



St Joseph's School
BOULDER
FAITH • KINDNESS • RESPECT

Pre Kindy

Parent Handbook 2026

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Acknowledgement of Country

St Joseph's School, Boulder

We **gather** in stillness to **honour** the sacred land on which we gather — reflecting on those who have walked gently upon it for countless generations.

We acknowledge the deep **spiritual connection** of the Elders - past, present and those who will emerge in the future, to this country and thank them for the stories, wisdom, and care they have, and will, pass on through the ages.

We listen, like the First Peoples have always listened — to the land, to the seasons, and to one another.

We walk with **humility** and **respect**, committed to **reconciliation**, **justice**, and **peace**.

May our school be a place of **learning**, **truth**, and **unity**, where all are **welcomed** and all are **honoured**.

School Prayer

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.



Mrs Tanya Stafford

A Message From The Teacher

We would like to extend a very warm welcome to all 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.



Lisa Fardell



Gillian Thomas

PRE KINDY STAFF

Teacher

Mrs Lisa Fardell

Education Assistant

Mrs Gillian Thomas

Principal

Mrs Tanya Stafford

Telephone: 9093 2351

Email: admin@stjosephsboulder.wa.edu.au

ATTENDANCE TIMES

Monday

8:45am to 2:45pm

Tuesday

8:45am to 2:45pm

Wednesday

8:45am to 2:45pm

PRE KINDY FEES

\$77.00 per full day session

Arrival/Departure

Pre Kindy days are:

- Monday 8:45am – 2:45pm
- Tuesday 8:45am – 2:45pm
- 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. 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.

Please do not allow your children to play on any of the playground equipment around the school before or after school.

Personal Belongings

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

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, through our school website under the Absentee tab or message the class teacher on SeeSaw.

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 every 3 weeks. We will also be using SeeSaw.

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 Wellbeing

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.

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.

Eating Times

MORNING TEA/RECESS

The children are required to bring in a small container (clearly labelled with your child's name) 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.

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.

Birthdays

At Pre-Kindy, we love to celebrate our children's birthdays and make them feel special! You are welcome to bring a treat for your child to share with their friends, though this is entirely optional.

If you do choose to bring an edible treat, please ensure it aligns with our Healthy Food and Drink Policy, which can be found on our website. Fast food, such as McDonald's, KFC, or Hungry Jack's, is NOT considered an appropriate birthday treat. Please also ensure that any edible treats are individually portioned for easy distribution and are nut-free to accommodate allergies.

As an alternative, we encourage sharing small non-food tokens, such as pencils, stickers, or bubbles, in place of food treats.

To minimise disruptions to learning, all treats will be distributed at the end of the school day. This also allows parents to monitor their child's consumption of treats. We thank you for your understanding and cooperation in helping us celebrate birthdays in a fun and healthy way!

Parent Involvement

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 Pass.

A roster for parent help will be posted on the whiteboard outside 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.

“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 done 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. relations and friends.

WWC Clearances are valid for 3 years. Forms are available from the school's administration office or from Australia Post.

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 recess and lunch box in the correct basket
- Put their labelled drink bottle on the drinks trolley
- Put their Library bag into the library basket
- Place their bag in their pigeonhole.
- 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.

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).

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 particularly 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 school. Please let the staff know if your child has one of the following diseases:

Chicken Pox

Exclude from school. Child may return 5 days after the rash appear and the rash has formed crusts, or on the presentation of a Medical Certificate that the child is no longer infectious.

Gastro

Exclude child from school until vomiting and/or diarrhoea has subsided for **48 hrs.**

Infectious Hepatitis

Exclude child from school until certified well by a Medical Practitioner.

Measles and Rubella (German Measles)

Exclude child from school. Re-admit on Medical Certificate of recovery or 4 days from appearance of rash if well.

Mumps

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

Whooping Cough

Exclude child from school. Re-admit on Medical Certificate of recovery or 2 weeks from onset or 5 days after starting antibiotics.

Ringworm (Impetigo or School Sore)

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

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 school until lice and eggs are killed.

Hand, Foot and Mouth Disease (HFMD)

This 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, 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 blisters. 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. Faeces 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 risk of transmission.

CDFpay

St Joseph's Boulder is now using the new CDFpay app for online canteen ordering, uniform shop, events, fundraising and over-the-counter purchases at our school.

You will not be able to use your old CDFpay credentials to log in to the new CDFpay mobile app. You will need to follow these steps to create a new CDFpay account (you can use the same email address if desired)

How to register a CDFpay account

1. Search "**CDFpay**" on the App Store (Apple) or Google Play Store, download the app, then click "**Sign up now**".
Alternatively, scan the QR code or enter the following link in your web browser:
<https://user.cdfpay.flexischools.com.au/register>
2. Enter and confirm your email address, then click "**Sign up**".
3. Check your email inbox and follow the prompts to complete your account registration (check junk/ spam if lost).



After you have registered and entered your child's details, you can:

- Add your child's student card number to enable over-the-counter purchases.
- Top up your parent wallet and set daily spend limits for your child.
- To avoid surcharges, top up \$50 or more using a debit card or bank transfer any value.
- Order and pay in seconds!

Have questions? Visit <https://flexischools.zendesk.com/hc/en-au/> for detailed FAQs or chat to the Flexischools Digital Assistant. If you cannot find what you are looking for, please complete the online Contact Form and Flexischools will get back to you directly.

First Day of Kindy Checklist

- ☐ Full Sized Bag
- ☐ Water Bottle (**Water only**)
- ☐ Hats (**No Caps**)
- ☐ Recess and Lunch in the same box
- ☐ Crunch 'n' Sip (cut up fruits and Veg)
- ☐ Waterproof Library Bag
- ☐ Complete change of clothes (Labelled)

PLEASE MAKE SURE THAT ALL ITEMS ARE CLEARLY LABELLED