

**THREE YEAR OLD
KINDERGARTEN 2017
INFORMATION FOR
PARENTS AND GUARDIANS**





Dear Parents,

Welcome to the Holy Rosary Three Year Old Kindergarten program. We look forward to meeting you and welcoming your child and providing a stimulating environment in which they can play, learn and develop.

Please feel free to contact us at any time if you have any queries. It is such a privilege to be able to work with you in loving, caring for and teaching your child.

The following booklet will outline several important areas of our program, which will hopefully answer many of your questions.

Best wishes,

Kellie Napoli and Justine Wilson

GENERAL SCHOOL INFORMATION

SCHOOL ADDRESS: 35 Williamstown Road
Doubleview, 6018

SCHOOL PHONE: 08 9203 4500

SCHOOL FAX: 08 9244 1931

EMAIL ADDRESS: admin@hrs.wa.edu.au

THREE YEAR OLD KINDY INFORMATION:

TIMES

9:00am – 12:30pm (Morning Session)

9:00am – 3:00pm (Full day)

STAFF

Teacher: Mrs Kellie Napoli

Educational Assistant: Mrs Justine Wilson

EMAIL CONTACT DETAILS

Kellie Napoli: napoli.kellie@cathednet.wa.edu.au

UNIFORM SHOP OPENING HOURS:

Monday 8.30am – 9.15 am. Thursday 8.30 am – 9.15 am.

Not open on public holidays /school holidays and pupil free days.

WHY THREE YEAR OLD KINDY?

Three Year Old Kindy is an educational program for children from three years of age. This program lays the foundation for further schooling and provides the initial link between home and school.

At Holy Rosary the curriculum is guided by the Early Years Learning Framework (EYLF). The EYLF has been developed by the Australian government aimed at reforming early childhood education.

It is a National framework that is designed to ensure that your child has the opportunity for a quality education program in an early childhood setting.



OUR PHILOSOPHY

We would like to give you an insight into our philosophy so that you may have a greater understanding of the program.

- We believe all **children are unique and special**, with individual needs and interests.
- We believe all children **learn and develop in different ways** and at varying rates.
- We believe in a **hands-on approach** to learning. There will be many opportunities for your child to engage in countless hands on activities.
- We believe that learning occurs best through **play** at this age and by providing the children with stimulating activities, children will engage, explore, discover and consolidate new concepts.
- We believe that **oral language is the foundation** to reading and writing development. Oral language development will be encouraged through the promotion of social interaction during indoor and outdoor play. Instructional practices that promote oral language such as reading big books, singing songs and rhymes, storytelling and dramatic play will also form part of the program.
- We believe that children deserve to play in **beautiful spaces** and we will endeavour to provide an organised, stimulating learning environment that is aesthetically pleasing and where children want to engage, explore and experiment with their surroundings. Activities will be set up in appealing and interesting ways to encourage children to engage and interact with them.
- We believe that it is important to **create a caring community** of learners. We will encourage positive relationships, appreciate individual differences and cultivate a sense of belonging for all children at Three Year Old Kindy.
- We believe that it is important to **protect children's health and safety** by promoting good hygiene and a healthy active lifestyle. We will also provide adequate space, first aid and good supervision.
- We believe in encouraging the development of independence.
- We believe in providing a **balance** between active, sensory stimulation and quiet opportunities for reflection. There will be a balance between noisy and quiet activities as well as opportunities for children to work together in small groups, pairs and individually.
- We believe in **providing equipment that is developmentally appropriate**, safe, durable, non-toxic and well designed.
- We believe that **communicating and developing sound relationships between the staff and parents** is essential to ensure your child's experience at Three Year Old Kindy is positive and enriching.

- We believe in using **data collected through observation** to plan and provide appropriate and enriching learning experiences that cater for individual needs.

THE IMPORTANCE OF PLAY

The learning environment is carefully and thoughtfully planned as children learn best through doing the kinds of activities they find interesting. Children are not forced into any activity, but gently encouraged. They have the freedom to choose.

The sorts of play experiences on offer will include games, puzzles, books, construction, blocks, sand play, water play, drama, dress-ups, dramatic play, puppets, art/craft, painting, music, threading, cooking, drawing, tracing, gluing, cutting, taping, news telling, sorting, ordering, climbing, jumping, hopping, balancing, rolling and pedalling to name a few.



RELIGIOUS EDUCATION

Religious Education is not just about teaching Christianity but about sharing values and beliefs within the school community. At Holy Rosary we use *MJR* (Making Jesus Real) which is aligned with our RE curriculum. The simplicity and effectiveness of *MJR* is its explicit focus on values using broad and creative pedagogies and memorable sayings that students recall years later. Terms that will be used are; 'Thankful Tuesday, Winking Wednesday, Thumbs up Thursday, Hi-Five Friday, Happy Chappies and Jesus in our hearts forever'.

MJR is not a program, but a way of life - Christ's way.

MJR is easy, you are already doing it.

MJR is a simple message, it is part of our lives, the way we live our daily lives.



GUIDING CHILDREN'S BEHAVIOUR

For the benefit of all it is necessary that children abide by the simple rules that we have at Three Year Old Kindy. These should be relatively easy for the children to follow and should be similar to the standards of behaviour that you would expect from your child at home.

The aim is to help the children to develop self-regulation in a safe and secure democratic setting. Through *MJR*, we will encourage positive behaviour and interactions through positive reinforcement and modelling.

We will respect and comfort a child regardless of their behaviour. We will also help them to learn to identify their feelings, how to deal with them in a positive way and teach them skills to assert themselves where necessary.

Any necessary discipline will be sensitively dealt with. Parents will be notified if behaviour is a concern.

A TYPICAL DAY INCLUDES:

- Arrival/transition (9:00 – 9:15am)
- Mat Session (9:15am)
- Outdoor play
- Morning Tea
- Mat session
- Inside activities
- Mat session (Say Goodbye to morning group)
- Lunch time (12:30 – 1:00pm)
- Rest Time
- Afternoon activities (Inside / outside)
- Mat session (Say Goodbye)



WHAT TO BRING TO EACH SESSION (Please label all belongings)

- A square cloth bag (53cm sq with 45cm handles). These can be purchased from our uniform shop.
- A change of clothes (seasonal), including underwear.
- Morning tea
- A hat
- A water bottle



Those attending a full day will also need:

- A packed lunch (separate container from that of morning tea)
- A pillow for rest time



CLASSROOM SUPPLIES

To help with classroom supplies we ask all families to please supply:

- **1 liquid hand wash (pump)**
- **2 glue sticks (blue)**
- **1 box of tissues**



We will also be asking for families to supply other items needed throughout the year. A list of these items will be displayed at the beginning of the year. More information will be provided during your transition session.

ENCOURAGING INDEPENDENCE

We will foster independence by allowing and encouraging children to do things for themselves such as packing their bags, unpacking their lunch boxes, unscrewing drink bottle lids, dressing themselves and toileting.

Please support us and help your child by providing morning tea containers, lunch containers, water bottles, clothing and footwear that are easy for your child to use by themselves.



YOUR CHILD'S FIRST DAY

Children need to be prepared for their first day. As a parent, you may feel anxious about leaving your child but it is important to show that you are confident about leaving him/her as children are very good at sensing emotions. In the beginning it is encouraged that parents spend a little more time in the classroom when dropping off and leaving before mat time. The children soon learn the routine and understand that when you leave, you will return again shortly.

To assist with your child's introduction to the Three Year Old program they will attend a **1½ hour transition session** in the first week. They will do their own transition session from 9:00 – 10:30am. A transition session timetable will be sent to you via email prior to your start date. **Parents are asked to stay for the duration of their child's session.**

There will be a transition session in week 6 of Term 1 and weeks 1 and 6 of Term 2 for those who start later. Please contact Laurie Evans in our school office if you are unsure as to when your child's transition day will be.

Here are some useful tips that can help make separation as smooth as possible.

- Talk with your child before you leave and let them know when you will be leaving, ie. When the pack away signal is given.
- Introduce your child to the teachers and assure them that they will be safe and have lots of fun.
- Reassure them that you will be back soon.
- When the time comes to leave make it short and sweet, say goodbye (lots of hugs and kisses) and leave. (Do not lengthen the separation time by being hesitant as this is unsettling, show confidence).
- Some children may cry. We are always ready to comfort an upset child. In most cases the tears are short lived and children soon settle and join into the fun and activities.
- Always remember that parents know their children best. Please speak with staff if you are concerned about your child's separation anxiety.

Please be assured that we will call you if your child does not settle and remains distressed.



ARRIVAL AND COLLECTION ROUTINE



On arrival parents are asked to help their child find their name tags and place name tags and bags in the bag area. Morning tea and lunch boxes are to be placed in the boxes provided. On entering the classroom, children can place their drink bottle on the drinks shelf. Parents are welcome to read a story, complete a puzzle or play with their child before departing. When you are ready to depart, please tell a staff member so that we can ensure your child is not alone and is distracted, if necessary, when you leave.

On collection, parents are to wait outside for your child to be called to you. Please try to be on time for collection as children can become upset if their parent is not there when the door opens for home time.

AUTHORISED PERSONS TO COLLECT CHILDREN

If you are unable to collect your child for any reason, we need written notification. Please fill out a collection slip to ensure that we are aware of any changes in collection routines for your child.

In case of an emergency please phone the school with alternative arrangements. If you have permanent arrangements for the collection of your child a letter covering these plans and the appropriate contact phone numbers can be written at the beginning of the year.



PARENT PARTICIPATION AND RESPONSIBILITIES

Families are encouraged to be involved in the 3 Year Old program in a number of ways.

- A voluntary parent roster starting later in Term 1 will be displayed outside the classroom. Parents and Grandparents are welcome. We ask that you sign in and out at the front office whenever you are on roster.
- Parents can contribute materials and resources such as cards, paper, material off cuts, buttons etc.
- Share with us your special skills or occupations.
- Celebrate your child's birthday at Kindy. You are welcome to bring in cupcakes or small treats to celebrate their special day. Please be aware that some children may have allergies to certain food. In support of those children, parents can assist by not sending food containing nuts as one of the ingredients.
- Kindy washing – Each week a family will have a turn of taking home the Kindy washing. It can be returned the following week.

We ask parents to:

- Be positive and talk to your child about their time at 3 Year Old Kindy. You may wish to discuss what they have done, who they played with, what story they read and what songs were sung. This helps them to recall events, develop their memories and shows your interest.
- Notify the school office of address or telephone number changes immediately.
- Read the 3YO Kindy online blog.
- Help keep our playground in order by helping children put away loose parts/equipment before and after school.



COMMUNICATION

We have an open door policy. Parents are welcome to join us at any time. Feel free to approach us with queries concerning the program or your child.

Upcoming events, general notices and photos from the day are posted daily on our Kindy blog. A Kindy newsletter will also go out at the beginning of each term. This newsletter will also be on the blog.

Important dates/reminders can be found in our school newsletter. Please make sure the school has your email address to ensure you receive it.

MEDICAL CONDITIONS



We must be notified of any medical conditions or allergies in writing and action plans must be provided.

All medication is to be handed to the teacher and parents are required to fill out a Medical Authority Form for medicines to be administered. The child's name must be clearly printed on the label of the medication.

INJURY OR ILLNESS

Parents are asked to keep infectious children at home. We cannot allow a child who is suffering from a communicable disease or condition to enter the classroom as it may affect the health of other children or staff members. We have attached some relevant health information for you to refer to.

Parents will be notified about the occurrence of any infectious disease in either the staff or children. Parents will be contacted if their child is unwell and will be asked to collect them.

If a child becomes ill or seriously injured, every effort will be made to contact the parent or emergency contact person. The teacher has the authority to call an ambulance in the case of an emergency and the cost will be borne by the parents. The parent collecting the child will be notified upon collection for minor accidents.

HYGIENE

Good hygiene practices are essential to lessen the likelihood of cross infection between children and these will be reinforced. Appropriate hand cleaning products will be used to assist with this.



SUN PROTECTION

When at Three Year Old Kindy the children must wear a hat when playing outside. We recommend that parents apply sunscreen before their child attends each day. Sunscreen will also be available at Kindy.

TOILETING

It is not uncommon for children to have "accidents" at this age. Therefore, we ask you to include a change of clothes in your child's bag each day. **For the benefit of your child and others, we ask that you do everything possible to ensure that your child is toilet trained before commencing Three Year Old Kindy.** Please inform us if there are any concerns in this area.

CLOTHING

Please do not send children in their “good” clothes as these may end up stained with paint etc. Also, as the children will be very active, please ensure that they wear comfortable clothes that are easy to change in the event of an accident.

FOOTWEAR

Children are allowed to play in bare feet in the warmer months. However it is important that shoes have a good tread (no party shoes). Velcro is excellent for shoes.



SNACK TIME

Please provide a labelled separate container for morning tea. A piece of cut up fruit or vegetable, yoghurt, cheese sticks, crackers and plain popcorn are examples of some healthy snacks that could be included. Please try to keep packaged and sugary foods and drinks to a minimum as we would really like to encourage healthy eating practises at school.



LUNCH TIME

The children who will be attending full days need to bring their lunch as well. Please ensure that this is placed in a separate container from that of morning tea and that you provide healthy food options for them.



NUT FREE ZONE

As some children may suffer from allergy to nut products please do not send these to 3 Year Old Kindy. If your child does have a nut allergy please be aware that we cannot guarantee a totally nut free environment.

ALLERGIES

Several of our children are highly allergic to some foods, insect venom or medication and can suffer anaphylactic reactions. Please be mindful of this when you are bringing in food for special occasions. If you have any queries, please don't hesitate to come and see the teachers.



HEALTH INFORMATION

Communicable Diseases

Parents are requested to inform the school if a child has had a communicable/infectious disease and are required to observe the exclusion from school period. Public Health Department recommendations for many common infectious diseases are listed below.

Disease	Period of exclusion
Chicken Pox	Until scabs healed
Conjunctivitis	Until discharge from eyes has ceased
German Measles	Until at least 4 days after onset of rash
Glandular Fever	Until child is well
Hand, Foot and Mouth disease	Until all blisters have crusted
Head Lice	Until treatment has commenced
Hepatitis A	Until medical certificate of recovery is received
Hepatitis B & C	Not Necessary
Measles	At least 4 days after the onset of the rash.
Mumps	At least 9 days after onset of symptoms
Ring Worms	Until the day after treatment has commenced
Scabies	Until mites and eggs are destroyed
Whooping cough	For 2 weeks from onset of illness or for 5 days after starting antibiotic treatment

More detailed information is available at:

www.public.health.wa.gov.au/cproot/471/2/2013-doh-communicable-disease-guidelines.pdf