



Kindergarten Handbook

2023



WELCOME

Welcome to St Denis School and our world of happy, rewarding learning adventures of progressive discovery and achievement for primary students.

At St Denis, holistic education of the whole child is at the heart of our strategic vision. Working with parents as primary educators of their children, we are committed to helping students learn and develop their potential and share in the joys of Christian life with which God blesses us.

In an increasingly complex and challenging world, the education of our students, crucially, is grounded in Gospel values and spiritual and faith growth in synergy with academic achievement and development of social skills and confidence.

Positive and harmonious unity between students, parents, 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 warmly invite you to tour the St Denis website and discover more of how St Denis makes education an enjoyable and richly engaging experience for its students.

Mr Justin Tuohy
Principal

SCHOOL INFORMATION

SCHOOL ADDRESS: 2 Orchid Street
Joondanna WA 6060

SCHOOL PHONE: 9242 3422

WEBSITE: www.stdenis.wa.edu.au

EMAIL: admin@stdenis.wa.edu.au

KINDERGARTEN STAFF

CLASSROOM TEACHER: Mrs Nelly Maiden

EDUCATION ASSISTANTS: Mrs Lisa Ciffolilli, Mrs Margi Weeldenburg, Mrs Colette Dillon
& Ms Grace Allen

EMAIL ADDRESS: nelly.maiden@cewa.edu.au

TERM DATES

TERM ONE

Wednesday 1st February to Thursday 6th April

TERM TWO

Wednesday 26th April to Friday 30th June

TERM THREE

Monday 17th July to Friday 22nd September

TERM FOUR

Monday 9th October to Friday 8th December

****These dates do not include Pupil Free days and are subject to change. Please check the school newsletter or website (Term Planner) for any changes.**

OUR PHILOSOPHY FOR THE KINDERGARTEN PROGRAM

The Kindergarten 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.

The Kindergarten environment aims to:

- Develop a sense of wonder about God
- Allow children to be children
- Provide rich experiences that are stimulating, hands-on, creative and challenging
- Foster in each child an enthusiasm and joy for learning
- Develop their pre-literacy and pre-numeracy skills
- Develop the ability to communicate verbally and non verbally their thoughts, ideas and feelings
- Encourage socialisation and positive relationships
- Develop their fine and gross motor skills
- Encourage a healthy moral awareness
- Make Kindergarten a place where children feel comfortable and valued, in a supportive and encouraging environment.

Our planning is guided by the Early Years Learning Framework and WA Kindergarten Curriculum Guidelines and has strong links to the Australian Curriculum. This describes the broad parameters, structure, principles and outcomes required to enhance children's learning from birth to five. It focuses on: play-based intentional learning; the role of teachers in facilitating children's learning; five outcomes and seamless transition from learning in childcare to learning in school.

The Kindergarten program is developed through the interest of the children. During a year, one or more units of inquiry may be covered. Most of the activities, reading material and discussions focus on developing knowledge about the topic. The learning is led by the students, they are encouraged to explore, ask questions and share ideas.

The classroom is arranged into a variety of learning centres in which the children can visit during indoor investigation time. Learning Centres are areas in the classroom focusing on different subject areas and capitalise on the child's natural need to explore and investigate in a hands-on way. Children will also complete teacher directed activities during the sessions.

The outdoor environment is viewed as an extension of our classroom. A variety of equipment is set up each day to help to develop gross motor skills, promote social skills and provide opportunities for learning.

ENROLMENT DETAILS

Please make sure that the office and teacher have current details, such as address, telephone number, emergency contact numbers and any relevant medical information. Please notify the school office of any change to address, phone numbers etc. Enrolment details must be kept up to date.

KINDERGARTEN PROGRAM



8:30 am	Children begin to arrive
8:40am	Bell rings for morning indoor/outdoor activities.
9 am	Mat session Indoor investigation and activities
10:30 am	Morning Recess
10:50 am	Outdoor play
11:15 am	Mat session
11:40 am	Specialist
12:30 pm	Lunch Outdoor play
2:00 pm	Rest/yoga – Quiet activities Mat session
2.30-2.45 pm	Story Home time

CHILDREN'S DAILY REQUIREMENTS

1. **BAG:** A **bag** big enough to carry paintings, drawings and construction.
2. **HAT:** A **hat**. Please note that the school has a 'NO HAT, NO PLAY IN THE SUN' policy. We collect all the hats in a basket on the first day and keep them at school for the term. Please ensure that your child's hat is labelled.

Please ensure that you put sunscreen on your child every morning to promote sun-safe behaviour. The classroom has a supply of sunscreen kept at the door if you need some.
3. **DRINK BOTTLE:** A **drink bottle** that is clearly labelled containing water only not juice boxes or cordial.
4. **MORNING TEA:** Morning tea should be predominantly fruit and vegetables. Cubed cheese, sultanas, dried fruit, vegetables (carrot sticks, cherry tomatoes, cucumber/celery sticks etc) are all suitable alternatives. Rice crackers and crackers are also allowed. *Please put morning tea in a separate labelled container.*
5. **LUNCH:** In Kindergarten, we promote a healthy, nutritious approach to food, so we ask that all food brought in by your child is 'HEALTHY'. We encourage the children to eat all of their sandwich or savoury food before eating other foods. Any uneaten food will be sent home so you can gauge how much was eaten and was liked and disliked. Pack your child's lunch in a labelled lunch box. (**Parents please be aware that there may be children that are allergic to nut products. Please avoid sending food that contains nuts or traces of nuts**).
6. **SPARE CLOTHES:** A **change of clothing** (suited to the season) should be kept in a labelled plastic bag in your child's school bag to allow us to quickly attend to accidents or spills. Please label all items of clothing.
7. **A LIBRARY BAG.** Children are required to bring a bag for library borrowing. Parents will be notified when the year begins which day we will be going to the library each week.
8. **A BOX OF TISSUES** (please provide at beginning of school year.)

WHAT TO WEAR TO KINDERGARTEN

- It is very important that children wear clothes that are comfortable and manageable. Activities are often messy, so please don't send your child in their best clothes.
- Sun safe clothes- no thin straps or crop tops. Please ensure shoulders and tummies are covered.
- Our uniform supplier sells a 'We love our Kindy T-shirt' and shorts (optional)
- Avoid clothing that may cause difficulty when going to the toilet.
- 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.
- **SHOES, SNEAKERS OR SANDALS WITH VELCRO STRAPS** are recommended. No high heels, thongs or backless shoes. Sport shoes must be worn on sports days.

MORNING ROUTINE

- Kindergarten days are **Monday, Tuesday and Thursday 8:45am – 2:45pm**

In the morning children will be welcomed at the door at the commencement of day, please encourage your child to carry their own bag and place it in the allocated cubby hole located outside the classroom.

Once their bag has been put away please encourage your child to:

- put their labelled drink bottle, and morning tea/lunch box in the shelves by the door
- encourage your child to go to the toilet if required
- put on their hat
- take off their shoes (if they would like to) and put them on the shoe racks provided outside.

Parents farewell their child. A bell will ring at 9 am to signal the commencement of the day.

If you have any questions or queries please do not hesitate to ask the Kindy teacher.



DROP OFF AND PICK-UP PROCEDURES

Parents and children are asked to wait outside the classroom when arriving. The doors will be opened at the beginning of the day **8:30 am**. Parents must remain with their child until they are admitted by the teacher.

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

It is important to arrive on time and to collect your child on time, as this will help him or her feel secure.

At the conclusion of each day **2:45pm**, children are farewelled individually as their parent or guardian arrives at the gate at the front of the school. We will not release any child to another adult without prior arrangement. **If you have arranged for your child to be collected by another family member or friend, please advise us via email.** Children who are not collected by 3.15pm will be taken to the administration office for collection.

We realise that unforeseen circumstances may arise at times, therefore, if you are unable to collect your child or are running late, please telephone to advise the school's administration office.

If you need to collect your child early, please sign your child out at the school's administration office prior to collecting your child.



SETTLING IN

One of the first things your child needs to learn is how to be away from his/ her parents or caregiver. Children love coming to Kindy, however there may be an initial period of adjustment at the start and this will be different for every child. It is important that each child feels happy and comfortable in the environment. The staff will work closely with parents/ caregivers to ensure that your child is given the best chance to settle in.

If your child is distressed, especially in the first weeks of school, it is advisable that you leave **promptly** and let the staff look after the child. Be assured that children usually settle quickly when mum or dad are out of sight. If at any time your child is distressed and cannot be placated, you will be contacted.

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 the office (admin@stdenis.wa.edu.au)

If your child is late, parents must sign students in at the administration office and obtain a 'Late Arrival Pass.'

It is a legal requirement that the school is notified through an email or note explaining your child's absence.



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 to upset your child in any way, we would appreciate it if you could let us know.

We will keep you informed about the Kindergarten program through Seesaw, notes and a parent notice board.

One of our main forms of communication is an app called Seesaw. Each family will be invited by the teacher through email to join the Seesaw group as your child begins the program. The teacher will send notes/ work/ photos and other information regarding the program through this medium, so **please ensure you check the App regularly**. This also forms a **digital portfolio** to showcase the children's learning. This evidence of learning might include products, work samples and lots of photos that reflect the learning process.

The **school newsletter** is available fortnightly on a Wednesday, on the school website www.stdenis.wa.edu.au and via a link sent through email.

If you have any queries, concerns or information regarding your child's well-being, please do not hesitate to make an appointment to meet with the Kindergarten teacher.

PARENT ROSTER

We love having parents assisting in the classroom, however as the children are very young and still adjusting to being away from their parents, we will evaluate when we will introduce a Parent Roster based on how the group is settled. This will be advised at a later date.

If you are staying for the session you will need to sign in at the school's administration office and receive a visitor's badge.

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 Kindergarten teacher.

We ask that siblings are not brought to the Kindergarten when you are on roster so that you can participate fully and not be distracted by other young ones.

CODE OF CONDUCT

The St Denis school Code of Conduct describes the minimum standards of conduct in all behaviour and decision making to ensure the safety and wellbeing of students. The Code applies to staff, students, volunteers, parents and guardians as applicable. Please refer to the school website for more details.

TOILETING

It is encouraged that all children be toilet trained before attending Kindergarten. If a medical condition exists, the teacher must be informed.

In the event of a toileting accident, wet clothing will be cleaned as much as possible, soaked in NAPISAN and then sent home in a plastic tub. 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.

Parents are required to provide at least one change of clothing to be kept in the child's bag. Please ensure clothing is appropriate to the weather.

HEALTH AND MEDICATION

Please do not send your child to Kindergarten if he/she is unwell. This is very important not only for your child but the health of all children and staff. A child who has been unwell may wake up seemingly well but within an hour or two may feel unwell again, so please take this into consideration when deciding whether to send your child to school or not.

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 Kindy staff.

If your child has any medical conditions or allergies (especially to food), it is essential that you advise the school and in particular, the Kindergarten staff at the beginning of the year. In some cases, a management plan may be requested, e.g. for children with asthma or severe allergy.

All medication for *high risk* children is kept in separate containers in the classroom. All medication received by high risk children must be recorded.

No medication is to be administered to any child unless parents have completed authorisation forms. All instruction times and dosages must be in writing. All medications must be clearly labelled and handed to staff, not left in the child's bag.

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 most common infectious diseases are listed on their website.

PERSONAL BELONGINGS

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

BIRTHDAYS

We love to celebrate birthdays in Kindy. We promote a healthy and nutritious approach to food at school. Children are made to feel special on their day, but parents are advised that cakes and lollies are not permitted at St Denis Kindergarten.



SPECIALIST TEACHERS AND PROGRAMS

As part of our school's registration, we must provide a developmentally appropriate protective behaviours curriculum. Our school has adopted the 'Keeping Safe' program.

The students attend Music, Physical Education and AUSLAN with a specialist teacher

Throughout the year the children are involved in programs such as gymnastics through specialised coaches during Physical Education lessons.

EARLY INTERVENTION

Speech screening will be conducted by a registered Speech Therapist in Kindergarten. The classroom teacher will also complete the Pre-Literacy Screening during the year. The school nurse will visit the Kindergarten children to check their hearing and vision and report back to parents.

We also run a Perceptual Motor Program throughout the year that targets fine and gross motor skills.

ROUTINES AND RULES

It is important for children to follow the Kindergarten routines which will be established during the year. St Denis School follows the 123 Magic program. Positive reinforcement is used to guide children to the appropriate behaviour.

THE ROLE OF THE PARENTS

Your child's relationship with you will be more important than ever as they begin this big, new 'adventure'.

Parents are the safe bases from which children can move out to explore the world, to learn and grow and become socially confident, responsible young people.

Parents also support children in feeling happy and confident at school by taking steps such as:

- Make sure the clothes that are worn to school are easy to put on and take off, and that lunches and snacks are easy to unwrap.
- Remind your child that they need to use the toilets at school and ask if they need help.
- Use shoes with Velcro fasteners until your child can manage more complicated fastenings.
- Label everything-including shoes and socks.
- Pack an extra pair of underwear and summer clothes in the bottom of the bag; accidents do happen and it reassures them to know they have 'back up supplies' of their own things.
- Expect that children may be tired in the first few weeks of school, even if they have been used to care situations. Provide a cuddle and some quiet time when they first arrive home.
- Make sure children have sufficient sleep. Add an afternoon nap at weekends if your child seems over-tired.
- Ask about their day, but expect that you might get a shrug, or an off-hand reply; learn to ask questions that require some elaboration, such as: 'What was your favourite thing about school today?', 'Tell me about your drawing?'
- Encourage and promote your child's independence.

(Source: Your child's first year at school: A book for parents – Jenni Connor and Pam Linke)

We look forward to welcoming you to our school community.