

*St Mary's School  
Northampton*



*Kindergarten  
Information  
Booklet  
2016*



# Welcome

St Mary's Kindergarten/Pre Primary Staff extend a warm welcome to you and your family for the 2016 school year.

## Staff

Principal - Mrs Melissa Marquis

Senior Teacher - Miss Daniela Miotti

Teachers - Miss Rebekah Walton

Miss Melissa Middleton - Wednesday only

Education Assistants - Mrs Terri Keeffe &  
Mrs Natarsha Mitchell



## School Vision Statement

St Mary's School provides an education that endeavours to equip each child with the Christian values and life skills necessary to meet the challenges of a changing world.

## School Mission

At St Mary's School, we strive to:

- Create an environment where all children feel safe and valued
- Help children to know Jesus.
- Provide opportunities for children to learn how to pray.
- Provide opportunities for children to experience meaningful liturgical experiences.
- Provide opportunities for each child to develop to their full potential - spiritual, intellectual, physical and emotional.
- Develop in children a sense of pride in themselves and their community.
- Create an atmosphere which promotes dignity and respect for all and values each member's contribution.
- Support parents in their role as prime educators of their children.
- Foster an awareness and appreciation of the environment and take responsibility for its care.

## **St Mary's School Board**

The School Board is a representative body elected from the school community and accountable to the Conference of Bishops through the Catholic Education Commission of WA for planning and for the financial management of the School and in advising the Principal with respect to school policy involving financial implications.

The overall role of the School Board is to help the school fulfil its educational responsibilities in accordance with the constitution, the policies and practices of the Catholic Education Commission of WA and the Diocesan Guidelines.

Community members of the School Board are elected at the Annual School Community Meeting held in February each year. The Board Members at the first Board Meeting following the Annual School Community Meeting elect Office Bearers.

## **St Mary's P&F Association**

The Parents and Friends Association helps to foster community interest in education promote closer liaison between school and community and assist in fundraising for school resources.

St Mary's Parents & Friends Association meets every term to discuss the needs of the school. Meeting dates and times are advertised in the school newsletter. All parents are welcome and encouraged to attend these meetings especially new families as the P&F provides the opportunity to meet with other parents.

# Welcome to St Mary's School

Our Kindergarten program focuses on:

- The development of positive attitudes towards learning.
- Promotion of socialisation skills.
- The development of the child's self-confidence.
- Independence to give the children a sense of achievement in all they do.
- Encouragement of creativity and self-expression.
- The provision of opportunities for children to help each other, share with others, and respect others' rights and property.



The program is diverse and all topics and concepts are explored in an integrated way.

Through play, the children will be given the opportunity to learn basic skills and concepts, and to learn social skills, respect and develop friendships.

The Kindergarten learning environment in a Catholic school offers opportunities which encourage and facilitate the growth of the whole child, spiritually, physically, emotionally, intellectually and cognitively. The St Mary's School Community recognises parents as the prime educators of their children and sees itself as a complement to parents in their efforts to develop the faith of their children.

## EYLF

The principles and practices which guide your child's learning experiences at St Mary's School are aligned with those from the **Early Years Learning Framework**. Each child is guided and supported to ensure they develop a sense of **Being, Becoming and Belonging**.

## Kindergarten Curriculum Framework

The content for the curriculum of St Mary's School is planned for using the Western Australian mandated document, **The Kindergarten Curriculum Guidelines**.

## National Quality Standards

The standard of the centre will be assessed to align with those of the **National Quality Framework**.

## Kindergarten Attendance Times and Days

Kindergarten classes commence on February 1st 2016.

### Attendance:

It is a requirement that once your child is enrolled in Kindy, they are to attend **three days a week**. The three days you choose to send your child are completely your decision, although the preference would be: **Monday, Wednesday and Friday** as these days best suit programming for Kindy and Pre Primary students.

In order to keep an accurate record of your child's attendance, a note detailing the days in which your child will be attending Kindy will be required at the beginning of each term.

If you would like to send your child more than three days a week, at any time, this is also completely fine.

If your child is unexpectedly absent, please contact the Office and provide an absentee note.



## Arrival and Dismissal

Children are welcome at school any time **after** 8.30am.

School commences at 8.50am

Recess: 11.00am - 11.20am

Lunch: 1.00pm - 1.40pm

School finishes at 3.10pm

In the interest of safety, children are to be dropped off and picked up on time from the Kindergarten by a parent or nominated adult. Please notify the Kindergarten teacher, in writing, through the classroom diary, if alternative arrangements are made.

We also request that you advise the teacher, in writing, if your child will be attending a Child Care Group, naming the centre and a contact number.

When dropping off your child please wait in the Kindergarten/Pre Primary area, remaining with your child. Due to safety reasons, please keep your children off the play equipment before and after school. Your help in this regard is most appreciated.

At the end of each session please wait on the verandah and the classroom door will be opened to allow children to go home.



## Morning Routine and Separating From Your Child

On arrival, the children will hang their bags on the hooks outside of the classroom.

Please bring your child into class when the doors open, allowing them to choose a puzzle, storybook or toy. Parents may want to spend time with their child to settle them and to make the separation less traumatic.

If your child cries, leave them with the Teacher or Education Assistant. Please leave quickly because for some children the initial separation is hard, staying with your child will only prolong this. Parents can make the parting more difficult by being over concerned and by lingering too long.

Usually when children see their parents are definitely gone, they happily settle down to enjoy themselves. We will contact you by phone if there is a continuing problem with separation.

Please do not disappear without saying goodbye as this is upsetting to children.

## Parent Roster

A parent roster operates in Kindergarten/Pre Primary. The roster system allows the parent (mum, dad, grandparent or caregiver) to join in with the child at Kindergarten. Parent help is invaluable to the Kindergarten/Pre Primary program, your help and support is appreciated. The roster sheet and washing roster will be placed outside the room on a notice board at the beginning of each term. Please fill in the days that suit you.

Please remember, when coming on roster, that this affords you to spend time with your child, interact with their friends and help with tasks.

At the commencement of all terms, there will be no parent help for the first two weeks. This allows the children to adjust back into the program.

The Kindergarten Centre values an 'open door policy' where we encourage parents to establish a relationship with educators. If you have any concerns or questions regarding your child we request that you make an appointment with the classroom teacher so they are able to prepare for the meeting.



## Requirements

### Everyday Items for School:

- **School Bag** - It is recommended that all children bring an appropriate sized *school bag* with them everyday. This makes it easier to transport any art work, notes, lunch box etc. St Mary's school bags are available for purchase at the Office.
- **Fruit** - Every day, each child brings a piece of *fruit* which is then chopped up and shared within our class. This is a lovely social time for the children and gives the children the opportunity to taste other fruits. Some suggestions other than your regular fruits are: *sultanas, carrots, cauliflower, celery, cheese, etc.*
- **Water bottle** - Water please, no fruit juice or cordial.
- **Lunch** - Please provide children with a nutritious lunch, separate from their morning tea.
- **Hat** - Children must have a hat in their bag for every session, 'NO HAT, NO PLAY'. This policy is enforced all year.
- **Spare change of clothes** - A spare set of clothes is to remain in their bag at all times.

**Please label the school bag, water bottle, hat and lunch box with your child's name.**

## Children's Dress

To enable children to enter fully into all activities without fear of getting dirty, comfortable clothes suitable for outdoor play are suggested. Please be aware that they may also get paint, glue, water and sand on their clothing during activities.

*The School Uniform* is not compulsory. There are Kindy t-shirts available for purchase at the Office.

Please ensure your child wears shoes they can manage, shoes with velcro strips or slip-ons help them learn independence and have success.

**Please label all shoes and clothing.**



# Behaviour Management

Knowing the rules and routines of 'school' helps young children feel more relaxed and in control. Rules will be developed around behaviour and safety. We will foster a commitment to the rules and an understanding of why we have them.

A thinking time area will be used both inside and outside as a form of discipline. Positive rewards will be used to affirm social behaviour e.g. sharing, turn taking, being kind.



## Birthday Celebrations

We are happy to celebrate your child's birthday at Kindergarten. You are welcome to send along a cake or small patty cakes for the class to share. It would be lovely if a parent or caregiver could attend Kindy on this day to help make it an extra special day.

**BIRTHDAY INVITATIONS ARE NOT TO BE SENT TO SCHOOL FOR DISTRIBUTION, PLEASE. THEY CAN BE GIVEN TO THE PARENTS DISCREETLY OUTSIDE THE CLASSROOM OR SENT THROUGH THE MAIL. THIS IS TO AVOID HURTING ANY CHILD'S FEELINGS.**



## News

Children will have the opportunity to tell news. This promotes oral language skills; describing experiences, sequencing events and developing speaking and listening skills.

A News Roster will be sent home at the start of each term.

## Toys

We would appreciate it if you could ensure that your child's personal toys remain at home. Loss or damage of toys is upsetting to the children and can easily be avoided.

The teacher will let you know if the children are requested to bring items for news sessions or special days.



## **Sickness**

If your child has been ill overnight, please do not send him/her to school the next day. If a child becomes ill during the day, parents will be notified and asked to collect their child.

## **Medication**

If your child has a medical condition (asthma, epilepsy, bee sting allergy, nut allergy etc) that may affect how we care for your young child, or if your child requires medication to be taken at school, either temporarily (cold or infection) or long term, we request you fill out medical forms that are available from the Office. These must be completed and returned to the Office.

These forms help us to respond to your child's needs and help us care for them should a medical problem occur. An information form will be sent home for parents to fill in at the start of the year. This form will also ask parents to alert medical conditions and nominate a contact number for parents and emergency phone numbers in case your child is unwell whilst at school. These forms will be kept on file in the Kindy to allow quick contact with parents.

Please note the Early Childhood Centre encourages parents to be aware of common allergies affecting children.



## Communicable and Infectious Diseases

A number of regulations have been drawn up by the Health Department on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced. The regulations covering Communicable and Infectious Diseases published by the Public Health Department of WA are as follows:

CHICKEN POX	Exclude until all vesicles have crusted.
MUMPS	Exclude for 9 days after onset of symptoms.
RUBELLA (German Measles)	Exclude for 4 days after the onset of the rash.
MEASLES	Exclude for 4 days after the onset of the rash.
VIRAL HEPATITIS - A	Exclude until 14 days after onset of illness or 7 days after jaundice appears.
Streptococcal infection including SCARLET FEVER	Exclude until person has received antibiotic for 24 hours.
WHOOPING COUGH	Exclude until 5 days after an appropriate antibiotic treatment or for up to 21 days from the onset of coughing.
RINGWORM	Exclude until person has received antifungal treatment for 24 hours.
SCABIES, TRACHOMA	Exclude until person has received treatment.
PEDICULOSIS/LICE	Exclude until hair is treated, lice removed.
CONJUNCTIVITIS	Exclude until discharge from eyes has ceased.
IMPETIGO	Exclude until after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
HAND, FOOT AND MOUTH DISEASE	Exclude until vesicles have crusted/dry.
DIARRHOEA	Exclude until diarrhoea has ceased for 24 hours.
HERPES SIMPLEX 'COLD SORES'	Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.
MENINGOCOCCAL MENINGITIS	Exclude until well. (Notifiable disease)

## School Health Nurse

During Term One, your child will be screened by the Community Nurse. This screening occurs during Kindergarten, with parent consent. Further referrals to other professionals will be made if required and parent consent is given.

If necessary, you will be informed of a required referral to Allied Health, or your child will participate in intervention groups.



# Newsletter

A newsletter will go home with the eldest child in the family fortnightly, on Thursdays. The newsletter will inform you of approaching events and any items of information regarding you, your child and/or the school. Please ask your child for the newsletter on this day.



## Collage Material

Kindy children love to play and construct masterpieces out of junk materials. If you have any of the following items, and can live without them, please send them in!

- Plastic ice-cream/margarine containers
- Small cardboard boxes
- Cereal boxes
- Lids
- Soft wood for carpentry
- Egg cartons
- Artificial flowers
- Material/lace
- Cotton reels
- Buttons
- Bottle tops
- Meat trays
- Greeting cards
- Shells



**Please - NO** soap powder containers, toilet rolls or medicine packets. We have a preference for clean junk (especially milk cartons) as we often don't have time to wash things.

## 2016 Dates

### Term One

Thursday 28 January	Staff Professional Development Day
Friday 29 January	Staff Professional Development Day
Monday 1 February	Term One Commences for Students
Monday 7 March	Labour Day Public Holiday
Friday 25 March	Good Friday Public Holiday
Monday 28 March	Easter Monday Public Holiday
Tuesday 29 March	Easter Tuesday School Term Holiday
Monday 4 April	Pupil Free Day – Regional Collaborative School Improvement Project
Tuesday 5 April	Pupil Free Day – Regional Collaborative School Improvement Project
Friday 8 April	Term One Concludes for Staff and Students

### Term Two

Monday 25 April	ANZAC Day Public Holiday
Tuesday 26 April	Term Two Commences for Staff and Students
Monday 6 June	Western Australia Day Public Holiday
Friday 1 July	Term Two Concludes for Staff and Students

### Term Three

Monday 18 July	Term Three Commences for Staff and Students
Friday 19 August	Pupil Free Day – Staff Retreat
Wednesday 21 September	Term Three Concludes for Students
Thursday 22 September	Pupil Free Day – Regional Collaborative School Improvement Project
Friday 23 September	Pupil Free Day – Regional Collaborative School Improvement Project

### Term Four

Monday 10 October	Term Four Commences for Staff and Students
Monday 24 October	Pupil Free Day – Catholic Day
Friday 9 December	Term Four Concludes for Students
Monday 12 December - Friday 16 December	Staff Professional Development Days

For a child, everything is a potential learning experience. As educators we need to think about how learning can be part of every moment of the day.

