

ST JOSEPH'S SCHOOL
QUEENS PARK



2015

3 Year Old Pre-Kindy Program
Parent Information Book



St Joseph's School

Railway Parade

Queens Park, WA 6107

Telephone: 9251 0500

Fax: 9356 1166

Email: admin@sjsqp.wa.edu.au

Dear Parents/Caregivers,

Welcome to St Joseph's Primary School.

This booklet includes all the relevant information you should require for a successful and smooth start to your child's Pre-Kindy year.

If you have any questions or concerns throughout the year, please feel free to contact the classroom teacher to arrange a suitable time for a meeting.

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

St Joseph's Pre-Kindy

Welcome!

The 3 Year Old Kindy Program is your child's first introduction to school. 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. This is why play is such a vital part of the Pre-Kindy program.

The program provides a variety of activities to cater for the children's development in all areas, including social, emotional, physical, spiritual and intellectual.

We encourage children to build on skills of independence, self esteem and awareness in a fun and stimulating environment.

PRE-KINDY ATTENDANCE TIMES

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
-

All children will commence on Tuesday 3rd February.

ARRIVAL & DISMISSAL

All children are to be dropped off and picked up from the 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. Please note the play equipment is out of bounds before and after session times. Staff will open the classroom door to commence the session.

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. The Education Assistant will stand at the door and call each child's name once an adult is present. Please make sure you are prompt to avoid any unnecessary anxiety for your child.

MORNING ROUTINE

On arrival please assist your child to place their bag in the box outside the classroom and bring their snack and drink bottle inside. Children may then choose a book or puzzle to settle with until the session commences. Feel free to spend this time with your child assisting in settling them in.

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.

SIGNING IN

If you need to come to school during the day to pick up your child or are a parent helper, you will first need to go to the office and sign in. Upon signing in you will get a badge to wear while at school.

Please remember to sign out when you leave and return your badge. This ensures the safety of all children and allows the school to know who is present in case of an emergency.

REQUIREMENTS FOR PRE-KINDY

Each week your child will need:

- A bag to carry their belongings (please no large cases or bags on wheels)
- A hat labelled with your child's name
- A bottle of water labelled with your child's name (please no fruit juices)
- A healthy snack for morning tea– fresh or dried fruit, vegetables or cheese.
- A spare change of clothes in case of accidents should be kept in your child's bag.
- A box of tissues at the beginning of the year

DRESS

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, Velcro and slip on shoes are ideal. Thongs, high heels or scuffs are not appropriate. Please do not send your child to school in shoes with laces.

HEALTH

If your child is unwell, please do not bring them to school. Infections spread quickly in the kindergarten environment and your child is not likely to cope well in the structured environment. If your child has been absent please bring in a signed note on their 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 Assistant— do not leave in the child's bag.

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

TOILET TRAINING

It is 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.

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.



PARENT INVOLVEMENT

A parent roster will be placed on the notice board in the classroom where you are encouraged to put your name down. Involvement in the Pre-Kindy allows children and parents to become familiar with the school and classroom environment.

Your involvement in the Pre-Kindy will assist your child to feel comfortable in the classroom and build trust with staff. This also applies to communication between home and school. 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.

It is best if younger siblings do not accompany parents on roster.

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 Saint Joseph's School community.

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

Pre-Kindy Teacher

