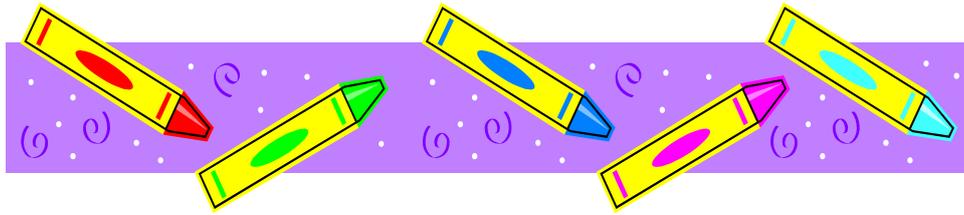


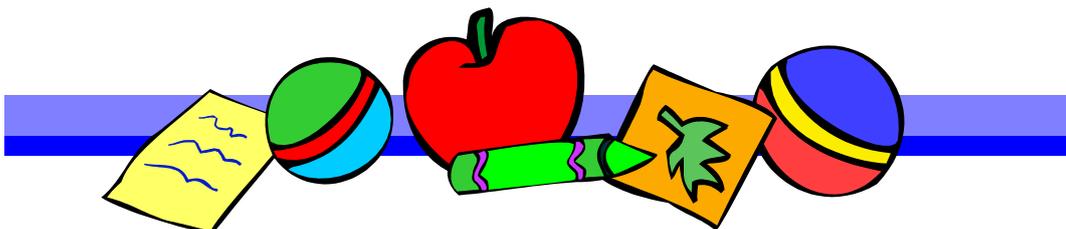


Pre-Kindy Information Booklet 2014



Dear Teacher,

I am sending you my most precious possession today,
Trusting in your care what to do and say,
Be gentle and loving and encourage him too,
I'm trusting in you to know what to do,
Show him things and let him draw,
So he'll remember the things he saw,
Let him jump and run and play,
He'll tell us all about his day,
Let him do things on his own too,
But please help him when he looks to you,
Give him a hug and smile a lot,
Memories of you will never be forgot.



Pre Kindy Staff

Early Childhood Teacher

Mrs Michelle Rushton Term 1

Mrs Kaylene Bozich Term 2 - 4

Education Assistant

Mrs Pina Nyersh



What is Pre Kindy

Pre Kindy is an early child development play based learning program for children who have turned 3 years of age. The program provides children with meaningful experiences that promote spiritual, social, emotional, language, intellectual, creative and physical development.

Children learn through play based learning because:

- It is a natural and spontaneous activity for a child
- It allows for children's differences and encourages an individual approach
- It encourages children to learn through trial and error and experimentation
- It gives teachers the chance to observe individual progress in an informal learning environment

The Pre Kindy program will place special emphasis on:

- Skills (social, emotional, language, intellectual, creative, and physical)
- Formation of friendships
- Children's interests
- Creative expression
- Sensory experiences
- Experimentation



Aims of the Pre Kindy Program

The Pre Kindy program aims to:

- Encourage children to become self reliant and to be able to make choices.
- Develop in the children the ability to communicate verbally and non verbally their thoughts, ideas and feelings.
- Provide an environment supportive of Catholic ethos which acknowledges the innate spirituality of every child, fosters the child's ability to wonder, experience awe, overcome difficulties, love others and reflect God their creator.
- Provide a happy, stimulating and supportive environment where the children feel welcome, secure and valued.
- Provide a program that will cater for a wide range of developmental abilities and interests allowing children to develop to their full potential.
- Provide a program that will emphasise learning as an interaction process. The child interacting with the environment, through a balance of teacher initiated and directed activities, free play and discovery learning.



Attendance Times

The Pre Kindy operates each Thursday from 8.40am to 2.40pm.

Arrivals and Departures

1. All children must be taken to and from the Pre Kindy classroom by their parent or guardian.
2. If you arrive late or wish to depart outside the normal Pre Kindy 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.
3. Parents are welcome to stay and settle their child until approximately 9.00 am, when a special Pre Kindy bell will ring to remind parents to depart.
4. Please keep in mind that it can be extremely distressing for your children when they are not picked up on time.
5. Please notify us 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, a note written in the log book once for the year will be adequate.
6. We realise that unforeseen circumstances may arise, therefore, if there is a change of person collecting your child or you are running late, please telephone the school to let us know.
7. Children can be collected from the Pre Kindy between 2.40-2.50pm.
8. Please wait under the sails near the play equipment until the doors are opened for pickups. Once the doors are open please come up to the veranda area to collect your child's bag and belongings. On wet days please wait on the veranda near the drinking taps outside Year One until the doors are opened.



Settling In

The first few weeks of Pre Kindy will be very important for you and your child. One of the first things a Pre Kindy child needs to learn is how to be away for his/her parents or primary caregiver. This may take some time for some children as they learn to cope with unfamiliar adults, peers, environment and routine.

It is very important that each child feels happy and comfortable in the Pre Kindy environment. The Pre Kindy staff will work closely with parent/caregivers to ensure that your child is given the best chance to settle at their own pace.



Guiding Children's Behaviour

The children will come to understand that there are negative and positive consequences for their actions. The role of Pre Kindy teachers is to encourage positive behaviour and interactions through positive reinforcement. Limits will be enforced consistently and fairly.

We will respect and comfort a child regardless of the child's behaviour. Children will be given verbal reminders of appropriate behaviours and if necessary, be given assistance to appropriately assert themselves with others. On a daily basis appropriate behaviours are demonstrated and acknowledged by the teachers.

Canteen

The children may order their lunches through the school canteen. There are canteen bags in the classroom where you may place your child's order. This is collected up by the Canteen Manageress when school begins, or alternatively you can go directly to the canteen to write the order out on a lunch bag. The lunch basket is brought to the classroom at lunch time and staff will distribute the lunches to the children and assist the children, if required, when they are eating. Please do not order any recess items – we have fruit time at recess and do not go to the canteen to collect any items.

Daily Requirements

- Bag: Big enough for lunch box, art work, drink and spare clothes. Bags will be kept outside the Pre Kindy classroom on or underneath the bench. **No back packs please.**
- A full water drink bottle.
- Hat: Please note the school has a "No Hat No Play" policy
- Spare set of clothes (season appropriate)
- One piece of fruit (for shared morning tea). Cheese, crackers or dried fruit, may also be brought in. No sweet foods please.



- Lunch in a lunch box (to be eaten individually at lunch time) or canteen lunch order.
- Lunch boxes will be kept inside the classroom in pigeon holes labeled with your child's name.
- We ask for parent cooperation in providing healthy snacks and lunches and following our schools *Crunch & Sip Programme*
- Small hand towel for children's rest time.
- Please ensure your child's items are clearly labeled with his/her name.



Toilet Training

It is preferred that your child is toilet trained. However if your child is in the process of toilet training they must wear "Pull Ups". Please inform us if your child is toilet training as we are happy to assist in the process. Please ensure that you supply extra supplies of "Pull Ups" and wipes for each session. **It is essential to dress your child in clothes that allow them to easily manage independent dressing for the toilet.**

Sunscreen

You may wish to apply your own sunscreen to your child before school (especially if your child requires special sunscreen). Sunscreen is available at school and will be applied by staff prior to outdoor play during Term One and Four.

Clothing

Children need to wear comfortable play clothes that can get messy and that are easy to manage for quick dashes to the toilet!

Children are asked to remove shoes when using outside climbing equipment, so easy to wear shoes would be helpful as we would like to encourage children to put their own shoes back on if possible e.g. velcro for sneakers

Health and Well Being

Please inform us of any condition that may affect your child's well being, and equally of any circumstances that may affect their behaviour on a particular day.

If your child is sick, please ensure that they remain at home until fully recovered. Please phone the school office by 8.30am should your child be absent due to illness or other reasons.

Medication

Staff are not permitted to administer medications to the children without the completion of appropriate form available from the school office or teacher. You are most welcome to come to the school to administer the medication your self.

Allergies

Please let us know of any allergies or medical concerns, so that a Medical Action Plan for your child can be formulated.

Allergy Friendly School

There are a few students in our school who suffer from one of the most severe forms of allergic symptoms which is anaphylaxis. This is triggered by nuts, nut products and fish. We ask that parents be aware of these allergies and consider carefully what is sent in to school for fruit time, lunch or birthdays.

Family Roster

At the beginning of Term One we allow the children to settle into the routine of Pre Kindy and possibly the new experience of “being away” from mum or dad. Therefore there will be no Family Roster during this settling time. Once the children have settled parents will be notified via the school newsletter when Family Roster will commence.

Parents or grandparents (if parents are unavailable) are invited to come along to Pre Kindy as a parent helper to visit and participate in class experiences with your child.

A roster for parent help will be posted at the entrance to the Pre Kindy classroom. It is hoped that all parents will take the opportunity to join us for a session each term. We welcome parents into our class at any time.

Parents are asked to sign in at the school’s administration office and receive a visitor’s badge before assisting as a helper in the Pre Kindy Program and sign out and at the conclusion of the session and return the badge.



Laundry Roster

This involves washing of aprons and towels used in the classroom. We will allocate parents a particular week for this roster.

Confidentiality

Parental assistance in classrooms is a very important part of education. It must be stressed however, that just as staff are expected to maintain high standards of confidentiality, classroom volunteers are not permitted to discuss with others the behaviours or academic achievement of children. In this way respect, progress and professionalism is maintained for all.

Birthdays

Birthdays are a special time in the lives of young children! To help celebrate your child's birthday, you may like to bring cupcakes or biscuits for each child in the class to be served at morning tea (we encourage individual serves rather than a whole cake).



Art and Craft

Artwork is an important part of our program. Not only is art important for free expression, manipulation and creativity but socially, it develops co operation with others and appreciation of other children.

From time to time, a variety of materials such as egg cartons, greeting cards, fabric scraps and food boxes will be requested for use within the Pre Kindy program.

Communication

We consider communication between home and school to be very important. Our first concern is the happiness of your child. If anything happens at home to upset your child in any way, we would appreciate it if you could let us know as this may impact at Pre Kindy.

The school 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

If you have any queries, concerns or information regarding your child's well being, please do not hesitate to make an appointment to meet with the Pre Kindy teacher.



Personal Belongings

The children are asked not to bring toys or personal belongings to Pre Kindy as items lost or broken often cause the children undue stress. However, comfort items may be brought in for sleep/rest time (teddies, blankies etc).



Parent Meetings/Interviews

The teacher is always available for a quick chat during class times, however if you need a longer meeting with the teacher to share information, an appointment can be made at a mutually convenient time. You may email the class teacher on bozich.kaylene@cathednet.wa.edu.au

School Involvement

St Lawrence Primary School provides many opportunities for parents to become involved in the school community.

1. **Family Roster** Parents are encouraged to assist in the morning sessions.
2. **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
3. **Canteen** Parents are encouraged to volunteer for Canteen roster.
4. The **Parents and Friends Association** is a fundraising and community building group within the school, which assists in purchasing additional resources and equipment for the children. Parents are encouraged to attend the monthly P & F meetings to offer help, support and ideas for fund raising.
5. **Whole School Masses** will occur throughout the year. Parents are welcome to attend these liturgical celebrations, even though the Pre Kindy children are not involved.





St Lawrence School Balcatta

Vision Statement

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.

St Lawrence Primary School

386 Albert Street, Balcatta WA 6021
Telephone: 9344 4944 Fax: 9344 5099
E-mail: admin@stlawbal.wa.edu.au
Home Page: www.stlawbal.wa.edu.au