



# PRE-KINDY HANDBOOK

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HOLY ROSARY SCHOOL  
DOUBLEVIEW

## **WELCOME**

We would like to extend a very warm welcome to all the children and their families commencing the Holy Rosary three-year-old Pre-Kindy.

The following booklet will outline several important areas of our program, which will hopefully answer many of your questions. If you have any further questions, please do not hesitate to ask.

We are looking forward to having lots of fun together!

Jen Peel

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Pre-Kindy Teacher

Pre-Kindy Educational Assistant

## **HOLY ROSARY PRE-KINDERGARTEN PROGRAM**

Pre-Kindy is an educational program for children from three years of age. The program provides the initial link between home and school and provides an introduction to schooling for children and their families.

The curriculum is guided by the Early Years Learning Framework (EYLF), a National framework that is designed to ensure that all children have the opportunity for a quality education program in an early childhood setting. Our program pursues these expectations through the following five outcomes in the Framework.

Outcomes:

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

The program is play-based and provides children with meaningful experiences that promote the growth and development of each child. The staff endeavour to create a caring, safe and stimulating environment that will nurture your child's disposition to wonder, explore and construct meaning about the world, leading them towards becoming self-confident, motivated and happy learners.

Regulations prevent us taking a child 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 until after their third birthday.

## **HOLY ROSARY EARLY CHILDHOOD PHILOSOPHY**

At Holy Rosary School, “Every child is valued, known and heard, empowering them to use their talents in doing good for their world, and forming enduring friendships in their joy filled childhood.” (*HR Strategic Plan 2022-2024*) We value early childhood education as the foundation for lifelong learning and we believe that each child is a unique individual, created in the image and likeness of Jesus Christ, who needs a secure, safe and supported environment in which to grow and mature spiritually, emotionally, intellectually, physically and socially.

Our environment will provide multi-faceted opportunities for your child to thrive. We see children as being active participants in their own learning and recognise that this will happen best in an environment which provides fun, enjoyable and engaging experiences where children are supported and encouraged to think creatively and given time to explore, test out ideas, investigate, express curiosity, ask questions and wonder in their environment.

“Inside our Holy Rosary classrooms, you will discover an unwavering focus on evidence-based contemporary education.” (*HR Strategic Plan 2022-2024*) We have created contemporary learning areas and practices to support all areas of the curriculum through an educational, play-based programme. Foundations of Literacy and Numeracy and other pre-academic skills are learnt both in the context of play, and through responsive and intentional teaching. We understand that children mature at different rates and have preferred styles of learning and, as such, we aim to provide an enriched, flexible and differentiated curriculum.

We believe that education requires the support of the wider community and that relationships formed within that community are paramount to students’ success. We recognise parents as children’s first and most influential educators

and recognise that strong, collaborative partnerships between parents and educators are essential. We believe connecting with each child on an individual level is vital in ensuring they feel valued, heard and have a sense of belonging. We gain insight into both the characteristics and the interests of each child through collaborating with parents, listening to the child, and observing their actions and interactions.

“Holy Rosary is a welcoming and inclusive place, where we connect with and support families at all stages of their school community journey. As members of the Our Lady of the Rosary parish community, we embrace our challenge to seek truth, love and knowledge for our world.” *(HR Strategic Plan 2022-2024)*

## THE IMPORTANCE OF PLAY

Play continues to be recognised as the most significant means through which children learn. When your child plays, they use their creativity while developing their imagination, dexterity, and physical, cognitive, and emotional strength. Play is important to healthy brain development and it is through play that children at a very early age engage and interact in the world around them. When children play and learn new things, they discover that learning can be fun and go on to view learning as something enjoyable.

Each morning the children will be engaged in self-initiated exploratory play. Our classroom is set up with defined learning centres. The children use the material in the learning centres how they like, using their individual skills and imagination to create and express their ideas. The learning environment is flexible and is modified to cater for the children’s needs and interests.

## LEARNING CENTRES

The sorts of play experiences on offer include:

### INDOORS

Dramatic Play	Collage	Painting	Science & Nature
Construction	Tinkering	Literacy Resource	Numeracy Resource
Sensory	Puzzles	Reading Area	Fine Motor Activities

## OUTDOORS

Sand Play	Nature Play	Dramatic Play	Bikes and Scooters
Water Play	Ball Play	Obstacle Course	Music Making

## MAKING JESUS REAL (MJR)

The teaching of Religion is an integral part of our program. At Holy Rosary School we use a whole school approach called MJR. It is about 'Making Jesus Real' in the here and now. MJR is a way of life - Christ's way. It is something that we are already doing. It's about celebrating Jesus and acknowledging the spirit of Jesus who is in our hearts forever.

In Pre-Kindy we talk about the Spirit of Jesus and highlight moments where his Spirit is seen. We talk about the loving and kind actions seen by each other throughout the day and highlight these during our daily prayer circle.

## GUIDING CHILDREN'S BEHAVIOUR

For the benefit of all it is necessary that children abide by the simple rules that we have at Pre-Kindy so that everyone has an equal and fair chance to participate in an optimum learning and play environment. 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.

We have a positive and proactive approach to behaviour guidance. Our aim is to help the children to develop self-regulation skills. These are the skills needed to manage emotions and behaviour in different situations. They include the ability to resist highly emotional reactions to upsetting stimuli, to calm down when upset and to handle frustration without outbursts.

Acting out is essentially an ineffective response to a stimulus. When this occurs, we help the children slow down and more carefully choose an effective response instead of being impulsive. Please keep staff informed of any concerns you may have regarding your child's behaviour. Teachers will arrange to meet with parents regarding behaviour if required.



## **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 manage by themselves. It is important that shoes have a good tread (no party shoes). Velcro is excellent for shoes.

Since children will be working with messy materials, please ensure that they do not have to worry about dirtying good clothes. 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.

## **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 Pre-Kindy. Please inform us if there are any concerns in this area.

## **SESSION TIMES**

9:00am – 3:00pm

## **WHAT TO BRING TO EACH SESSION**

- A square cloth bag (These can be purchased from the school office. It should be clearly labelled on the outside.)
- A change of clothes (seasonal), including underwear and socks.
- A labelled sun hat with a wide brim or legionnaires tail (No hat, no play).
- Morning tea
- A packed lunch (separate container from that of morning tea).
- A plastic 'pop up' drink bottle, filled with water.
- A small rectangular covered foam cushion for rest time (available from the school office).

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. Please also ensure all your child's items are clearly labelled with their name.

## **CLASSROOM SUPPLIES**

Each family is asked to please supply:

- 1 Crayola Twistable crayons 12 pack
- 1 blue gluestick
- 1 Crayola Ultra-clean Washable Broad Line Markers Set 10 pack

This can be brought in on your child's first day.

Families may purchase other items needed voluntarily. A list of these items will be displayed at the beginning of the year.

## **TOYS**

It is best if personal toys are left at home. Bringing toys to Pre-Kindy may create arguments and the accidental damage or the loss of a toy can be very upsetting for your child. There are plenty of toys at school with which they may play.

## **PRE-KINDY ORIENTATION**

To assist with your child's introduction to the Pre-Kindy program, a 1½ hour orientation session will be offered prior to commencement. The orientation sessions will occur during the first week of school (between Wednesday 31<sup>st</sup> of January and Friday 2<sup>nd</sup> of February 2024). The program will then commence from Tuesday 6<sup>th</sup> of February onwards. The orientation session timetable will be sent to you via email prior to this time. Parents are asked to stay for the duration of their child's session.

Orientation sessions for those commencing later in the year will be organised at a time that is closer to your child's commencement date. Please contact our school office if you are unsure as to when your child's orientation session will be.

## **BRINGING YOUR CHILD**

Parents (or guardians) must accompany children to the front door and wait with them until the door is opened at 9am. For your child's safety, please do not allow your child to play on the outdoor equipment unattended. While waiting, help your child to find his or her name tag and place it above their bag on one of the hooks outside the room. Drink bottles can be placed on the stands and morning tea and lunch boxes can also be placed in the boxes provided.

The classroom door will open at 9am. The teachers will greet your child and welcome them into the room. The children will come in and participate in an activity in the room until all children have arrived and are settled and ready to begin the day.

Be cheerful when saying goodbye. Separation can be an emotional experience for both the child and parent. Remember that children take cues from their parents so try to be cheerful and positive. This attitude will flow through to your child. If your child does have difficulty separating, allow the teacher to intervene while you leave. As a rule, children settle quickly when they discover activities and friends in the classroom. Rest assured that the teacher will contact you if there are any problems.

## **PICKING UP YOUR CHILD**

Children must be picked up promptly from the door of the classroom at 3.00pm. At this time, children will be seated on the mat and called by their name as each parent is sighted. It is very distressing for a young child to be left sitting on the mat, so please be punctual when collecting your child.

If your child is dropped off after 9.15am or collected before 2.45pm you must go to the front office and sign them in or out.

## **AUTHORISED PERSONS TO COLLECT CHILDREN**

If you have permanent arrangements for the collection of your child, or if a friend, relative, or babysitter is to collect your child on a given day, we require a written note to inform us. Please fill out a CHANGES IN COLLECTION



ROUTINE form which informs us of the dates, names and contact phone numbers of those who will be collecting your child.

This is a requirement of the Education Act which applies to all schools. In an emergency, please ring the school to advise the change of arrangements (Office 9203 4500).

## **HEALTH**

Most children want to come to school even if they are sick; however, if your child is unwell, please do not send them to Pre-Kindy and ensure that they remain at home until fully recovered. Please let us know if your child has an infectious disease such as chickenpox, measles etc so that other parents can be notified.

If a child becomes ill or seriously injured at school, every effort will be made to contact the parent or emergency contact person. For this reason, it is important that telephone numbers and emergency contacts are kept up to date at all times. For minor accidents, parents will be notified upon collection.

## **MEDICAL CONDITIONS AND MEDICATION**

Please inform us of any allergies or medical conditions that may affect your child's well-being, and equally of any circumstances that may affect their behaviour on a particular day. Please fill in the MEDICAL INFORMATION FORM so that a medical action plan can be put in place for your child 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.

If your child requires medication, this must be administered before/after school where possible. If your child requires medication whilst at school, the medication is to be handed to the teacher and parents are required to fill out a SCHOOL MEDICATION RECORD FORM. All medication must have the child's name clearly printed on the label of the medication.

## COMMUNICATION

We acknowledge that parents know their children best. Please keep the staff informed of matters concerning your child's health, well-being and changes at home that could affect his/her participation. Having a strong communication link between parents and the school will help to ensure Pre-Kindy is a positive experience for your child.

For urgent and quick information, approach the staff in the morning, however, this is the most important time for them to engage with your child, say hello and have the day ready to go, so it is not a suitable time for a long discussion. For a longer discussion, speak to the teacher to arrange a suitable time. Otherwise you can ring (9203 4500) or email the office [admin@hrs.wa.edu.au](mailto:admin@hrs.wa.edu.au) and the teacher will be passed on the message.

## NOTICES

We will keep you informed about events through notes on the parent board, the school newsletter and Seesaw (an online platform for student engagement). More details as to how to access Seesaw will be given on commencement.

## PARENT HELP

We welcome parents and guardians into our classroom to help and participate in activities. It is an important part of our program not only for the children but can also be very rewarding for our parents too. More information regarding a roster will be passed on when your child has commenced Pre-Kindy.

The school must always know who is on the premise, therefore, all those who come in on roster will need to sign in at the school office on arrival and wear a visitor's sticker. At the end of the session, we ask you sign out before you leave the school.

If you have a skill or talent you would like to share with the children (cooking, playing an instrument, weaving, carpentry, dancing etc) please let the teacher know.

## **PLAYDOUGH CLUB**

We would love parents to become involved by being part of the playdough club. It requires making playdough at home and bringing it in on your child's first day of the rostered week. A container with a recipe will be provided. If you would not like to be part of this club, please inform staff.

## **BIRTHDAYS**

We celebrate birthdays in Pre-Kindy and promise to make the birthday child feel very special while at school. There is no need to bring in cakes or treats to school.

If your child is having a party outside of school, please discreetly circulate the invitation to the child's parent to prevent upsets.

## **END OF TERM CLEANING**

At the end of each term, we like to do an extra clean of our classroom and the equipment. We appreciate any help you can offer during this time. More hands make light work.

## **USEFUL ITEMS**

Parents can contribute materials and resources throughout the year. Following is a list of some of the things we often need.

- Ice cream containers or plastic trays
- Cardboard cylinders (due to health regulations toilet rolls are unacceptable)
- Coloured paper, scrap paper/card, cardboard, wrapping paper, foil (ie Easter egg wrappers)
- Stickers
- Small boxes for construction e.g. cereal boxes etc
- Bottle tops and corks
- Egg cartons

Thank you for taking the time to read this information. We hope it has helped answer many of your questions. We look forward to meeting you soon!