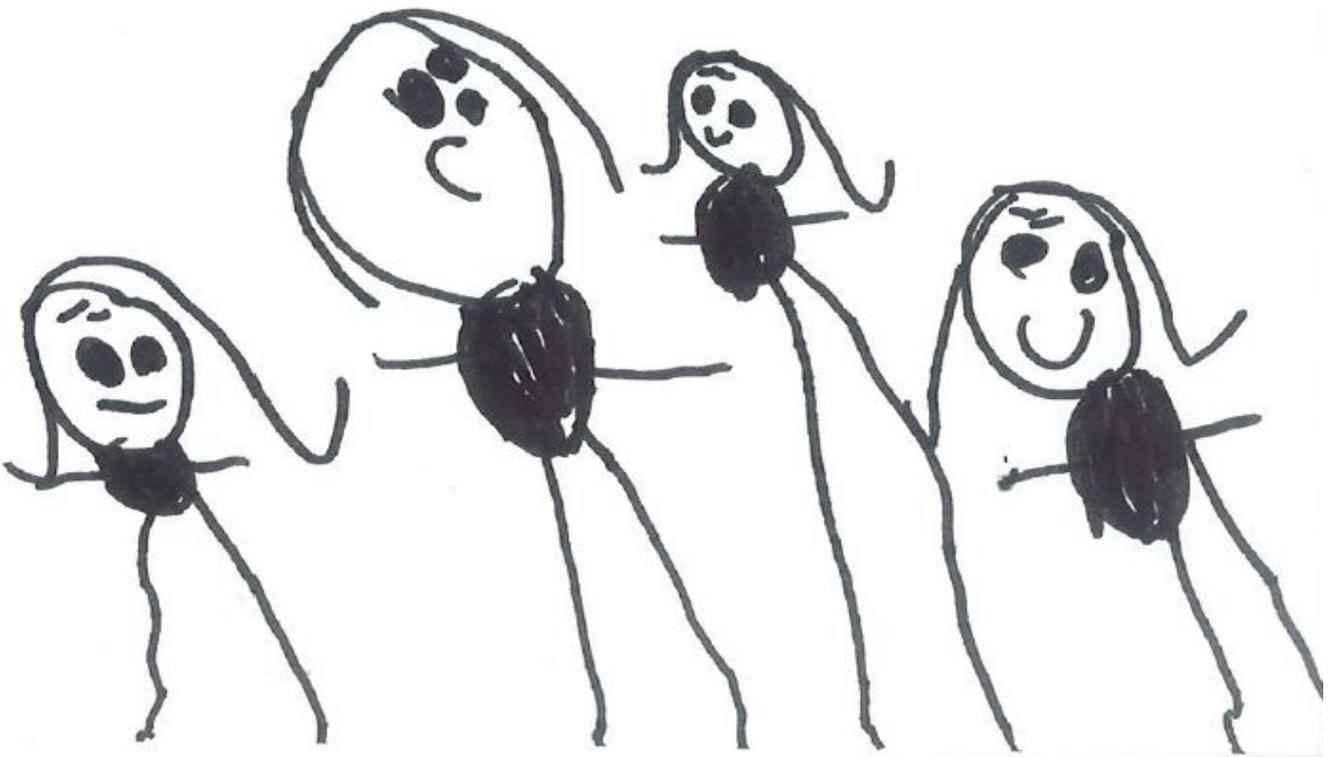


Pre Kindergarten 2019



We would like to extend a very warm welcome to all of the children and their families commencing at St Denis Pre-Kindergarten.

We look forward to a wonderful and rewarding year with your children.

The following information is intended as a guide to the St Denis School 3-year old Pre-Kindergarten Program. If you have any further queries, please do not hesitate to contact the Pre-Kindergarten teacher.

Parents please be aware that enrolment into our 3 Year Old Programme **does not guarantee** your child a place for Kindergarten for the following year; you will still need to go through the normal enrolment process for Kindergarten.

Please note that terms with public holidays may be shorter than the regular ten week term. No makeup sessions are available for the days missed, you will be charged for the number of sessions in a term.

STAFF

PRINCIPAL Eugene Lee

ASSISTANT PRINCIPALS Cordelia Nicholas
Eugene Potito

3 -YEAR OLD
PRE-KINDERGARTEN STAFF
Teacher Lucy Anderson

Teacher Assistant Anna Luca

Telephone: 9242 3422 **Fax:** 9242 3423

Email: admin@st.denis.wa.edu.au
lucy.anderson@cewa.edu.au



ATTENDANCE TIMES

Wednesday (full day) 9.00am to 2.45pm

The 3 Year Old Program is non compulsory. If your child misses a class due to illness, a refund cannot be given for the session. If your child is absent or will be arriving late, please email the office to advise (admin@stdenis.wa.edu.au).

FEES

Fees for the 3 Year Old Education Program will be \$70 per full day session. The full term's fees are payable within 14 days of receipt of invoice.

Application for Enrolment Fee: A once off \$30 (including GST) non refundable fee must be paid and a copy of your child's Birth Certificate, Baptismal Certificate and Immunisation Record supplied on submission of your application form.

Mid Term Enrolment: A family enrolling a child mid-term will be charged for the number of weeks remaining in the term.

Reimbursement of Fees: In the event of a family withdrawing a child from the school mid-term, there will be no reimbursement of fees paid for that term.

SCHOOL TERM DATES 2019

Term 1	Monday 4 February to Friday 12 April
Term 2	Monday 29 April to Friday 5 July
Term 3	Monday 22 July to Friday 27 September
Term 4	Monday 14 October. Last day of school to be advised.

These dates do not include Pupil Free days and are subject to change. Please check the School Newsletter for any changes.

ENROLMENT DETAILS

Please make sure that the office and teacher have current details, such as address, telephone number, emergency contact numbers and any relevant medical information. Please notify the school office and the Pre Kindy staff of any change to address, phone numbers etc. Enrolment details must be kept up to date.

OUR PHILOSOPHY FOR THE PRE-KINDERGARTEN PROGRAM

The program emphasis is developmental and provides children an opportunity to learn through play-based activities.

The National Early Years Learning Framework forms the foundation of the Outcomes and Aims of our 3 Year Old Program. In accordance with this Framework our practices and program will promote the following 5 Key Learning Outcomes;

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

The Pre-Kindergarten program aims to:

- provide an environment supportive of the Catholic ethos which acknowledges the innate spirituality of every child, fosters the child's ability to wonder, experience awe, overcome difficulties, love others and reflect God their creator
- provide a happy, stimulating and supportive environment where the children feel welcome, secure and valued
- provide a program that will cater for a wide range of developmental abilities and interests allowing children to develop to their fullest potential, spiritually, cognitively, linguistically, physically, socially and emotionally



- provide a program that will emphasise learning as an interactional process. The child interacting with the environment, through a balance of teacher initiated or directed activities, free play and discovery learning
- encourage children to become self-reliant and to be able to make choices
- develop in the children the ability to communicate verbally and non-verbally their thoughts, ideas and feelings

CHILDREN'S DAILY REQUIREMENTS

ALL YEAR:

1. **BAG:** A **bag** big enough to carry paintings, drawings and constructions
2. **HAT:** A **hat**. Please note that the school has a 'NO HAT, NO PLAY IN THE SUN' policy. We collect all the hats in a basket on the first day and keep them at school for the term. Please ensure that your child's hat is labelled.

Please ensure that you put sun-screen on your child every morning to promote sun-safe behaviour. The Pre-Kindergarten has a supply of sunscreen kept at the door if you need some.

3. **DRINK BOTTLE:** A **drink bottle** that is clearly labelled containing water, so the children may help themselves to a drink throughout the day.
4. **MORNING TEA:** A piece of fruit or vegetables, plus some cheese or crackers if needed, in a labelled separate container.
5. **LUNCH:** Pack your child's lunch in a labelled lunch box. Please pack food that your child would normally eat for lunch at home. We encourage the children to eat their sandwich or savoury food before eating any treats. Any uneaten food will be sent home so you can gauge how much was eaten and was liked and disliked. (Parents please be aware that many children are allergic to nut products. Please avoid sending food that contains nuts or traces of nuts where possible.)
6. **SPARE CLOTHES:** A **change of clothing** (suited to the season) should be kept in a labelled plastic bag in your child's school bag to allow us to quickly attend to accidents or spills.
7. **SMALL PILLOW:** Each child will need to bring a labelled small pillow for rest time. They will be stored at school and sent home for washing at the end of term. At rest time, the children will lie on a small mat and listen to stories or music.

CLOTHING

Children need to wear comfortable play clothes that can get messy and that are easy to manage for quick dashes to the toilet. Many of our activities are messy and the children often get dirty or wet. Spare clothes are essential.



TOILETING

It is preferable that children would be toilet trained before attending the 3 Year Old Program, however, if a child has an accident, the child will be respectfully cleaned and changed. The clothing will be sent home in a plastic bag at the end of the day.

SHOES

As it is much easier and safer to climb without shoes, we suggest the children take their shoes off for outdoor play. Please send your child in shoes that they can manage to take off and put on by themselves. Like everything else, these must be labelled.

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 to upset your child in any way, we would appreciate it if you could let us know.

We will keep you informed about the Pre-Kindergarten program through notes and a parent notice board. Notices will be placed on the notice board, so please check this weekly.

The **school newsletter** is available weekly, each Wednesday, on the school website. www.stdenis.wa.edu.au

If you have any queries, concerns or information regarding your child's well being, please do not hesitate to make an appointment to meet with the Pre-Kindergarten 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.

Should your child be unwell or involved in an accident, you will be notified. For this reason it is important that telephone numbers and emergency contacts are kept up to date at all times.

MEDICATION

As a matter of general policy we are not able to accept the responsibility of administering medications without the completion of appropriate forms. You are most welcome to come to the school to administer the medication yourself.

ALLERGIES

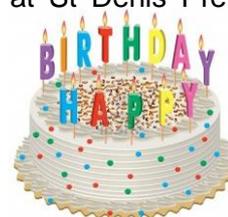
Please let us know of any allergies or medical problems, so that an Action Plan for your child may be put into place, if necessary.

PERSONAL BELONGINGS

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

BIRTHDAYS

We love to celebrate birthdays in Pre Kindergarten. We promote a healthy and nutritious approach to food at school. Children are made to feel special on their day but parents are advised that cakes and lollies are not permitted at St Denis Pre Kindergarten.



DROPPING OFF AND COLLECTING CHILDREN

Parents and children are asked to wait outside the centre when arriving for sessions. The doors will be opened at the session times indicated. Parents must remain with their child until they are admitted by the teacher.

It is important to arrive on time and to collect your child on time, as this will help him or her feel secure.

At the conclusion of each session, children are farewelled individually as their parent or guardian arrives. We will not release any child to another adult without prior arrangement. **If you have arranged for your child to be collected by another family member or friend, please advise us in writing.**

If you need to collect your child early, please sign your child out at the school's administration office prior to collecting your child.

'WORKING WITH CHILDREN' SAFEGUARD LEGISLATION

The 'Working with Children' Act, introduced into schools in mid-2006, 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 Clearance are valid for 3 years. Forms are available from the school's administration office, or from Australia Post.

FULL DAY PROGRAM

The full day Pre-Kindy Program:

9am	Children arrive
	Outdoor play
	Mat session
10am	Fruit time
	Indoor activities
12noon	Lunch
	Outdoor play
	Rest – Quiet activities
	Indoor play
	Story
2.30-2.45	Home time



PARENT ROSTER & ROSTER TIMES

We encourage all families to be involved in the Pre-Kindergarten program through rosters and special events. If you have any special talents you could share with us, please let us know. When you are on Parent Roster you will have an opportunity to assist us with the preparation of the fruit for the children and helping with activities.

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-Kindergarten classroom. We would encourage all parents to take the opportunity to join us for a morning session. Please stay as long as you like but generally roster is from 9-11am.

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-Kindergarten teacher.

COMMUNICATION BOOK

Children must be dropped off and collected by an adult. If someone other than one of the child's parents is collecting your child, please advise us by writing in the Communications Book.

We realise that unforeseen circumstances may arise at times, therefore, if you are unable to collect your child or are running late, please telephone to advise the school's administration office.

DISTRESSED CHILD

Please feel free to stay if it is for the good of your child, otherwise be calm, confident and reassure your child. Direct him / her to an activity or a staff member, say goodbye and then promptly leave. If your child remains distressed after a short while we will contact you and an alternative longer term plan will be implemented.

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.

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-kindergarten teacher for ideas on what to collect.

MORNING ROUTINE

The sessions commence at 9.00am and all children will be welcomed at the door. Before the commencement of sessions, please assist your child in placing their bag in the allocated cubby hole located outside the classroom.

Once you have put away your child's bag, please assist your child to:

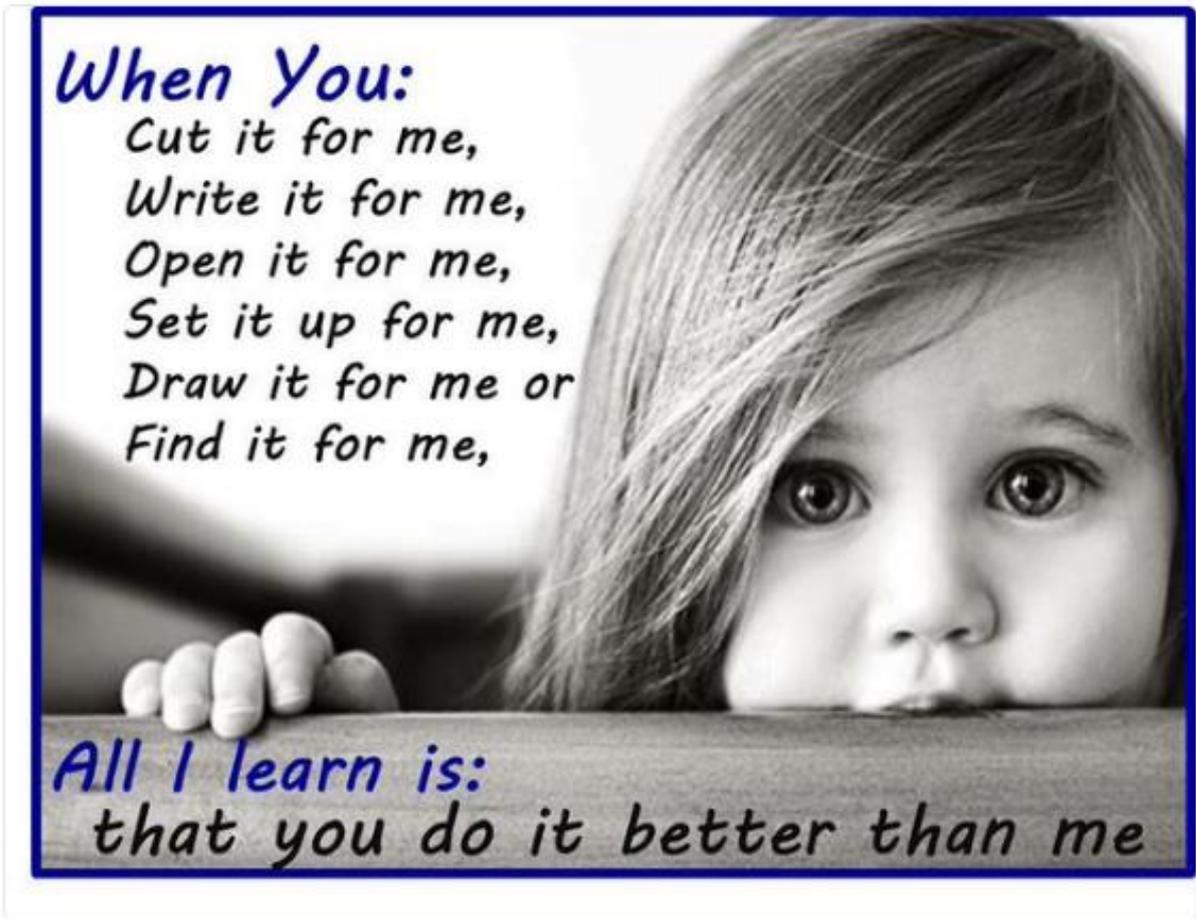
- put their labelled drink bottle in the shelves by the door
- put their morning tea and lunch box in the baskets inside
- encourage your child to go to the toilet
- put on their hat
- take off their shoes (if they would like to) and put them on the shoe racks provided outside

Please join us in the playground with your child.

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





'Play is the highest form of research.' - Albert Einstein



'Almost all creativity involves purposeful play.' - Abraham Maslow