

**ST LAWRENCE PRIMARY
SCHOOL**



**KINDERGARTEN
INFORMATION
BOOKLET
2014**



PLAY EDUCATION

Play is how children learn. Play is most effective if it is shared in a warm relationship in the real world (as opposed to the virtual world e.g. computers, television, play stations etc). Play is not an organised activity like football, swimming lessons or ballet etc. While these are worthwhile activities they are not play.

Play is the “work” of children. Play helps children to make sense of their world. Play is having fun. Children can play alone or with other children. In the first years of life, play helps the “wiring of a child’s brain and is very important as this wiring builds the basic capabilities of the brain. Through play children learn many things:

discovery	exploration	perseverance
to imagine	improvisation	discussion
concentration	understanding	to create
to initiate	cooperation	confidence
to question	problem solve	to experiment
make decisions	take responsibility	rules

During play, children put into action and practise these skills they have learnt. A great deal of our time at Kindergarten is spent doing purposeful, Educational Play.

Dear Parents

The following pages consist of important information which we need to address in order for the Kindergarten to operate successfully.

There are two Teacher Assistants in the classroom. Their role is to work with me in providing appropriate and valuable learning experiences for the children. Specific queries or concerns regarding your children or the Kindergarten programme, however, should be directed to the classroom teacher.

Parents are a very important asset to our program and we encourage you to become involved with our class as much as possible.

Please feel free to approach me at any time regarding any queries or concerns.

Thanking you,
Mrs Simone Covich
Kindergarten Teacher



DAYS AND TIMES

Kindergarten days are Tuesday, Wednesdays and Fridays. The session times run from 8.45 am until 2.40pm. Kindergarten doors open at 8.30 am and children can be dropped off any time between 8.30-8.45am and will be supervised by staff until the session commences. If you arrive later than 8.50 am please see the office staff first so that children can be signed in. Children can be collected from 2.40pm. We recommend prompt collection so that parents can avoid any parking congestion. Any children not collected at 2.40pm will be supervised in the classroom until 2.55pm. Any child not collected by 2.55pm will be brought to the office and parents will need to go to the office to collect their child. The line to the school if you wish to speak with staff is 9344 4944.

During the first weeks of school we will have a staggered intake for the children. The staggered intake is important as it provides an opportunity for your child to settle into Kindergarten comfortably, with the staff being able to spend more time with each child due to the smaller numbers. Please consult the roster to see what days your child will attend during the first weeks. As of week 2 all children will attend all sessions together.



ARRIVALS AND DEPARTURES

1. All children must be escorted to and from the Kindergarten classroom by their parent or adult guardian.
2. During the first few sessions of the school year when the Kindergarten bell rings in the morning, parents are asked to please leave promptly as this helps the children to settle more quickly.
3. Always endeavour to be punctual at the end of the session as it can be extremely distressing for the children when they are not picked up on time.
4. Please notify us through the logbook if your child is going to be collected by anyone other than yourself. This may be another parent, family or friend. If there is a regular arrangement for this person to collect your child, one note, written in the log book, for the entire year will be fine.
5. Please wait under the sails near the play equipment for pick-ups and we will send the children out to you. On wet days please wait on the veranda near the drinking taps outside Year One.
6. Later in the year, usually at the end of Term 3, we ask parents to stay at the door in the mornings and let the children enter the classroom on their own. This helps with their preparation for their Pre Primary transition.
7. If you arrive or wish to depart outside the normal Kindergarten hours you need to sign in or out at the school office so the office staff can correctly amend the school and class roll accordingly.



SPECIALIST TEACHERS

- **Library**

The children will have one Library session per week. Borrowing of books is encouraged and exchange will take place on Library day. So please encourage your child to bring their book and waterproof Library bag on that day.

- **Italian**

The children have two lessons of Italian per week in the classroom.

PRAYER

During the day we pray before we eat our snack and before we go home each day. We will often share bible stories and talk about Jesus - especially during Easter and Christmas time - and how we can try to be like Him. At the end of the year we have a Nativity Play which we share with our families.



CLOTHING

Children will need to be dressed in practical, easily washed clothes. Keep in mind we will be using lots of ‘hands on’ materials such as sand, paints, glue etc. Please provide a set of spare clothes in your child’s bag in case of accidents. The children are not to wear thongs as these are unsafe on our climbing equipment.

BIRTHDAYS

Birthdays are very important in the lives of children and at Kindergarten we are very happy to celebrate their special day. You are most welcome to bring in a special treat to be shared during our fruit time. This is the same for children who have celebrated their birthday in the holidays. Please remember our allergy friendly policy.

VISITORS BADGES

Any parent entering the school grounds for purposes other than dropping off or picking up their child, must go to the office to “sign in” and collect a visitors badge. When leaving the school the badge needs to be returned to the office and parents need to “sign off”. This practice includes parents who may be on roster.

MID YEAR PARENT INTERVIEWS

You are always welcome to speak with the class teacher about your child's progress or any matters that may concern you.

Please feel free to contact me at any time using my email:

covich.simone@cathednet.wa.edu.au or by contacting the school for an appointment to discuss progress or concerns. If, however, parents only wish to speak very briefly to the class teacher, this may be done just prior to or after the Kindergarten session.

Towards the end of Term Two there will be a two-week interview period whereby all parents are asked to come and meet with the teacher. At this time you may view the progress of your child through samples of work which is contained in a special book. This book will contain a collection of work and photographs and will be sent home at the end of the school year.

EQUIPMENT

Children need to bring:

1 A3 Display Book

(available from Stationery Stores)

1 box of tissues

1 hat

1 cloth bag (approx. 30 cm by 50 cm) with handles

1 waterproof bag for Library *(available from the Uniform Shop)*

1 small handtowel (for rest times)

All items should be labelled with child's name

NO BACKPACKS PLEASE



We are happy to collect recycled materials and we generally ask for specific items just before we need to use them as we only have very limited storage space. If, however, you have something special like buttons, old cards, wrapping paper, printer's off cuts, etc, please tell the staff and we will let you know if we would like you to bring them in.

Thank you

FOOD AND DRINK

Snack Time

Each child is asked to bring one piece of fruit each day that will be cut and shared at fruit time. We also allow cheese, crackers or dried fruit.

Please do not send in sweet biscuits as we try to keep treats to special days.

Each child will also need a clearly marked full bottle of water.

No juice is to be brought to school.



Lunch Time

Children should have a small lunchbox with their lunch inside. You may wish to place a small, frozen icepack when packing items such as yoghurts, cheese etc as we are unable to refrigerate lunchboxes for the children.

In Term 4 instead of shared fruit, we have the children bring in their own fruit (fresh, dried or tub of fruit) in their lunch box for snack time.

Although the children are a little older it will still be important to explain the difference between the snack food and the lunch items in the lunchbox.

Canteen

On Wednesdays and Fridays children may order their lunches through the canteen. There is a canteen basket in the classroom where you may place your child's order and this is picked up by the Canteen Manageress when school begins. The staff will bring the lunch basket to the classroom at lunch time and distribute the lunches from the Lunch Menu to the children. No orders for Recess are to be made.

We ask for parent co-operation in providing healthy snacks and following our school's Crunch & Sip Programme

ABSENCE

Please keep sick children at home until they have fully recovered. You are required to notify the school office by 8.30am if your child will not be attending school for the day and reason for absence. You may contact the office on 93444944 or email the class teacher on: covich.simone@cathednet.we.edu.au and this will also serve as a note to cover the absence for your child. For legal purposes and correct class roll record keeping, parents must send a note to the class teacher stating the date and reason for the absence from class.

MEDICATION

Staff are not permitted to administer medication to children, therefore please ensure that you give your child medication before/after school times or come to school to administer during the day if it is necessary. If you are unable to do this, you need to go to the office and complete a medication request form in order for the staff to administer any medications. If your child has a severe allergy or asthma plan, these children will have a special medical plan drawn up by the school's Health and Safety Officer early in Term One.

ALLERGY FRIENDLY SCHOOL

A few students in our school suffer from one of the most severe forms of allergic symptoms which is anaphylaxis. This is triggered by nuts, nut products and fish. These reactions can be serious and life threatening. We ask that parents be aware of these allergies and consider carefully what you send to school for fruit time, lunch or birthdays.

IMMUNISATION

For the sake of your child and other children's health, please ensure that your child's immunisation is up to date. Please provide the office with any updates that can be photocopied and kept at school on record.



PARENT INVOLVEMENT

1. Parents are asked to place their name on the roster at least once a term. Generally we are able to have one parent on roster in the morning session which is 8.30 – 11.30am and another parent on roster from 11.30-2.30pm. However parents are welcome to join us anytime that may be convenient. One of the main reasons we invite parents to come in on roster is to enjoy time with your child in their classroom. Unfortunately we are unable to have siblings in class when parents are on roster as smaller children can become a distraction. Other family members are very welcome to join the roster when parents are unable to attend, however they need to provide a current “Working with Children Clearance” to the school office if they are on roster more than three times in one year.
2. There is a laundry roster. This involves washing of aprons and towels used in the classroom. We will allocate parents a week for this roster.
3. Newsletters are issued every week and these will be emailed every Wednesday. Newsletters are also available on the school website, www.stlawbal.wa.edu.au
4. The Parents and Friends Association is a fund raising and community building group within the school, which assists in purchasing additional resources and equipment for the children. Parents are encouraged to attend the twice per term P&F meetings to offer help, support and for fund raising.



CONFIDENTIALITY

Parental assistance in classrooms is a very important part of modern education and something for which the teachers at St Lawrence Primary School are most appreciative. It must be stressed however, that just as teachers are expected to maintain high standards of confidentiality, classroom volunteers are not permitted to discuss with others the behaviour or academic performance of students. In this way we all safeguard the feelings of others and maintain professionalism at all levels.

WHAT ABOUT THE TEARS?

Most children are genuinely happy to come to Kindergarten everyday. At the beginning of the year, if your child experiences any difficulties in “letting go” when it is time for you to depart, please let the staff take your child, give a kiss, say goodbye and then go straight out the door. It is best that you do not linger as this only makes it harder for your child. Once parents leave, children tend to forget the tears and become involved in the classroom activities. Sometimes it takes a few weeks for some children to settle but be reassured that all children do settle eventually.

Even once children have settled into the Kindergarten routine, on some occasions they may become upset - this may be due to something that may have happened at home, a holiday or weekend break or illness. Do not be surprised if it does happen but it will pass.

DISCIPLINE

The children in Kindergarten are always very responsive and on very rare occasions need only a stern word to be set back on task. In Kindergarten we use the following procedures for Behaviour Management:

Positive Actions

- 1st Action – verbal reinforcement*
- 2nd Action - name under happy clown*
- 3rd Action – take a gift from the Treasure Box*
- 4th Action – visit the Principal*



Negative Consequences

- 1st Consequence - warning*
- 2nd Consequence – name under sad clown*
- 3rd Consequence – time out- sit on bench during outdoor play*
- 4th Consequence – visit the Principal*



As the school tries to encourage healthy eating, food is not used as positive reinforcement in the classroom.



The vision of Saint Lawrence Catholic Primary School, Balcatta is to share the message of God's love and friendship in a community of learners, developing the full potential of each child.