

# Padbury Catholic Primary School

## Parent Handbook Pre-Kindy 2020



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# WELCOME

We would like to extend a very warm welcome to all the children and families commencing at Padbury Catholic Primary Pre-Kindy.

We acknowledge that you are the primary educator of your child and we look forward to working with you to support you in that endeavour.

We wish you and your child a wonderful year ahead. We are looking forward to having lots of fun together!

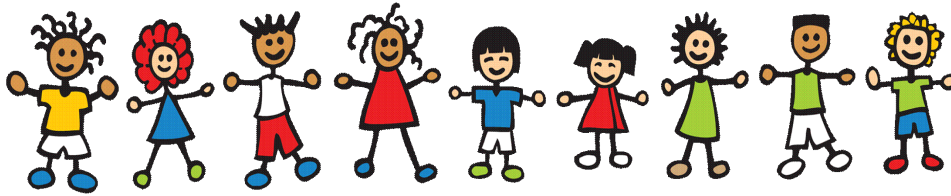
**Pre-Kindy Teacher**

Mrs Megan Finlay

**Pre-Kindy Education Assistant**

Mrs Heidi Mullen





## Padbury Catholic Primary School Vision

Padbury Catholic School is committed to living the motto of  
'Love One Another' (John 13:34).

We strongly believe in the acceptance of all people; respecting personal  
dignity with Christ as our model.

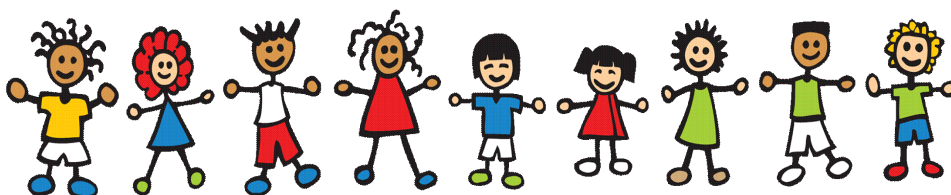
Each individual is a person of worth and their sacredness is honoured  
and protected.

We see and value God and the good in all people.

The school community values and encourages active participation by  
staff, parents and students working together to provide an atmosphere  
of approachability, empowerment and justice.

## School Prayer

O God in heaven  
Help us each day  
To be loyal to our school  
And truthful we pray.  
To do our best  
In work and play;  
To think of others  
Please show us the way



## Parents and Teachers Working Together

Children learn best when parents and teachers work together. You know your child better than anyone else so you can help the teacher understand your child by sharing information about their interests and enthusiasms.

*To support your child at Pre-Kindy:*

- *be familiar with the schedules and routines, and what your child needs to bring to Pre-Kindy*
- *get involved; volunteer as a helper*
- *Read the Pre-Kindy newsletter and complete some of the suggested activities that you can do with your child at home; e.g. reading with your child*
- *Make an appointment to talk to the teacher about your child's learning*
- *Talk with your child about what they did at Pre-Kindy*
- *Actively engage in our SEESAW APP to stay informed with our classroom sharing and become engaged in ways you can continue to support your child's learning*

***By working together, parents and teachers can ensure that every child gets off to a wonderful beginning at Padbury Catholic Primary School.***

## PRE-KINDY PROGRAM

Pre-Kindy is an educational program for children aged three years.

Padbury Catholic Primary School cherishes each child as a special miracle and we provide opportunities for children to engage in meaningful experiences for successful, creative, lifelong learning. At Padbury Catholic Primary School, we acknowledge that families are the most powerful influence on children's lives and that learning outcomes are most likely to be achieved when educators work in partnership with families. Padbury Catholic Primary School supports parents in their important role as the first educators of their children.

Padbury Catholic Primary School recognises that warm and respectful relationships with familiar adults are fundamental to children's learning and development. Educators acknowledge the benefits for children and families of feeling welcomed and valued and we work hard to ensure these relationships are formed and maintained.

Padbury Catholic Primary School provides quality programs based on an understanding of current brain development and early years' research. We know that the early years are when brain development is most active. At this time, all children's experiences – physical, cognitive, linguistic, religious, spiritual, social and emotional - are critical, as they impact on learning and later outcomes in life.

Through play experiences, both structured and unstructured, language, social, emotional, physical, creative and cognitive skills are developed. Through play experiences children become actively involved and intrinsically motivated. They are able to take control of their own learning, make meaning of the world and explore real life situations, in an environment that is non-threatening and safe. Through play the teacher is able to observe the capabilities of the child. These observations will be documented to provide a basis for future activities that will extend the child's knowledge and understanding. These play opportunities offer the parent a guide to their child's learning and the various milestones and progress they accomplish throughout the year.

An open door approach to learning is encouraged where work is displayed regularly for the children to express their own creative styles of learning and discoveries.

A great deal of our time in Pre-Kindy is spent planning purposeful educational play, based on discoveries and developmental milestones our children are working with.

Children have a natural curiosity and desire to learn. Child development experts indicate that children in the early years learn most effectively through play-based experiences. It is through these experiences that children make sense of their world, as they engage with others and the environment. The early childhood programs at Padbury Catholic Primary School involve learning that is a balance of intentional teaching and play-based learning, that provide children with opportunities to explore, discover, imagine and engage in purposeful and meaningful experiences.

Children who engage in quality play experiences are more likely to have well-developed memory skills, language development and are able to regulate their behaviour, leading to enhanced school adjustment and academic learning' (Bodrova & Leong, 2005).

## LEARNING – EYLF

At Padbury Catholic Primary School, we design learning programs that 'capture the integrated and complex learning and development of all children' by pursuing the five outcomes in Belonging, Being and Becoming: The Early Years Learning Framework (EYLF) for Australia. This framework clearly stipulates that children:

- Have a strong sense of identity
- Are confident and involved learners
- Are connected with and contribute to their world
- Have a strong sense of well-being
- Are effective communicators

The Early Years Learning Framework is implemented at Padbury Catholic Primary School within the context of a distinctive Catholic program which aims to develop children as followers of Jesus in today's world.

The rich and diverse communities of which the children are a part are valued and understood as central to their lives and learning. At Padbury Catholic Primary School, we respect the history, culture, language and traditions of families and communities and see learning in a social context built on collaboration and community participation. We ensure that all children in Pre-Kindy experience quality teaching and learning.





## WHO CAN ATTEND

Regulations prevent us from commencing a child at Pre-Kindy until they have turned three years old. If your child has not turned three years old when the program commences they may be enrolled and we are happy to hold their place for you until after their third birthday (vacancies permitting).

For further enrolment information please contact the school office.

## HOURS OF OPERATION

- Pre-Kindy days are: Tuesday (Term 1-4) and Thursday (Term 2-4 dependent upon sufficient enrolments)
- The Pre-Kindy doors open at 8:30 am
- We invite parents to stay until the bell is rung for mat time at 9.00 am
- Please note that for duty of care reasons, children are not permitted to play on the outdoor equipment before or after school. Please support the school in adhering to this protocol
- The beginning part of our day is important as it gives your child an opportunity to settle into the new day and learn about what activities are occurring throughout the day
- Pre-Kindy finishes at 2:50 pm. At the end of the day we will ensure that your child is safely placed in your care
- It is important that you are on time when picking up your child as children become upset if parents are late. If you are running behind schedule, please ring the Office (9404 4000) to advise them and they, in turn, will notify us

Children must be dropped off and collected by an adult, therefore parents are asked to park their cars – please refer to the school parking policy.



## Out of School Hours Care (OSH Club)

By partnering with OSH Club, Padbury Catholic Primary School provides a value-added service to its school community by offering Outside School Hours (OSH) Care Program, on the school site in our hall. **CHILDREN MAY NOT ATTEND OSHCLUB UNTIL THEY HAVE TURNED 4 YEARS OF AGE.** The centre is open for early morning child care from 6.00am and after school care until 6pm. OSH Club also offers a wonderful school holiday program. Further information can be found on the school website.

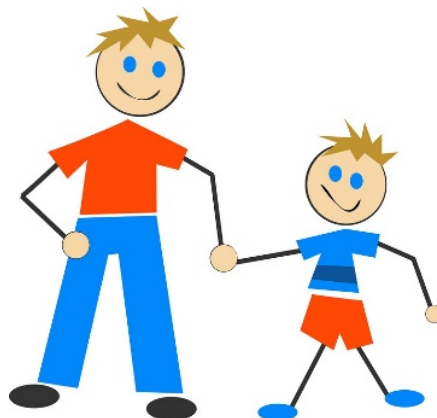
# ATTENDANCE

- Whilst Pre-Kindy is not a formal part of schooling, children are more secure with routine and friendships are more easily nurtured with regular attendance
- Please notify the school office and email the class teacher by 8:30 a.m. should your child not be attending school and advise child's full name, reason for absence, period of absence, parent's full name
- Please notify the school in writing when your child returns after a period of absence, stating the date of absence and the reason for the absence



# PICK UP ARRANGEMENTS

- If someone other than yourself is collecting your child, please email [megan.finlay@cewa.edu.au](mailto:megan.finlay@cewa.edu.au)
- Please note that we will not hand your child over to someone who has not been made known to us
- If you need to collect your child early please go to the office, sign your child out and collect a Green-To-Go card to present to Pre-Kindy staff
- If your child is to be regularly collected by someone else, please advise the classroom teacher via email.



# SETTLING IN

Children love coming to Pre-Kindy however there may be an initial period of adjustment at the start, where saying goodbye to mum and dad may be unsettling.

- Parents are encouraged to complete a puzzle or read a book in the first fifteen minutes of each session. Then the teacher will commence with a good morning song to start the day.
- When it is time to leave, please say goodbye to your child, rather than slipping away quietly, and trust that even if they are upset they will quickly settle
- Remember also that our Pre-Kindy staff are trained to deal with upset children so if your child is reluctant to let you go, please hand them over to a staff member and walk out the door without looking back. It is best that you do not linger as this only makes it harder for your child to settle
- Sometimes it can take a few weeks for a child to settle but be reassured that they do settle in time.
- **You can prepare your child for Pre-Kindy by:**
  - Driving past school and pointing out the playground and buildings
  - Celebrate preparations for school such as their new bag or lunch box and share with other family members
  - Play 'school' and have a lunch box picnic.
  - Display and discuss regularly the photo page of the teacher and assistant
- **Practise these things before coming to Pre-Kindy:**
  - How to carry own bag
  - How to pull down/pull up underwear on their own
  - How to wipe own bottom
  - How to open and close bag
  - How to open and close lunch box, fruit containers and drink bottles
  - How to blow nose with a tissue
  - How to put on/take off shoes on the correct feet

# GUIDING CHILDREN'S BEHAVIOUR CHOICES

- The role of the Pre-Kindy staff is to encourage social/emotional regulating strategies e.g. encouragement, engagement, verbal nurturing and opportunities for children to express their understanding.
  - Pre-Kindy children are usually very good at following the classroom rules. We guide children by reminding them of the boundaries and this is usually all it takes to set them back on task. If a child does not respond to this initial reminder and they continue to display inappropriate behaviour, we may remove them from that activity for a few minutes but we sit and stay with your child so they feel secure and safe with an adult and work through self-regulating strategies.
- We welcome Mrs. Williamson into our class and engage her in our learning provocations.





## WHAT TO BRING

- A bag large enough to carry all necessary items - without zips - such as a large, open shopping bag with handles at the top
- Sunscreen
- A wide brimmed hat – children are required to wear the school hat for all outdoor learning and play experiences. Please ensure your child has their hat packed every day
- All items belonging to your child, i.e. bags, clothes, hats, bottles, lunch boxes etc **must be clearly labelled with their name on it**
- **Morning Tea Time:** each child will need to bring fresh fruit or vegetables. Fruit may be pre-peeled and cut to your child's liking if necessary. Dried fruit and sultanas may be included along with fresh fruit. Carrot and celery sticks, capsicum strips, snow peas, cherry tomatoes, broccoli pieces etc. make a wonderful snack for fruit time. Our rule is that fruit/vegetables are to be eaten first at Morning Tea time. Then they may eat other snacks such as yoghurt, crackers and cheese, a healthy muffin, plain popcorn and so forth. Please pack the fruit and vegetables in a clearly labelled paper or plastic bag, separate from lunch.
- **Lunch:** The children will also require a healthy lunch every session. We recommend a sandwich, a piece of fruit, vegetables, yoghurt, cheese and plain crackers.
- Please ensure your child can open their containers and sandwich wrappings by themselves as this encourages independence
- Please place lunch in a separate lunch box.
- Padbury Catholic Primary School is an 'Allergy Aware School'. Please do not send peanut butter, Nutella, nuts and nut products to school.
- Please do not send in any sweet treats or packaged snacks such as chocolate, chips, lollies, Roll-ups etc. These will be sent home.
- **A drink bottle:** we ask that children have only water in a drink bottle daily (no juice, cordial or milk)

***\*\*Please do not allow your child to bring toys to Pre-Kindy. There are plenty of things to play with at Pre-Kindy and in order to promote sharing, it is best we use the school toys and resources. We do not want to run the risk of personal items being lost or broken. However, comfort items may be brought in for rest time eg teddy, blankies etc.***

## BOOKLIST

Please purchase all items on the booklist and bring them to school on the first day of Pre-Kindy. There is no need to label any of the items as resources are pooled. Throughout the year, the Pre-Kindy class uses consumable items for crafts and other hands on learning experiences. If you are able to donate any of the following items at various times throughout the year, please drop them into class in the morning.

# WHAT TO WEAR

- Children should wear comfortable clothes that can get messy
- We encourage independence at Pre-Kindy therefore please ensure that your child can manage all clothing by themselves, including footwear. Please avoid belts, buttons, press studs and buckles. Footwear must be comfortable and easy to be put on and taken off by your child e.g. sandals, velcro sneakers, slip on shoes etc. Thongs are not to be worn to school as these are unsafe on the climbing equipment and provide minimal support to growing feet.
- The uniform shop sells a sunsmart collared shirt for Pre-Kindy which the children can then wear for Kindy. You are encouraged to buy the shirts for the children to wear as it develops a sense of belonging and identity with Padbury Catholic Primary School.
- The uniform store is open each term on Wednesday afternoons from 2.30pm – 3pm and again on Friday mornings from 8.30am – 9am. Uniforms can also be ordered online at: [www.flexischools.com.au](http://www.flexischools.com.au).
- For hygiene reasons, two spare sets of clothes should be packed in their bag at all times. We encourage two sets of underwear/shorts/skirts and ask that they be changed to support the seasonal weather throughout the year.
- If your child is in the process of being toilet trained they must wear 'pull ups'. Please let us know if they are in the process of toilet training so then we can assist you in this. Please supply extra supplies of 'pull ups' and wipes for each session.
- Sunscreen should be applied before the children come to school. Sunscreen can be kept in their bags for the children to re-apply if required during the day. Sunscreen is also available in the classroom.
- Padbury Catholic Primary School is part of the Sunsmart group of schools and has a "No Hat, Stay in the Shade policy." Please bring a wide brim or flap hat to remain at school for the term. This policy also means that all students must wear a shirt with sleeves.



# HEALTH & WELLBEING

If your child is unwell please keep them at home to rest and recover otherwise if they come to school, they run the risk of infecting other children and/or developing secondary infections themselves.

Please let us know via 9404 4000 or [admin@padcath.wa.edu.au](mailto:admin@padcath.wa.edu.au) if your child has an infectious disease such as chicken pox, measles, school sores etc so that other parents can be notified.

## MEDICATION

- If your child requires medication, this must be administered before/after school. If your child requires medication whilst at school, we ask that you come to school to administer the daytime dosage. Staff can administer medications if urgently required **however medical forms need to be completed by parents prior to this occurring** (these are available from the office or on our website)
- Please let us know of any allergies or medical concerns so that a Medical Action Plan for your child can be put in place if required. If your child has a severe allergy or asthma plan, this plan must be given to the classroom teacher on your child's first day of school, together with ventolin, spacers and epi-pens

## ALLERGIES

Padbury Catholic Primary School is an allergy aware school. Please be aware that some children are allergic to nuts, eggs, etc. Please let us know if your child has an allergy.

# PARENT PARTNERSHIPS

- We love to have parents coming to visit us in Pre-Kindy. We begin running rosters from Term 2 onwards, to aid in reducing separation anxiety. Please write your name on the Pre-Kindy roster whenever you are available to come in and help us in the classroom. We ask that you stay for the morning session, up until morning tea time. You play a critical role in the success of your child's Pre-Kindy year, so please support us in the classroom
- Being on parent roster is a special time for you to enjoy with your Pre-Kindy child in their classroom. Your duties include working with a small group of children during activity time
- It is important to stress that parent helpers are not permitted to discuss with others the behaviour or performance of any of the students. In this way we safeguard the feelings of others and maintain high levels of professionalism and confidentiality
- We welcome grandparents on roster however a Working with Children check is required by all helpers, aside from parents. The Working with Children card will need to be presented to the front office prior to coming on roster
- Laundry Roster involves washing of aprons and towels used in the classroom. Each family will be rostered on to do the laundry. We will allocate one family per week for this roster. Please return the laundry bag first thing on Tuesday morning.

## BIRTHDAYS

Birthdays are a special time in the lives of young children. We are happy to celebrate your child's special day. Please feel free to bring in a small treat which the children can share. Little individual cupcakes or muffins are ideal.

Please post party invitations or hand directly to parents. It is distressing for other children when party invitations are given out in front of them.

## P&F REPRESENTATIVE

The Parents and Friends Association is a magnificent friend-raising and fund-raising group within our school who organise social events for the parents and children and also assist in purchasing additional resources for our school. Parents are encouraged to support the P&F. The Class Representative role involves welcoming new parents to the school, organising informal get-togethers for parents and general liaising between the P&F and parents.

## COMMUNICATION

- Samples of your child's work will be displayed in the classroom and are sent home after a time.
- Actively engage in our SEESAW APP to stay informed with our classroom sharing and become engaged in ways you can continue to support your child's learning
- Parents are more than welcome to come and chat with the teacher about their children's spiritual, academic, social, emotional, physical progress during the year. However, we ask that you please make an appointment in advance to see the teacher. This means the teacher can be fully prepared and spend time with you in discussion

## NEWSLETTERS

- Please ensure that you provide the school office with a current email address so that the newsletter link can be sent to you each week.
- SEESAW updates and photos of our learning are sent weekly to parents.
- Newsletters are available on the school website and you can access these from Thursday evenings. Our website address is: [www.padcath.wa.edu.au](http://www.padcath.wa.edu.au)

