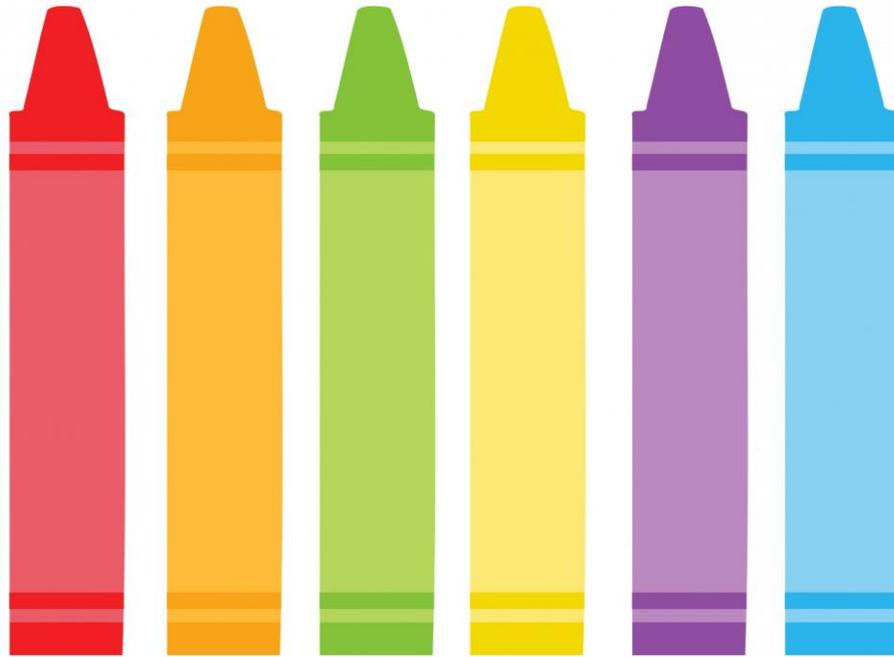


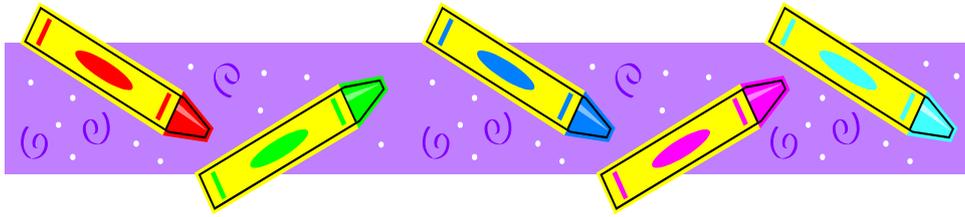


**ST LAWRENCE  
PRIMARY  
SCHOOL**



# **Pre-Kindergarten Information Booklet**

**Pre Kindy Booklet 2021**



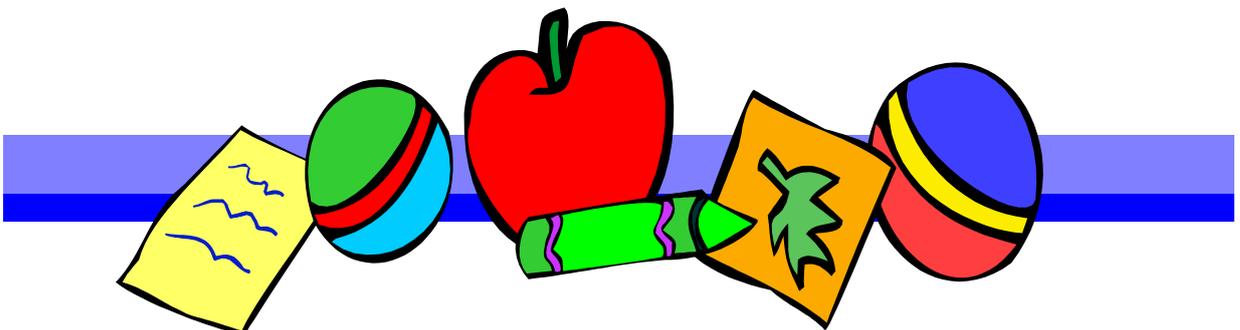
## To Every Parent

There are little eyes upon you,  
And they're watching night and day;  
There are little ears that quickly take  
In every word you say;  
There are little hands all eager,  
To do everything you do,  
And a little child who's dreaming of  
The day they'll be like you.

You're the little child's idol,  
You're the wisest of the wise,  
In their little mind about you,  
No suspicions ever rise;  
They believe in you devoutly,  
Hold all you say and do;  
They will say and do in your way,  
When they've grown up to be like you.

There's a wide eyed little child who,  
Believes you're always right,  
And their ears are always open and they  
Watch all day and night;  
You are setting an example  
Every day in all you do  
For the little child who's waiting  
To grow up to be like you.

author unknown



## Pre Kindy Staff

Early Childhood Teacher  
Education Assistant

Mrs Kaylene Bozich  
Mrs Pina Fiorenza



## What is Pre Kindy

Pre Kindy is an early child development, play based learning program for children who have turned 3 years of age. The program provides children with meaningful experiences that promote spiritual, social, emotional, language, intellectual, creative, and physical development.

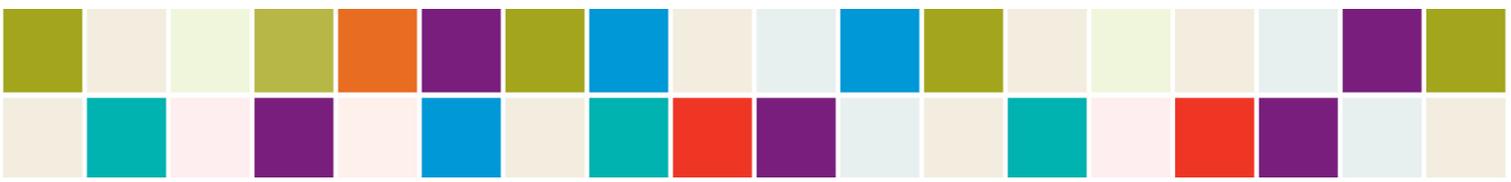
Children learn through play-based learning because:

- It is a natural and spontaneous activity for a child
- It allows for children's differences and encourages an individual approach
- It encourages children to learn through trial and error and experimentation
- It gives teachers the chance to observe individual progress in an informal learning environment

The Pre Kindy program will place special emphasis on:

- Skills (social, emotional, language, intellectual, creative, and physical)
- Formation of friendships
- Children's interests
- Creative expression
- Sensory experiences
- Experimentation





## Aims of a three-year-old education program

The aims of the three-year-old program are to:

- Encourage self-help and independence in young children.
- Enhance the development of the whole child across the physical, social and emotional, language, cognitive and spiritual domains.
- Assist children to develop a positive self-image and self-efficacy.
- Encourage parent participation in the school environment.
- Provide an aesthetically pleasing environment that encourages learning in the young child.
- Create a safe, secure and nurturing physical and human environment.
- To acknowledge, value and celebrate each child's individuality.
- Make available support to parents in relation to the child's development.
- Include flexibility in the program that allows for individuals needs of each child.
- Provide a developmentally appropriate program for three-year-old children based on the current national requirements for early years.

Through each of these we promote school readiness in our children, families and school.

*Taken from: Three-year-old Education Program Information and Procedures  
November 2015 Catholic Education Western Australia*

## Attendance Times

The Pre Kindy operates each Thursday from 8.40 am to 2.40 pm.



## Arrivals and Departures

1. All children must be taken to and from the Pre Kindy classroom by their parent or guardian.
2. If you arrive late or wish to depart outside the normal Pre Kindy 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.
3. Parents are welcome to stay and settle their child until approximately 8.50 am, when a bell will ring to remind parents to depart.
4. Please keep in mind that it can be extremely distressing for your child when they are not picked up on time – so please be prompt 2.40 – 2.50 pm.
5. Please notify us if your child is going to be collected by anyone other than yourself and record this in the logbook at the class entry. This may be another parent, family, or friend. If there is a regular arrangement for this person to collect your child, a note written in the logbook once for the year will be adequate.
6. We realise that unforeseen circumstances may arise; therefore, if there is a change of person collecting your child or you are running late or there is an emergency, please telephone the school, 9344 494 to let us know.
7. Please wait under the sails near the outdoor play equipment until the doors are opened for pickups. We will send the children out to you at 2.40 pm. On wet days please wait quietly on the veranda until the doors are opened.

## Settling In

The first few weeks of Pre Kindy will be very important for you and your child. One of the first things a Pre Kindy child needs to learn is how to be away from his/her parents or primary caregiver. This may take some time for some children as they learn to cope with unfamiliar adults, peers, environment and routine.

It is very important that each child feels happy and comfortable in the Pre Kindy environment. 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.



## Guiding Children's Behaviour

The children will come to understand that there are negative and positive consequences for their actions. The role of Pre Kindy staff is to encourage positive behaviour and interactions through positive reinforcement.

Limits will be enforced consistently and fairly.

We will respect and comfort a child regardless of the child's behaviour. Children will be given verbal reminders of appropriate behaviours and if necessary, be given assistance to appropriately assert themselves with others. Teachers demonstrate and acknowledge appropriate behaviours.

## Important Records

It is important to keep the school and staff informed of important information pertaining to your child's development and health.

Sources of such information may include a Physiotherapist, Speech Therapist, Occupational Therapist, GP or Paediatrician. All relevant and pertinent information from paraprofessionals should be forwarded to your teacher. It is imperative staff are kept informed and work with all relevant agencies.

This combined information helps the teachers and the school make informed decisions.



The sharing of this information, which at all times remains strictly confidential, helps staff to fully understand your child and how they, as professionals, can best work to help your child to be the best they can be in this educational setting. **Please know that any information you share is kept on your child's file and is strictly confidential.**

### Canteen

The children may order their lunches through the school canteen. There is a canteen basket in the classroom entry where you may place your child's order. This is collected by the Canteen Manageress when school begins, or alternatively you can go directly to the canteen to write the order out on a lunch bag. The lunch basket is brought to the classroom at lunch time and staff will distribute the lunches to the children and assist the children, if required, when they are eating. Please do not order any recess items – we have fruit/snack time at recess and do not go to the canteen to collect any items.



### Daily Requirements

- Bag: Big enough for lunch box, artwork to go home, drink and spare clothes. Bags will be kept in the child's cubby hole. (Preferred bag pictured)
- A full drink bottle of water.
- Hat: Please note the school has a "No Hat No Play" policy.
- Spare set of clothes (season appropriate).
- Fruit/Snack for recess. (Appendix)
- Lunch in a lunch box or canteen lunch order. In hotter weather please include a small frozen brick.
- We ask for parent cooperation in providing healthy snacks and lunches and following our schools *Crunch & Sip Programme*. **No sweet foods please.**
- Please ensure your child's items are clearly labeled with his/her name.



## Toilet Training

It is preferred that your child is toilet trained so it is suggested you begin the process well before your child is due to begin Pre Kindy. However, if your child is in the process of toilet training, they must wear "Pull Ups". Please ensure that you include extra supplies of "Pull Ups" and wipes for each session. **It is essential to dress your child in clothes that allow them to easily manage independent dressing for the toilet.**

## Sunscreen

You may wish to apply your own sunscreen to your child before school (especially if they require sensitive skin sunscreen) Sunscreen is available at school.

## Clothing

Children need to wear comfortable play clothes that can get messy and that are easy to manage for quick dashes to the toilet! Children are able to remove shoes when outside, so easy to wear shoes would be helpful as we encourage children to put their own shoes back on if possible e.g. velcro for sneakers.

There is a non-compulsory red Early Childhood T-shirt that can be worn and is available from the Uniform Shop in sizes 2-8.



## Health and Well Being

Our first concern is the happiness of your child. If anything happens at home to upset your child in any way, or any condition that may affect their wellbeing we would appreciate it if you could let us know as this may impact at Pre Kindy. We consider communication between home and school to be very important. If you have any queries, concerns or information please do not hesitate to make an appointment to meet with the Pre Kindy teacher or send an email to briefly outline the situation.

[kaylene.bozich@cewa.edu.au](mailto:kaylene.bozich@cewa.edu.au)



## Absences

If your child is sick, please ensure that they remain at home until fully recovered. You may ring the school office on 9344 4944. However you will be required to provide an email written to the class teacher, [kaylene.bozich@cewa.edu.au](mailto:kaylene.bozich@cewa.edu.au) and include the school office [admin@stlawbal.wa.edu.au](mailto:admin@stlawbal.wa.edu.au) by 8.30am, should your child be absent due to illness or other reasons.

**All absences require written notification, for legal reasons for our class roll and must state the date of absence, child's full name and reason for absence.**

## Medication

Staff are not permitted to administer medications to the children without the completion of an appropriate form, available from the school office or teacher. You are most welcome to come to the school to administer the medication yourself.

## Allergy Friendly School

There are a few students in our school who suffer from one of the most severe forms of allergic symptoms which is anaphylaxis.

This is triggered by nuts, nut products and fish.

We ask that parents be aware of these allergies and consider carefully what is sent in to school for recess time, lunch or birthdays.



## Allergies

Please let us know of any allergies or medical concerns that your child may have so that a Medical Action Plan for your child can be formulated by the school's Occupational, Safety and Health Officer. If your child already has one, it is important to share a copy of this with administration or your child's teacher so that it can be kept on their file.



## Respect and Confidentiality

Parents are a very important part of our school and it is natural to observe other children on visits. It must be stressed however, that just as staff are expected to maintain high standards of confidentiality, parents and classroom volunteers are not permitted to discuss with others, the behaviours or academic achievement of children. In this way respect, progress and professionalism is maintained for all.

It is also important as parents to realise that whatever happens at school, whether it be in class or the playground, the disciplining of children is ultimately up to teachers and assistants. Parents, if unhappy with another child's behaviour need to speak immediately (or as soon as possible) to the teacher and not to that child or that child's parent. This is a very serious matter and something that is extremely important to be aware of. I ask that you speak to me if you are unhappy with something that has happened in class or on the school grounds and I will investigate and deal with it appropriately. It goes without saying that we do not want parents to become upset by being approached by another parent, speaking to them about their child's behaviour or an incident, nor should any child be addressed by another adult and feel threatened or frightened.



## Birthdays

This is a special time in the lives of young children! To help celebrate your child's birthday, you may like to bring cupcakes for each child in the class, to be served at morning tea (we encourage individual serves rather than a whole cake).

**NB** We have alternative treats for children with allergies in collaboration with their parents.

## Laundry Roster

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

## Art and Craft

Artwork is an important part of our program. Not only is art important for free expression, manipulation and creativity but socially, it develops co-operation with others and appreciation of other children. From time to time, a variety of materials such as egg cartons, greeting cards, fabric scraps and food boxes will be requested for use within the Pre Kindy program.

## 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. However, comfort items may be brought in for rest time (teddies, blankies etc.) or if the child is finding separation from parents difficult.



## Parent Meetings/Interviews

If you have any queries, concerns or information regarding your child's wellbeing, please do not hesitate to make an appointment to meet with the Pre Kindy teacher.

The teacher is always available for a quick chat before and after class, however if you need a longer meeting with the teacher to share information, an appointment can be made at a mutually convenient time.

You may email the class teacher

[kaylene.bozich@cewa.edu.au](mailto:kaylene.bozich@cewa.edu.au)



## School Involvement and Communication

St Lawrence Primary School provides many opportunities for parents to become involved in the school community and keep up to date with what is happening at school and the classroom.

**Welcome Picnic** at the beginning of the school year. The entire community comes together.

**Canteen** Parents are encouraged to volunteer for Canteen roster.

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

**Whole School Masses** will occur throughout the year. Parents are welcome to attend these liturgical celebrations, even though the Pre Kindy children are not involved.

**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](http://www.stlawbal.wa.edu.au)



**See Saw** is our class communication tool, (an APP on your computer, ipad or mobile) to share photos and other class activities. You will receive an invite to join by the class teacher early in the new year.

**Class Emails** will also be used regularly, so please keep an eye out for these.

## Orientation Morning

You are welcome to bring your child to Pre Kindy to familiarise them with our class, while our regular Pre Kindy children are in attendance.

This year's Orientation is **Thursday 29th October 9.30am to 10.30 am.**

If your child does not begin Pre Kindy until later in Term One or Term Two 2021 please feel free to email me so we can organise a date for a visit, sometime in 2021.

We ask that only one parent attend with your child and no siblings please.



## APPENDIX

### Snack Time

We ask you supply something from the list below, in a labelled plastic container that can be dropped off in the fruit bowl, at the class entrance in the mornings.

Mrs Fiorenza will put these into the fridge until recess and then we will distribute to the children.

The ideas for packing: (of course you may have a mixture of these too)

Small whole apple

Small Banana

Small Pear

Sliced Carrot

Sliced Capsicum

Sliced Cucumber

Baby Tomatoes

Quartered orange

Crackers

Cheese

Dried fruit e.g. apricots, banana chips, dried apples etc.



We would prefer to see items that are not packaged like muesli bars, yoghurts (these can be included in lunch boxes)

### Lunch Box Ideas

Please support our school's aim to be environmentally friendly by packing thoughtfully.





ST LAWRENCE  
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## *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.