




**ST LAWRENCE
PRIMARY
SCHOOL**



KINDERGARTEN INFORMATION BOOKLET

Kindergarten Booklet 2023



When children come home
at the end of the day,
The question they're asked
as they run out to play is
"Tell me what you did today?"
And the answer they give you
makes you sigh with dismay.
"Nothing, I did nothing today!"
Perhaps "Nothing" means that I read a book,
Or... with a teacher I got to cook.
Maybe I painted a picture of blue,
Or heard a story of a mouse that flew.
Maybe I wrote in my journal myself,
Or found a great book on the library shelf.
Maybe I helped a friend today,
Or went to my favourite area alone,
Maybe today was the first time
That my scissors followed a very straight line,
Maybe I sang a song right to the end,
Or worked with a special brand, new friend.
When you're three, four or five your heart has wings
And "Nothing" can mean so many things.

Author Unknown



DAYS AND TIMES

Kindergarten days are Tuesday, Wednesdays and Fridays.

The session times run from 8.40am until 2.40pm.

Kindergarten doors open at 8.30am and children can be dropped off any time between 8.30-8.40am and will be supervised by staff until the session commences. If you arrive later than 8.50am please see the office staff first so that children can be signed in. Children need to be collected at 2:40pm.

We recommend prompt collection so that parents can avoid any parking congestion. It is important we are notified if you are unable to make it at collection time. Any child not collected by 3.00pm will be brought to the office and parents will need to go to the office to collect their child. The line to the school if you wish to speak with staff is 9344 4944.

ARRIVALS AND DEPARTURES

All children must be escorted to and from the Kindergarten classroom by their parent or adult guardian. Siblings that attend St Lawrence are not to drop off or pick up.

2. Parents are asked to please leave promptly at 8:40am as this helps the children to settle more quickly.
3. Always endeavour to be punctual at the end of the session as it can be extremely distressing for the children when they are not picked up on time.
4. Please notify us through the logbook if your child is going to be collected by anyone other than yourself. This may be another parent, family or friend. If there is a regular arrangement for this person to collect your child, one note, written in the logbook, for the entire year will be fine.

5. Please wait under the sails near the play equipment for pick-ups and we will send the children out to you. On wet days please wait on the veranda outside the classroom.
6. If you arrive or wish to depart outside the normal Kindergarten hours you need to sign in or out at the school office so the office staff can correctly amend the school and class roll accordingly.

PLAY EDUCATION

Play is how children learn and is the “*work*” of children. Play helps children to make sense of their world. Children can play alone or with other children. In the first years of life, play helps the “*wiring of a child’s brain*” and is very important as this wiring builds the basic capabilities of the brain.

Through play children learn many things:

discovery
exploration
perseverance
to imagine
improvisation
discussion

understanding
to create
to initiate
cooperation
confidence
to question

problem solve
to experiment
make decisions
take responsibility
concentration
rules

During play, children put into action and practise these skills they have learnt. A great deal of our time at Kindergarten is spent doing purposeful, Educational Play.



SPECIALIST CLASS

Library

The children will have one Library session per week. Borrowing of books is encouraged and exchange will take place on Library day. So please encourage your child to bring their book and school Library bag on that day.

READING EGGS

Reading Eggs is an online program that helps children learn to read. Please aim to do reading eggs around 3 times a week for about 10 minutes at a time. It is important you sit with your child and help them.



SEESAW

Seesaw is an app that we now use to record and share what is happening in the classroom. Each student gets their own journal and we will add things to it, like photos, videos, and special days celebrated in Kindergarten.

PRAYER

During the day we pray to begin our day and before we eat our morning tea. We will often share bible stories and talk about Jesus - especially during Easter and Christmas time - and how we can try to be like Him. At the end of the year we have a Nativity Play which we share with our families.



CLOTHING

Children will need to be dressed in practical, easily washed clothes. Keep in mind we will be using lots of 'hands on' materials such as sand, paints, glue, glitter etc. Please provide a set of spare clothes in your child's bag in case of accidents. The children are not to wear thongs as these are unsafe on our climbing equipment and around the playground. There is an early childhood t-shirt and track top that you can purchase from the Uniform shop however, this is not compulsory in Kindergarten. To see when the shop is open please refer to the school's website.

SHOES

Every day children must wear supportive closed in shoes (sports runners) or sandals in summer (cover the toes and must have a back strap).

Please buy shoes that have Velcro straps.

Children in Kindergarten are usually not able to tie their own laces. We provide the opportunity for children to take their shoes on and off when they please and if they are unable to tie their own laces this can be come frustrating for the child and time consuming for the teachers.



HAT

A hat is required every day. St Lawrence has a “no hat, no play” rule.

BIRTHDAYS

Birthdays are very important in the lives of children and at Kindergarten we are very happy to celebrate their special day. You are most welcome to bring in a special treat to be shared during our fruit time. This is the same for children who have celebrated their birthday in the holidays. Please remember our allergy friendly policy.

VISITORS STICKER

Any parent entering the school grounds for purposes other than dropping off or picking up their child, must go to the office to “sign in” using the iPad on the front desk and collect a visitors’ sticker. When leaving the school parents need to “sign off” on the same iPad system. This practice includes parents who may be on roster.

PARENT MEETINGS

You are always welcome to speak with the class teacher about your child’s progress or any matters that may concern you. Please feel free to contact the class teacher or by contacting the school for an appointment to discuss progress or concerns. If, however, parents only wish to speak very briefly to the class teacher, this may be done just prior to or after the Kindergarten session.

Towards the end of term one and term three there will be an interview period for those parents who would like to make a time to discuss their child’s progress. At this time, you may discuss your child’s progress and samples of work are collected across the year and contained in a special book. This book will contain a collection of work and photographs and will be sent home at the end of the school year.

EQUIPMENT

Children need to bring:

- Boys x1 bring 3 Pack Button Wallet (clear colour) and Girls bring x1 packet of white paper plates (uncoated please)
- 1x sun safe hat
- 1x school bag (approx. 30 cm by 50 cm) with handles (*Please see final page for example*)
- **No back packs please**
- 1x St Lawrence library bag (*Available from the Uniform Shop*)



All items labelled clearly with child's name please

We are happy to collect recycled materials and we generally ask for specific items just before we need to use them as we only have very limited storage space. If, however, you have something special like buttons, beads, wrapping paper, envelopes, printer off cuts, etc, please tell the staff and we will let you know if we would like you to bring them in. Thank you.

FOOD AND DRINK

Snack Time

Each child is asked to bring in **a separate container to their lunchbox** for morning teatime. This may be fruit and or vegetables. We also allow cheese, crackers, dried fruit or muffins.

Please do not send in sweet biscuits & processed foods as we try to keep treats to special days. Each child will also need a clearly marked full bottle of water. No juice is to be brought to school. No yogurt pouches and fruit cups in syrup please.

These are difficult for children to open independently.



Crunch and Sip/Food

We ask that you pack your child's lunch box with nutritious food to help them learn throughout the day. **Fruit and vegetables for crunch & sip is all that is allowed**, and this is to be in a separate container to lunch and morning tea. At morning tea, you can still pack fruit or veg and then this is the time to add your dip, crackers, cheese, bliss balls etc also. At lunch time the children are encouraged to eat the healthiest thing first (e.g. wholegrain sandwich) and then other snacks last.

The children are given 15 minutes to eat. If children have not finished eating they may continue to eat during lunch play time for a short time afterwards, but will then be encouraged to go out and have a play.

Please remember **no nuts, nut spreads or nut bars in lunches at all please.**

Canteen

On Wednesdays and Fridays children may order their lunches through the canteen. There is a canteen basket in the classroom where you may place your child's order and this is picked up by the Canteen Manageress when school begins. The Canteen menu is located at the Canteen or can be found on the school's website. When ordering from the Canteen, The Staff in Kindy ask parents to not order their children juices or flavoured milks with their lunches on normal days. On special meal deal days these drinks are permitted.

The staff will bring the lunch basket to the classroom at lunch time and distribute the lunches from the Lunch Menu to the children.

No orders for Recess are to be made.

ALLERGY FRIENDLY SCHOOL

A few students in our school suffer from one of the most severe forms of allergic symptoms which is anaphylaxis. This is triggered by nuts, nut products and fish. These reactions can be serious and life threatening. We ask that parents be aware of these allergies and consider carefully what you send to school for fruit time, lunch or birthdays.

ABSENCE



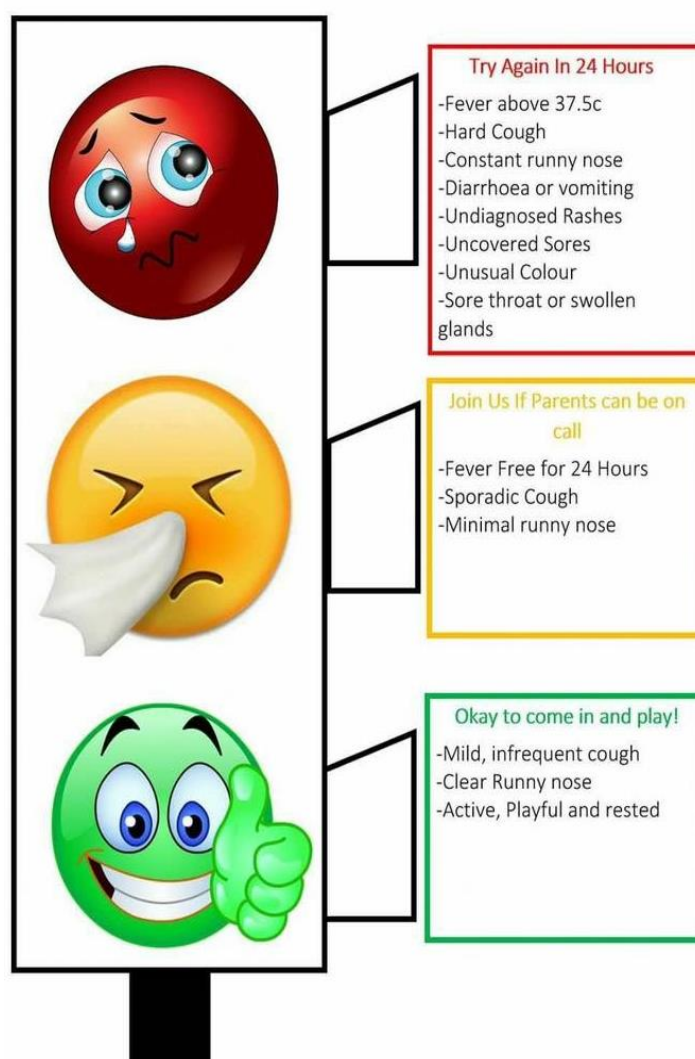
Please keep sick children at home until they have fully recovered.

You are required to notify the school office by telephone on 9344 4944 by or email at 8.30am Please email the class teacher and the school office on: admin@stlawbal.wa.edu.au if your child will not be attending school for the day and reason for absence.

This will also serve as a note to cover the absence for your child. For legal purposes and correct class roll record keeping, parents must email the class teacher and admin stating the date and reason for the absence from class. Please remember to sign off with your full name.

Messages sent via Seesaw do not qualify as a legal absentee note and therefore, cannot be used as a form of notifying the school.

Please see chart to refer to your child's health and wellbeing.



MEDICATION

Staff are not permitted to administer medication to children, therefore please ensure that you give your child medication before/after school times or come to school to administer during the day if it is necessary. If you are unable to do this, you need to go to the office and complete a medication request form in order for a staff member to administer any medication/s. If your child has a severe allergy or asthma plan, these children will have a special medical plan drawn up by the school's Health and Safety Officer early in term one.

IMMUNISATION

For the sake of your child and other children's health, please ensure that your child's immunisation is up to date. Please provide the office with any updates that can be photocopied and kept at school on record.



PARENT INVOLVEMENT

1. Parents are asked to place their name on the roster at least once a term. Generally, we are able to have one parent on roster in the morning session which is 8.30 – 11.30am.

However, parents are welcome to join us anytime that may be convenient. One of the main reasons we invite parents to come in on roster is to enjoy time with your child in their classroom.

Unfortunately, we are unable to have siblings in class when parents are on roster as smaller children can become a distraction. Other family members are very welcome to join the roster when parents are unable to attend, however they need to provide a current “Working with Children Clearance” to the school office if they are on roster more than three times in one year.

2. There is a laundry roster. This involves washing of aprons and towels used in the classroom. We will allocate parents a week for this roster.

3. Newsletters are issued every week and these will be emailed every Wednesday. Newsletters are also available on the school website, www.stlawbal.wa.edu.au



4. The Parents and Friends Association is a fund raising building community building group within the school, which assists in purchasing additional resources and equipment for the children. Parents are encouraged to attend the twice per term P&F meetings to offer help, support and ideas for fund raising.

CONFIDENTIALITY

Parental assistance in classrooms is a very important part of modern education and something for which the teachers at St Lawrence Primary School are most appreciative. It must be stressed however, that just as teachers are expected to maintain high standards of confidentiality, classroom volunteers are not permitted to discuss with others the behaviour or academic performance of students. In this way we all safeguard the feelings of others and maintain professionalism at all levels.

WHAT ABOUT THE TEARS?

Most children are genuinely happy to come to Kindergarten every day. At the beginning of the year, if your child experiences any difficulties in “letting go” when it is time for you to depart, please let the staff take your child, give a kiss, say goodbye and then go straight out the door. It is best that you do not linger as this only makes it harder for your child. Once parents leave, children tend to forget the tears and become involved in the classroom activities. Sometimes it takes a few weeks for some children to settle but be reassured that all children do settle eventually. Even once children have settled into the Kindergarten routine, on some occasions they may become upset - this may be due to something that may have happened at home, a holiday or weekend break or illness. Do not be surprised if it does happen but it will pass.



DISCIPLINE

The children in Kindergarten are always very responsive and on very rare occasions need only a stern word to be set back on task. In Kindergarten we use the following procedures for Behaviour Management:

Positive Actions

1. Name on board
2. Sticker Chart
3. Gift from the treasure box
4. Visit the Principal

1-2-3 Magic Approach

1. We create shared class rules at the beginning of the year. These are displayed as visual reminders
2. 1,2,3 signals used:
 - If child stops at 1 or 2 - nothing happens
 - If child continues inappropriate choices and reaches 3, they will be directed to a think mat for three minutes (sand timer)
 - Child will then re-join the class activity with a fresh start

ORIENTATION SESSION

You are welcome to bring your child on Friday 28 October to familiarise them with our class while our regular Kindergarten ARE completing their orientation next door in Pre Primary.

Please refer to timetable enclosed in your parent pack for your child/children's session times.

STAGGERED STARTING TIMES

During the first week of school we will have a staggered intake for the children. The staggered intake is important as it provides an opportunity for your child to settle into Kindergarten comfortably, with the staff being able to spend more time with each child due to the smaller numbers. Please consult the roster to see what days your child will attend during the first week. As of week two all children will attend all sessions together.

EXAMPLES OF THINGS TO BUY...



HEALTHY LUNCHBOX EXAMPLES...





ST LAWRENCE
PRIMARY
SCHOOL

St Lawrence School Balcatta

Vision Statement

The vision of St Lawrence Catholic Primary School, Balcatta is to share the message of God's love and friendship in a community of learners, developing the full potential of each child.