wallsend 2287
www.macquariecollege.nsw.edu.au
Ph: 02 4954 6222
Email: office@mc.nsw.edu.au

Preschool to Year 12
Seventh-day Adventist Schools (NNSW) Limited