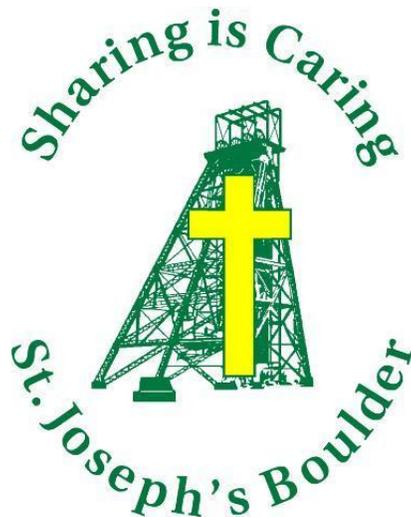


St Joseph's School

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 wish you and your child all the best for an exciting and rewarding experience in Pre Kindy.

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.

PRE KINDY STAFF

Teacher	Mrs Lisa Fardell
Education Assistant	Mrs Sam Anton Mrs Megan Murphy (Thursday only)
PRINCIPAL	Mrs Lisa Gallin
ASSISTANT PRINCIPALS	Mrs Kelly Brown Miss Jemma Davis

Telephone: 9093 2351

Email: admin@stjosephsboulder.wa.edu.au

ATTENDANCE TIMES

Monday	8.45am to 2.45pm
Or	
Thursday	8.45am to 2.45pm

PRE KINDY FEES

\$70.00 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 8.45am – 2.45pm or Thursday 8.45am – 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 but are encouraged to leave before 9am.
- 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 printed sticker 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 9.00am 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.

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 which is emailed to parents each fortnight. We will also be using Seesaw.

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 Outside Play' 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.
- Recess and lunch in two separate containers/lunch boxes – further information below.
- A library bag. Books are borrowed directly from the classroom.

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

The children are required to bring in a small container (clearly labelled) containing their own morning tea. This should be predominantly fruit and/or vegetables. Please make sure that what they are going to eat is cut up. Once the children have eaten their fruit they may then wish to eat a small snack. Please assist us by letting your children know what is to be eaten first.

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 their own lunch in a lunch box that 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.
- No medication is to be administered to any child unless parents have completed authorisation forms. Most 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 by staff if needed 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 Pre Kindy. Please let the staff know if your child has one of the following diseases:

Chicken Pox

- Exclude children from Pre Kindy. 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 Pre Kindy until certified well by a Medical Practitioner.

Measles and Rubella (German Measles)

- Exclude child from Pre Kindy. Re-admit on Medical Certificate of recovery or 4 days from the onset of symptoms if well.

Mumps

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

Ringworm and Impetigo (School Sores)

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

Whooping Cough

- Exclude child from Pre Kindy. 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 Pre Kindy 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, and 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 ulcers. 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. Farces 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 the 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 Pre Kindy as items lost or broken often cause the children undue stress.

BIRTHDAYS

At Pre Kindy we will celebrate the children's birthdays. If you wish to bring something in for their birthday you will need to refer to the Healthy Food and Drink Policy (which will be on the school website) to determine what is appropriate, however we encourage a small token that is non-food to be shared.

'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 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, however due to COVID the roster may be subject to change due to Government restrictions at short notice. 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 Sticker.

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.

MORNING ROUTINE

The door opens at 8.45am and all the 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
- Put their labelled drink bottle on the drinks trolley
- Put their Library bag into the Library basket
- Place their bag on their hook or in their pigeon hole.
- And apply sunscreen

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.

TERM DATES FOR STUDENTS FOR 2021

Term 1	Monday 1st February – Thursday 1 st April
Term 2	Monday 19 th April – Friday 2 nd July
Term 3	Monday 19 th July – Friday 24 th September
Term 4	Monday 11 th October – Friday 10 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), 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).