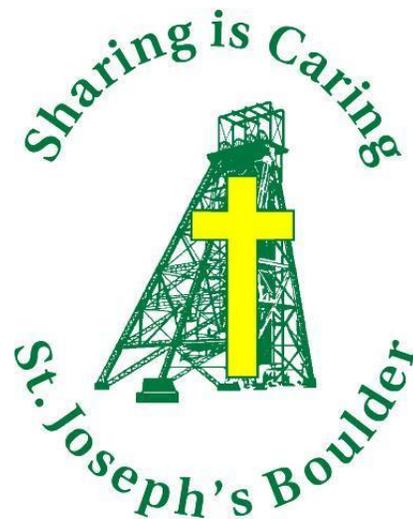


St Joseph's School

Kindergarten Handbook



St Joseph, just as you love Mary,
and with fatherly care you watched
over Jesus,
we ask you through Jesus
to continue to care for us and our
families
from your home in heaven.
Amen



A MESSAGE FROM THE PRINCIPAL

Welcome to St Joseph's School. Thank you for taking the time to explore our Kindergarten program. St Joseph's has been meeting the educational, spiritual and pastoral needs of children in the Goldfields since 1898.

The Kindergarten program aims to create an environment where children learn through free play, discovery, hands-on activities and teacher directed activities, which are appropriate to their developmental level.

Our school has a warm, intimate and friendly environment where all children are challenged to reach their potential in a Catholic context. At St Joseph's your child is in the care of our highly professional and dedicated staff.

In an increasingly complex and challenging world, the education of our students is grounded in Gospel values, and spiritual and faith growth is in synergy with academic achievement and development of social skills and confidence.

Positive and harmonious unity between students, parents and teachers and all members of our school community is promoted and nurtured through understanding, compassion, respect, love of others and a shared love of God.

I warmly invite you to discover more of how St Joseph's School makes education an enjoyable and richly rewarding experience for its students.

A handwritten signature in black ink, appearing to read "Lisa Gallin".

Mrs Lisa Gallin
Principal

We would like to extend a very warm welcome to all of the children and their families commencing at St Joseph's Kindergarten. We look forward to a wonderful and rewarding time with your children.

The following information is intended as a guide to the St Joseph's School Kindergarten Program. If you have any further queries, please do not hesitate to contact the Kindergarten teacher.

KINDERGARTEN STAFF

Teacher	Ms Stevie-Lee Bower
Teacher Assistants	Mrs Joyleen Mariano Miss Heather Doust
PRINCIPAL	Mrs Lisa Gallin
ASSISTANT PRINCIPALS	Mrs Natasha Gregory Mrs Melanie Resuggan

Telephone: 9093 2351

Fax: 9093 2463

Email: admin@stjosephsboulder.wa.edu.au

ATTENDANCE TIMES

Tuesday	8.50am to 2.50pm
Wednesday	8.50am to 2.50pm
Friday	8.50am to 2.50pm

Acknowledgment of Country

We acknowledge the traditional custodians of this land and offer our respects to the Aboriginal Elders both past and present. We remember that our kindergarten is built on traditional Aboriginal land, and support, acknowledge, recognise and respect Aboriginal and Torres Strait people, heritage and culture.



Dear Parents

Welcome to Kindergarten. I trust it will be an enjoyable and exciting experience for your child.

Kindergarten is a very special year. The Kindergarten program aims to create an environment where children learn through play, discovery, hands-on activities and teacher directed activities, which are appropriate to their developmental level.

The Kindergarten environment aims to:

- Develop a sense of wonder about God
- Develop pre-literacy and pre-numeracy skills
- Develop verbal and non-verbal communication skills
- Develop fine and gross motor skills
- Encourage social skills
- Build positive relationships
- Provide learning experiences that are play-based
- Encourage children to take risks
- Promote a love for learning
- Encourage children to be independent

Our planning is guided by the WA Kindergarten Guidelines and Early Years Learning Framework. This describes the broad parameters, structure, principles and outcomes required to enhance children's learning from birth to five. Our programme also has strong links to the Western Australian Curriculum and the National Quality Standards.

I look forward to working with you and your child in this exciting and important stage of your child's learning journey.

Ms Stevie-Lee Bower
Kindergarten Teacher

ARRIVAL/DEPARTURE

- Kindergarten days are Tuesday, Wednesday and Friday from 8.50am – 2.50pm.
- The Kindergarten door opens at 8.45am and parents are invited to stay with their child for a short period to do puzzles or read a book.
- If your child is distressed, especially in the first weeks of school, it is advisable that you leave promptly and let the staff look after the child. Be assured that children usually settle quickly when Mum or Dad are out of sight. If at any time your child is distressed and cannot be placated, you will be contacted.
- Please ensure that your child is collected promptly at 2.50pm. If, in an emergency, you are late or someone else is to pick up your child, please ring the school office and the Kindergarten staff will be informed of the situation.
- If you need to collect your child early, please sign your child out at the school's administration office prior to collecting your child and take the 'Permission to Collect Child Pass' to the classroom.
- Please do not allow your child to play on any of the playground equipment around the school before or after school.

COMMUNICATION

We consider communication between home and school to be very important. Our first concern is the happiness of your child. Should anything happen at home that may have an effect on your child's day, we would appreciate it if you could let us know.

ABSENCES

Whilst Kindergarten is a non-compulsory year of schooling, all enrolled children are legally expected to attend, except in unavoidable circumstances. Parents must inform the school, or class teacher prior to the child being absent if it involves a previously arranged appointment. If parents have forgotten to do so, they must inform the school via the administration office before 9.15am on the day. This can be done by emailing admin@stjosephsboulder.wa.edu.au or by phoning the office on 9093 2351. On returning to school please give the teacher a written note.

Parents running late must sign students in at the administration office.

KINDERGARTEN INFORMATION BOARD

Outside the Kindergarten classroom there will be an information board which will inform parents of upcoming events and any important information that you need to be aware of. However, any information regarding important dates will be in the school newsletter. We will also send home regular class newsletters.

WHAT TO BRING

- A **LARGE SIZED** backpack, which can hold a lunchbox, drink bottle, change of clothes, extra layers for cold weather and your child's work. Please ensure it can hold everything easily, as it can be difficult for the children if the bag is too tightly packed.
- **Raincoat and gumboots.** We have a most-weather play policy and children will be able to explore and play outside in the rain and puddles. Some wet weather pants may also be useful to help keep pants dry.
- A **COMPLETE** change of clothes. This is necessary the full year round. Please make sure the clothes are appropriate for the weather.

- A hat, which has a wide brim, or a cap with a neck protection flap. The school has a **‘No Hat-No Outside Play’** policy and this discipline starts in Kindergarten.
- A water bottle that is clearly labelled so that the children can help themselves during the day. **WATER ONLY.** No juice boxes or cordial.
- A piece of fruit to eat during Crunch ‘n Sip. This should be cut up (if necessary) in a container, or snap lock bag, ready for your child to eat.
- Please send your child with their **own** recess and lunch each day.
- Children will be able to order their lunches from the canteen on Wednesdays and Fridays. Please visit the canteen before school to place the order.
- A library bag. Books are usually borrowed directly from the library.

WHAT TO WEAR TO KINDERGARTEN

- As some activities can be messy it is suggested that your child be dressed in appropriate “play clothes”. No overalls please as they are difficult for children to undo at toilet time. The school uniform shop sells Kindy t-shirts, which are optional.
- Having manageable shoes will increase your child’s independence and confidence. Please ensure children are wearing sensible shoes or sandals that they can independently take off and put on. If your child is wearing shoes other than joggers/sneakers they will be asked to remove them before using climbing equipment. This is a safety precaution.
- All shoes, hats, jumpers etc. are to have the child’s name clearly marked.
- Parents are encouraged to apply sunscreen to children before coming to school. Sunscreen is also available for re-application during the day.

TOILETING

- In the event of a toileting accident, wet clothing will be put in a plastic bag and into the school bag. If soiled, the child will be made as clean and comfortable as possible and, if necessary, parents will be contacted to pick up their child.

LUNCH

St Joseph’s is an allergy aware school. Please avoid sending any food that contains nuts or traces of nuts to school. In Kindergarten we promote a healthy, nutritious approach to food, so we ask that all food brought in by your child is healthy. Children will be required to bring lunch and morning tea. Lunch boxes must be clearly labelled.

HEALTH AND MEDICATION

- Please do not send your child to Kindergarten if he/she is unwell. This is very important not only for your child but the health of all children and staff. If your child falls ill or is injured while at school, you will be contacted. Please ensure your contact details are kept up to date with the office and the Kindergarten staff.
- If your child has any medical conditions or allergies (especially to food) it is essential that you advise the school and the Kindergarten staff. In some cases, a management plan may be requested, e.g. for children with asthma or severe allergy.
- No medication can be administered to any child unless parents have completed authorisation forms. All medication is kept in separate containers in the kitchen first aid kit.
- Every effort will be made to contact parents if a medical emergency arises. However, the children will be treated in case of medical emergency by staff and if necessary an ambulance will be called.

- Please ensure that all information pertaining to **HEALTH, EMERGENCY CONTACTS**, and the name and telephone number of your **MEDICAL PRACTITIONER** on your child's **ENROLMENT CARD IS UP TO DATE**.
- **Please ensure your teacher is kept up to date with this information.**
- Parents are requested to inform the school if a child has a communicable/infectious disease and are required to observe the exclusion from school period. Public Health Department recommendations for most common infectious diseases are listed on their website. Also see below.

INFECTIOUS DISEASES

If your child has the following infectious diseases, he or she must be excluded from Kindergarten. Please let the staff know if your child has one of the following diseases:

Chicken Pox

- Exclude from Kindergarten. Child returns 5 days after the rash appeared and the rash has formed crusts, or on the presentation of a Medical Certificate that the child is no longer infectious.

Infectious Hepatitis

- Exclude child from Kindergarten until certified well by a Medical Practitioner.

Measles and Rubella (German Measles)

- Exclude child from Kindergarten. Re-admit on Medical Certificate of recovery or 4 days from appearance of rash if well.

Mumps

- Exclude child from Kindergarten. Re-admit on Medical Certificate of recovery or 9 days from onset of symptoms if well.

Ringworm and Impetigo (School Sores)

- Exclude child from Kindergarten. Re-admit when anti-fungal treatment has been administered for 24 hours and sores/lesions are covered.

Whooping Cough

- Exclude child from Kindergarten. Re-admit on Medical Certificate of recovery or 2 weeks from onset or 5 days after starting antibiotics.

Pediculosis (Nits or Eggs of Head Lice)

- This is a recurrent and common problem to which no stigma should be attached. It is best tackled at the home level. Parents should **check frequently** and take the necessary action when required. The school will notify the parents of infected children so treatment may be commenced without delay to help control this problem. The co-operation of all parents is requested in dealing with the issue. There are various products available to prevent and treat the problem. Exclude child from Kindergarten until lice and eggs are killed.

Hand Foot and Mouth Disease (HFMD)

- Hand, foot and mouth disease is a common viral illness in infants and children. Symptoms are mild fever, poor appetite and frequently a sore throat. One or two days later the fever begins, sores develop in the mouth. The sores begin as small red spots that blister

and then often become ulcers. The skin rash develops over 1 – 2 days with flat or raised red spots that often come with blisters. The rash does not itch and is usually located on the palms of the hands and soles of the feet. HFMD occurs mainly in children under 10 years of age, but adults may also be a risk. It is not the same disease as animal foot and mouth disease.

Incubation:	Usually 3 to 7 days.
Infectious period:	While blisters are present. Faeces remain infectious for several weeks. HFMD is not transmitted to or from pets or other animals.
Exclusion:	Exclude until all blisters have healed (dried).
Treatment:	No specific treatment is available for this infection. Paracetamol may be used for fever and discomfort. Thorough hand washing is recommended for a minimum of 15 seconds after toileting or changing nappies, to reduce risk of transmission.

INTERVIEWS AND APPOINTMENTS

If you wish to speak to the teacher regarding any personal issues or questions, we ask that you make an appointment with the teacher.

HEALTH AND WELL-BEING

Please inform us of any condition that may affect your child's well-being, and equally of any circumstances that might affect his/her behaviour on a particular day. This helps us to cater for the needs of your child. Please do not send your child to school if he/she is unwell.

PERSONAL BELONGINGS

The children are asked not to bring toys or personal belongings to Kindergarten as items lost or broken often cause the children undue stress.

BIRTHDAYS

At Kindergarten we will celebrate the children's birthdays. You are welcome to bring a treat for your child to share with their friends at recess. Please ensure these treats are individually portioned for easy distribution (eg. cupcakes). Please ensure there are no NUTS in the treats.

'WORKING WITH CHILDREN' SAFEGUARD LEGISLATION

The 'Working with Children' Act, is aimed at limiting the risk of harm to children from adults entrusted with their care.

Criminal record checks must be furnished by all staff and school volunteers. Volunteers who are parents in the school are not required to provide Working With Children Clearances unless they are going on an overnight camp.

Volunteers over the age of 18 years who are not parents or legal guardians of children in the school will need to have a WWC Clearance – e.g. grandparents, other relations and friends.

WWC Clearances are valid for 3 years. Forms are available from the school's administration office or from Australia Post.

PARENT ROSTER

We welcome and encourage parents and other family members to be involved in the Kindergarten program through rosters and special events. If you have any special talents you could share with us, please let us know. Your roster day involves assisting children with activities and most of all having a fun and enjoyable day with your child. Family roster gives you an opportunity to see what your child is doing at Kindergarten and also to see how the sessions are run.

We ask that you do not bring siblings of your Kindy child when you are on roster so that you can participate fully and not be distracted by other young ones.

If you are staying for the session you will need to sign in at the school's administration office and receive a Visitor's badge.

A roster for parent help will be posted at the entrance to the Kindergarten classroom. We would encourage all parents to take the opportunity to join us. We are happy to work around your schedule and welcome your involvement.

It is very important that anything you see or hear while on roster remains confidential. The teacher will inform parents of any incidents, accidents or concerns that may have occurred in the session. It is not the place of parents to pass on confidential matters to other parents as it can be misunderstood or taken out of context. If you have any questions or concerns about your child, please do not hesitate to speak with the Kindergarten teacher.

MORNING ROUTINE

The door opens at 8.45am and all children will be welcomed at the door. Before the commencement of sessions, please assist your child to:

- put their labelled lunch box in the basket by the door
- put their water bottle in the trolley
- put on their hat
- apply sunscreen

Please direct your child to hang their bag on a hook located outside the classroom. It is very important that each child feels happy and comfortable in the Kindergarten environment. Please feel free to stay with your child as long as he or she needs you. The Kindergarten staff will work closely with parents/caregivers to ensure that your child is given the best chance to settle at their own pace.

If you have any questions or queries please do not hesitate to ask the Kindergarten teacher.

SPEECH THERAPIST

A qualified speech therapist will be assessing all the children in Kindergarten as part of our early intervention plan. If she considers it necessary, she will either write up a home program for your child or refer them on for speech therapy. The fee for this screening is \$60 and will be added to your school fees account.

TERM DATES FOR STUDENTS FOR 2019

Term 1	Monday, 4 th February – Friday, 13 th April
Term 2	Monday 29 th April – Friday 5 th July
Term 3	Monday 22 nd July – Friday 27 th September
Term 4	Monday 14 th October – Friday 12 th December

SCRAP MATERIAL

Junk is useful. We have a useful box in the classroom which each child has access to. It is in constant need of being replenished, so if you have any of the following, please bring them along:

- Ice-cream, yoghurt, margarine containers, empty food packets,
- Match boxes, cardboard rolls (not toilet rolls), soft wood for carpentry, material
- Scraps, wool, buttons, beads, bottle tops, cardboard, paper, in fact anything which looks like it may be useful!
- PLEASE – NO cigarette packets, soap powder cartons, medicine packets or toilet rolls. We have a definite preference for clean junk (so please rinse out those milk cartons especially).