



St. Joseph's School

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Dear Parents/Caregivers,

Welcome to St. Joseph's School!

This booklet includes all the relevant information you should require for a successful and smooth start to the year.

If you have any questions or concerns throughout the year, please feel free to contact the classroom teacher.

We look forward to sharing this exciting journey with you and your child, as you become an integral part of our school community!



St. Joseph's School
Pre-Kindy

OUR PROGRAM

The Pre-Kindy Program at St. Joseph's School caters for 3-year-old children. The program aims to develop the whole child, through a play based learning environment. It is through play that children make sense of their world, and learn to socialise, problem solve, and discover.

The program focuses on providing a variety of activities to cater for a child's development in all areas:

Social/Emotional
Physical
Spiritual/Moral
Creative/Aesthetic
Cognitive/Language

The program encourages children to build on skills of independence, self-esteem, and self-awareness in a fun, developmentally appropriate, and stimulating environment.



St. Joseph's School
Pre-Kindy

ATTENDANCE

There will be one Pre-Kindy class, operating over 2 half days.

PRE-KINDY BLUE

- Tuesday (9.05am – 11.35am)
- Thursday (9.05am – 11.35am)

Children **MUST** be three years old to attend Pre-Kindy. If your child is not yet three years old, your child's commencement date is on, or after his/her third birthday.

The school year begins on 1st February, 2018.



St. Joseph's School
Pre-Kindy

ARRIVAL & DISMISSAL

All children are to be dropped off and picked up from Pre-Kindy by a parent or nominated adult. If someone else is to pick up your child please inform the staff in writing or with a phone call. Alternatively, if your child will be attending Child Care we will require a note listing the name and contact details of the organisation.

On arrival please wait outside the Pre-Kindy classroom and remain with your child. Staff will open the classroom door to commence the session. Please note the play equipment is OUT OF BOUNDS before and after session times. This is to ensure the safety of your child.

At the end of the session please wait outside the classroom until your child is dismissed. Please check the Take Home Tub for anything to take home. Please make sure you are prompt, to avoid any unnecessary anxiety for your child.



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MORNING ROUTINE

On arrival, please encourage your child to place his/her own bag inside the assigned cubby hole, and bring his/her own water bottle and piece of fruit inside. This is to promote your child's independence.

Children may then choose an activity to settle into the morning – you are more than welcome to stay with your child until the session commences.

The music will signal time to start and for parents to say goodbye and leave promptly. If your child is upset please leave them with the Teacher or Education Assistant, who will deal with them calmly to settle them. It is important to leave quickly in order to settle your child, as staying usually prolongs the distress. If your child continues to be distressed we will contact you by phone to inform you.

Once the initial separation is over, children generally settle within a few minutes and are ready to join in for the day.



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SIGNING IN

If you need to come to school during the day to pick up your child, or you are a parent helper, you will first need to go to the OFFICE and SIGN IN. Upon signing in, you will receive a badge to wear while at school. Please remember to sign out when you leave and to return your badge.

This ensures the safety of all children, and allows the school to know who is present in the event of an emergency.

If your child attends a Day Care Centre, you will need to inform the centre of all details pertaining to this.



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REQUIREMENTS

Each session, your child will need:

- ! A LABELLED bag to carry his/her belongings
(please no large cases or bags on wheels)
- ! A LABELLED hat
- ! A LABELLED bottle of water
- ! A healthy snack for morning tea – fresh or dried
fruit, vegetables or cheese
- ! A spare change of clothes – t-shirt, pants, socks,
underwear, etc (in case of accidents)
- ! A box of tissues (only one box, at the beginning of
the year)



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ATTIRE

Casual play clothes are best suited for Pre-Kindy. This allows children to participate in messy activities, as well as indoor and outdoor play, comfortably. Clothes that allow children to self toilet are beneficial, particularly if they are in a hurry.

Footwear should be comfortable and simple enough for children to take off and put on easily. Sandals, and shoes with Velcro are ideal. Thongs and high heeled shoes are not appropriate. Please do not send your child to school with laces.



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HEALTH

If your child is unwell, please do not bring him/her to school. Infections spread quickly in the kindergarten environment, and the health and safety of ALL Pre-Kindy students is paramount. If your child has been absent, please bring in a signed note on his/her return.

Please inform staff if your child develops a contagious illness, so that we can alert other parents to be aware of symptoms.

If your child has a medical condition or requires medication to be taken at school temporarily, you MUST fill out a form which can be obtained from the OFFICE and will be kept for our records. Please give medication to the Teacher or Education Assistant – please DO NOT leave any medication in your child's bag.

It is important to keep your contact and emergency details up to date with the school. Please promptly inform the staff or office, should any changes occur.



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TOILET TRAINING

It is **STRONGLY** encouraged that your child is toilet trained or in the process of training when beginning Pre-Kindy. However, we understand that accidents happen and we will deal with these discreetly. For this reason, please ensure your child has a spare change of clothes in their bag at **ALL** times.

Children will be reminded, but not forced to go to the toilet regularly throughout the day to help minimise accidents. Please ensure that your child's attire is comprised of pants that he/she can pull up and down him/herself.

If there is a difficulty in regards to toilet training please let us know. We will deal with accidents appropriately, but if there are ongoing problems parents will be contacted.



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PARENT INVOLVEMENT

A parent roster will be placed on the notice board, where you are encouraged to write your name. Involvement in Pre-Kindy allows children and parents to become familiar with the school and classroom environment. It is best if younger siblings do not accompany parents on roster.

Your involvement in Pre-Kindy will assist your child to feel comfortable in the classroom and build trust with staff, as your child will begin to notice a relationship between his/her home life and school life.

We will keep you informed of any important information regarding your child and upcoming events, on our noticeboard, and through the school newsletter. Please check these regularly. We also ask that you inform us of any relevant matters regarding your child.



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CONTACT

Please feel free to contact us if you have any concerns or questions throughout the year. We hope you enjoy becoming a part of the St. Joseph's School community.

We look forward to a fun year of learning, exploration, and excitement, with both you and your child!

Kind Regards,
Celeste Della Posta
Pre-Kindy Teacher

