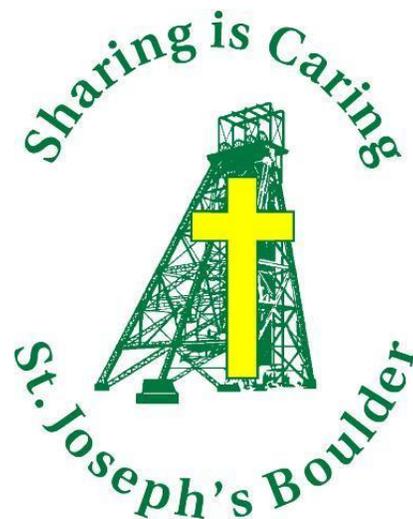


# *St Joseph's School*

## **Pre 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 Pre Kindy program. St Joseph's has been meeting the educational, spiritual and pastoral needs of children in the Goldfields since 1898.

Pre Kindy is a very special year for your child. The Pre Kindy 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 Pre Kindy.

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 3-year old Pre Kindy Program. If you have any further queries, please do not hesitate to contact the Pre Kindy teacher.

## **STAFF**

PRINCIPAL	Lisa Gallin
ASSISTANT PRINCIPAL	Natasha Gregory Melanie Resuggan
PRE KINDY STAFF Teacher	Lisa Fardell
Education Assistant	Joyleen Mariano

**Telephone:** 9093 2351                      **Fax:** 9093 2463

**Email:** [admin@stjosephsboulder.wa.edu.au](mailto:admin@stjosephsboulder.wa.edu.au)

## **ATTENDANCE TIMES**

Monday	9.00am to 2.45pm
Or	
Thursday	9.00am to 2.45pm

## **PRE KINDY FEES**

\$65.00 per full day session

### **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.



## ARRIVAL/DEPARTURE

Pre Kindy days are Monday 9.00am – 2.45pm or Thursday 9.00am – 2.45pm.

The Pre Kindy 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 2.45pm. If in an emergency you are late, or someone else is to pick up your child, please ring the school office and the Pre Kindy 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 affect your child's time at school, we would appreciate if you could let us know.

## ABSENCES

Legal requirements on monitoring absenteeism have become much more accountable. Parents must inform the school/class teachers 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](mailto: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.

## PRE KINDY INFORMATION BOARD

Outside the Pre Kindy 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 TO PRE KINDY

A LARGE SIZED backpack, which can hold a lunchbox, drink bottle, change of clothes and your child's work.

A COMPLETE change of clothes. This is necessary the full year round. Please make sure the clothes are appropriate for the weather. All clothing must be clearly labelled.

A hat, which has a wide brim, or a cap with a neck protection flap. The school has a 'No Hat-No Sun' policy and this discipline starts in Pre Kindy.

A water bottle that is clearly labelled so that the children can help themselves during the day.  
WATER ONLY. No juice boxes or cordial.

On wet days, children are allowed to play in the rain and puddles, if they have a raincoat and gumboots, or other weather-appropriate clothing. Please pack these items in your child's bag on days it looks like raining.

Fruit and lunch in a lunch box – further information below.

A library bag. Books are usually borrowed directly from the library.

A small cushion for rest time, which is clearly labelled with your child's name.

#### WHAT TO WEAR TO PRE KINDY

An optional St Joseph's t-shirt is available for purchase from the School Uniform Shop.

It is very important that children wear clothes that are comfortable and manageable. Activities are often messy, so please do not send your child in their best clothes.

Avoid clothes that may cause difficulty when going to the toilet.

Parents are encouraged to apply sunscreen to children before coming to school. Sunscreen is also available for re-application during the day.

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.

#### TOILETING

It is encouraged that children have commenced toilet training before attending Pre Kindy, although this is not compulsory.

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.

#### MORNING TEA: Fruit time

Morning tea should be predominantly fruit and vegetables. Each child is to bring in one piece of fruit to share each session. Cubed cheese, sultanas, dried fruit, vegetables (carrot sticks, cherry tomatoes, cucumber/celery sticks etc.) are all suitable alternatives.

#### LUNCH

St Joseph's is an allergy aware school. Please avoid sending any food that contains nuts or traces of nuts to school. In Pre Kindy 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. Lunch boxes must be clearly labelled.

#### HEALTH AND MEDICATION

Please do not send your child to Pre Kindy 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 Pre Kindy staff.

If your child has any medical conditions or allergies (especially to food) it is essential that you advise the school, and in particular the Pre Kindy staff. In some cases, a management plan may be requested, e.g. for children with asthma or severe allergy.

All medication for high risk children is kept in separate containers in the Medical Room. All medication received by high risk children must be recorded.

No medication is to be administered to any child unless parents have completed authorisation forms.

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.

#### 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 after school.

#### 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 Pre Kindy as items lost or broken often cause the children undue stress.

#### BIRTHDAYS

At Pre Kindy we will celebrate the childrens' birthdays. You are welcome to bring a small treat for your child to share with their friends at fruit time. Please ensure this treat is pre-portioned (eg. cupcake) so staff do not need to cut anything up.

#### '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 Pre Kindy 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 Pre Kindy and also to see how the sessions are run.

We ask that siblings are not brought to the Pre Kindy 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 Pre Kindy classroom. We would encourage all parents to take the opportunity to join us for a morning session.

If you work and are unable to commit to the morning session, please speak to the teacher. 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 Pre Kindy teacher.

#### ART & CRAFT

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

From time to time, a variety of re-cycled materials such as egg cartons, greeting cards and fabric scraps will be requested for use in the program. Please check with the Pre Kindy teacher for ideas on what to collect.

#### MORNING ROUTINE

The door opens at 8.45am. The session commences at 9.00am and all children will be welcomed at the door.

Before the commencement of sessions, please assist your child to:

- Put their piece of fruit in the fruit bowl
- Put their labelled drink bottle in the basket by the door
- Put on their hat
- Apply sunscreen
- Place their bag on a hook located outside the classroom

It is very important that each child feels happy and comfortable in the Pre Kindy environment. Please feel free to stay with your child as long as he or she needs you. The Pre Kindy 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 Pre Kindy teacher.