



St Joseph's School  
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Dear Parents,

Welcome to St Joseph's School. This booklet has been compiled to provide you with information that you may find helpful throughout the year. Please keep it in a safe place.

We hope this year will be a happy and rewarding beginning for both you and your child in your association with our school.

If you have any questions or problems during the year, please don't hesitate to contact your class teacher to arrange a suitable time for a meeting.

We look forward to starting a wonderful year of fun and learning.

# St Joseph's Kindergarten

**Welcome to St Joseph's Kindergarten.**

Our Kindergarten program focuses on the balanced development of the child. We aim to develop not only the academic talents of the children but also to foster the social, emotional, spiritual and physical development of the child.

The program is diverse and all topics and concepts are explored in an integrated way. Through play the children will be given the opportunity to learn basic skills and concepts, and to learn social skills and develop friendships.



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## KINDERGARTEN ATTENDANCE TIMES AND DAYS

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Kindergarten class times are listed below. We have a 5 day fortnight. Students attend on alternate Monday's.

### **BLUE GROUP**

Alternate Monday 8.55 - 3.05

Tuesday & Thursday 8.55 - 3.05

### **GOLD GROUP**

Alternate Monday 8.55 - 3.05

Wednesday & Friday 8.55 - 3.05

## ***ARRIVAL & DISMISSAL***

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In the interest of safety, children are to be dropped off and picked up, on time, from the Kindergarten by a parent or nominated **adult**.

Please notify the Kindergarten teacher in writing if alternative arrangements are made. We also request that you advise the teacher in writing if your child will be attending a Child Care Group, giving the name of the centre and a contact telephone number.



When dropping off your child please wait at the Kindergarten undercover area and remain with your child until the door is opened.

At the end of each session please wait by the classroom double door and it will be opened to allow the children to go home.

To alleviate the parking problem, Kindy and Pre Primary parents only, can park on the hard courts and pick up their children from 2.55pm. The hard courts will be locked at 3.10pm and not opened until all St Norbert students have cleared the area.

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## MORNING ROUTINE & SEPARATING FROM YOUR CHILD

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On arrival the children should place their bags in the boxes outside of the classroom and place their water bottle on the drink trolley.

The children can then choose a toy or a puzzle and play with it for the first ten minutes. Parents may want to spend this time with their child to settle them and to make the separation less traumatic.

If your child cries, leave them with the Teacher or Teacher Assistant. **Please leave quickly** as for some children the initial separation is hard, and staying with your child will only prolong this. Usually children only cry for a few minutes. When they see their parents are definitely gone, and they see that other children are playing happily they will settle down to enjoy themselves. We will contact you by phone if there is a continuing problem with separation.

Parents can make the parting more difficult by being over concerned and by lingering too long. Please do not disappear without saying goodbye as this might upset them and affect their trust in you.

## **PICK UP OF CHILDREN DURING THE DAY**

The gates leading into the school will be closed from 9.15am until 2.45pm.

If you are helping in the classroom, on the reading roster, helping in the canteen, your children are arriving late, leaving early, if you are taking your child to a medical/dental appointment, delivering a change of clothing etc

**you must sign in at the office  
and get a badge.**

**Please remember to sign out when leaving.**

A child will not be released from the classroom unless you are wearing the appropriate badge. If you do not have a badge, class teachers will remind you to go back to the office to sign in.





## MEDICATION

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If your child has a medical condition (asthma, epilepsy, any allergies or reactions to certain items) that may affect how we care for your child or if your child requires medication to be taken at school, either temporarily (cold, infection) or long term, we have medical care forms and medication request forms available from the office that need to be completed and returned to the office.

These forms help us to respond to your child's needs and help us to care for them should a medical problem occur.

If your child is sick and will not be attending school you will need to contact the school by 9.00am.

On return to school a letter will need to be provided stating the reason why and the dates that your child did not attend. Alternatively an email may be sent to the school administration [admin@sjsqp.wa.edu.au](mailto:admin@sjsqp.wa.edu.au)

The school would like to encourage that any planned vacations be taken during the allotted vacation times throughout the school year. However if you are planning holidays outside of these times you will need to request permission for this through the Principal.

## CHILDREN'S DRESS

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To enable children to enter fully into all activities without fear of getting dirty, comfortable clothes suitable for outdoor play are suggested - they may also get paint, glue and sand on their clothing during activities.

All in one jumpsuits, clothes with lots of buttons, difficult press-studs and belts can be a hindrance to your child if they need to go to the toilet in a hurry.

**Please note:**

Children should be able to go to the toilet independently, and wash and dry hands after their visit to the toilet.

Suitable comfortable shoes should be worn for playing, thongs or scuffs are not permitted, as children are unable to climb and take part in physical gross motor activities.

Please ensure your child wears shoes they can remove and put back on easily.

A sun hat is compulsory all year round. Hats will stay at school during the terms and only be sent home at the end of the term for washing.

The school has a policy of **"No Hat, No Playing in the Sun"**.





## WHAT TO BRING

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### \* Bags:

Two bags are required. Both must be clearly labelled with your child's name.

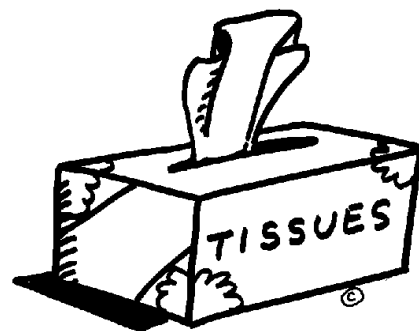
1. A backpack, large enough to carry your child's lunch, a change of clothes and large pieces of craft and art work.

**N.B.** due to limited storage space, please do not send large cases, bags on wheels etc.

2. Library bag, a cloth bag about 45cm x 40cm with a draw string top, suitable for holding library books. With a large ziplock plastic bag inside to protect the book.

### \* Spare set of clothing.

- One box of tissues (200 size at least).



# Lunch and Morning Snack



## Morning Snacks:

The children have a shared morning tea. Please send one piece of fruit or healthy food every day. This can include a wide variety of fruit, dried fruit, hard boiled eggs, vegetables, cheese, etc.

## Lunch:

The children need to bring a small healthy lunch. Simple finger foods that are easy to manage are the best e.g small sandwiches, crackers, chopped cheese, meat, salad, fruit, yoghurt.



Lunches need to contain healthy food and not just snacks.

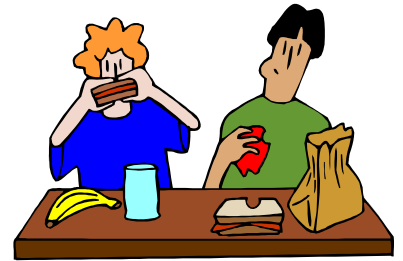
## Drinks:

Children require a water bottle labelled with their name on it. They can place it on the trolley in the classroom upon arrival and they will have access to it all day. Do not send flasks or glass bottles or fizzy drinks.



## CANTEEN

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We ask that Kindergarten children only commence ordering lunches in Term Two. This delay will help the children establish a regular lunch routine without added excitement and pressure.

Kindergarten children do not have access to counter sales at recess or lunchtime.

Please take the time to ask your child what they would like to order. Please encourage your child to experiment with variety and quantity

The canteen is open Monday to Friday. Any changes will be indicated in the newsletter.

Children need to place their lunch order in the classroom lunchbox before class. The lunch orders must be clearly marked on a paper bag or envelope stating: Name, Class, Order, Cost and amount of Money enclosed. Alternatively you can place online canteen orders after registration at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au).

Menus are available from the canteen along with the pre -order lunch bags.



## PARENT HELP ROSTER

A parent roster operates in the Kindergarten. The roster system allows the parent (mum, dad, grandparent or caregiver) to join in with the child at Kindergarten. The roster sheet will be placed on the notice board in the Kindergarten. Please fill in the days that suit you.

Parents are encouraged to spend at least one morning per term with their child, especially if it is the child's Birthday. This is also a good opportunity to observe the running of the Kindy and to see how your child interacts with other children.

## TOYS

We would appreciate it if you could see that your child's personal toys remain at home.

Loss or damage of toys is a heartache to the children and can easily be avoided. The teacher will let you know if the children are requested to bring items for news sessions.



## **BIRTHDAY CELEBRATIONS**

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We are happy to celebrate your child's birthday at Kindergarten. You are welcome to send along some small cup-cakes or a small cake for the class to share. It would be lovely if a parent or caregiver could attend Kindy on this day to help make it an extra special day.



## **INFORMATION NIGHT**

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During the first few weeks of the school year, a Parent Information Night will be held for the whole school. Kindergarten parents are not required to attend this evening as the information regarding Kindergarten was mentioned on Orientation day and is contained in this booklet.

If you have any concerns or queries once the year starts please do not hesitate to contact us.

Regards,  
Helen Petch & Rebecca Bowen  
Kindergarten Teachers