



**St Denis School**

**PRE-KINDY**

**Parent Information Booklet**

**2025**



# WELCOME

Dear Parents,

We would like to extend a very warm welcome to all of the children and their families commencing at St Denis Pre-Kindy 2025.

We look forward to working together with your family as a team to provide the best learning environment for your child. We aim to create a safe and secure play based environment where your child can discover and explore in a developmentally appropriate way.

The following information is intended as a guide to the St Denis School 3-year old Pre-Kindy Program. If you have any further queries, please do not hesitate to contact me.

We are looking forward to an exciting year with you and your child.

Mrs Lucy Anderson



## SCHOOL INFORMATION

Address:	2 Orchid Street Joondanna WA 6060
Phone:	(08) 9242 3422
Email:	admin@stdenis.wa.edu.au
Website:	www.stdenis.wa.edu.au
Principal:	Sarah Potts
Assistant Principals	Casey Bakunowicz Eugene Potito

## PRE-KINDY STAFF

Classroom Teacher:	Mrs Lucy Anderson
Email:	lucy.anderson@cewa.edu.au
Education Assistant:	Mrs Salina Lucchese

## 2025 TERM DATES

TERM ONE	Wednesday 5th February to Friday 11th April
TERM TWO	Monday 28th April to Friday 4th July
TERM THREE	Monday 21st July to Friday 26th September
TERM FOUR	Monday 13th October to Friday 12th December

Please note: The dates may vary due to Pupil Free Days.  
These will be advertised in the school newsletter, planner and website.

# OUR PHILOSOPHY FOR THE PRE-KINDY PROGRAM

The program emphasis is developmental and provides children an opportunity to learn through play-based activities.

The National Early Years Learning Framework forms the foundation of the Outcomes and Aims of our 3 Year Old Program. In accordance with this Framework our practices and program will promote the following 5 Key Learning Outcomes;

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



The Pre-Kindy program aims to:

- Provide an environment supportive of the Catholic ethos which acknowledges the innate spirituality of every child, fosters the child's ability to wonder, experience awe, overcome difficulties, love others and reflect God their creator
- Provide a happy, stimulating and supportive environment where the children feel welcome, secure and valued
- Provide a program that will cater for a wide range of developmental abilities and interests allowing children to develop to their fullest potential, spiritually, cognitively, linguistically, physically, socially and emotionally
- Provide a program that will emphasise learning as an interactional process. The child interacting with the environment, through a balance of teacher initiated or directed activities, free play and discovery learning
- Encourage children to become self-reliant and to be able to make choices
- Develop in the children the ability to communicate verbally and non-verbally their thoughts, ideas and feelings

# ENROLMENT DETAILS

## FEES

The full-day session is \$84. Term fees are due within 14 days of invoice or by completing a Payment Option Form for a fortnightly or monthly payment schedule.

## APPLICATION AND ENROLMENT FEES

A non-refundable \$30 application fee and a \$320 enrolment fee (incl. GST) apply. Please include your child's Birth Certificate, Baptismal Certificate, and Immunisation Record with the application

Mid Term Enrolment: A family enrolling a child mid-term will be charged for the number of weeks remaining in the term.

Reimbursement of Fees: In the event of a family withdrawing a child from the school mid-term, there will be no reimbursement of fees paid for that term.

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 and the Pre Kindy staff of any change to address, phone numbers etc. Enrolment details must be kept up to date.

## ATTENDANCE TIMES:

Wednesday 8:45am to 2.45pm

The 3 Year Old Program is non compulsory. If your child misses a class due to illness, a refund cannot be given for the session. If your child is absent or will be arriving late, please email the office to advise ([admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au)).

# THE PRE-KINDY DAY



8:35am	Children arrive/ Outdoor play
9:05am	Bell rings to start the day Mat session + Learning provocations
10:10am	Morning tea Activities + provocations Outdoor play
12:30pm	Lunch Rest- quiet activities Fundamental movement skills Story
2:45pm	Home time

# PRE-KINDY DAILY REQUIREMENTS

**1. BAG:** A bag large enough to carry their lunchbox, library bag, paintings, drawings etc.

**2. HAT:** A hat labelled with your child's name. We collect all the hats in a basket on the first day and keep them at school for the term.

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, so the children may help themselves to a drink throughout the day.

## **4. MORNING TEA & LUNCH**

Please pack your child's morning tea and lunch in a labelled lunch box. They may be packed separately or together eg. in a bento box. In the warmer months, please pack an icepack to prevent their food from spoiling.



We encourage healthy eating choices to maintain optimal learning. Fruit and vegetables and a small snack eg. cheese or crackers. We encourage the children to eat all of their sandwich or savoury food before eating other foods. Please refrain from packing lollies or juice etc. at school. Pack food that your child would normally eat for lunch at home. Any uneaten food will be sent home so you can gauge how much was eaten and what was liked and disliked.

**IMPORTANT:** Please avoid sending any foods that contain nuts or traces of nuts as there may be children that are allergic to nut products.

**5. 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.

**6. PILLOW CASE:** Each child will be supplied a small cushion for rest time. We ask for a small labelled pillow case to cover the pillow. They will be stored at school and sent home for washing at the end of term. At rest time, the children will lie on a mat and listen to stories or music.



# MORNING ROUTINE

The classroom opens at 8:35am and all children will be welcomed at the door. Please assist your child in placing their bag in the allocated cubby hole located outside the classroom.



Once you have put away your child's bag, please assist your child to:

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

We will usually begin our morning by playing outside.

It is very important that each child feels happy and comfortable in the Pre-Kindy environment. Please feel free to stay with your child as long as he or she needs you. The Pre-Kindy staff will work closely with parents/caregivers to ensure that your child is given the best chance to settle at their own pace.

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

## IMPORTANT INFORMATION

### DROP OFF AND PICK UP PROCEDURES

Parents and children are asked to wait outside the centre when arriving in the morning. The doors will be opened at the session times indicated. Parents must remain with their child until they are admitted by the teacher.

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 our day, we will walk to the Orchid Street Gate for parents to collect their children. 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. 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.

## 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. All parents will need complete a Working With Children Exemption via the link provided at the beginning of the year.

It is preferred that younger siblings are not brought into the classroom during parent roster, to ensure minimal disruption to teaching and learning. 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 Pre-Kindy teacher.'

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## CLOTHING

Children need to wear comfortable play clothes that can get messy and that are easy to manage for quick dashes to the toilet. Many of our activities are messy and the children often get dirty or wet. Spare clothes are essential. Please ensure your child's shoulders are covered, no singlets please.

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## TOILETING

It is preferable that children would be toilet trained before attending the 3 Year Old Program, however, if a child has an accident, the child will be respectfully cleaned and changed. The clothing will be sent home in a tub at the end of the day.

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## ART & CRAFT

Artwork is an important part of our program. Not only is art important for free expression, manipulation and creativity but socially, it develops cooperation with others and appreciation of other children.

From time to time, a variety of re-cycled materials such as egg cartons, greeting cards and fabric scraps will be requested for use in the program. Please check with the Pre-Kindy teacher for ideas on what to collect.



## 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 Pre-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 or caregivers to ensure that your child is given the best chance to settle in at their own pace.

Please feel free to stay if it is for the good of your child, otherwise be calm, confident and reassure your child. Direct him/ her to an activity or a staff member, say goodbye and then promptly leave. If your child remains distressed after a short while we will contact you and an alternative longer term plan will be implemented.

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## 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 Pre-Kindy 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.

The school newsletter is available fortnightly on a Wednesday, and can be accessed via Seesaw or on the school website [www.stdenis.wa.edu.au](http://www.stdenis.wa.edu.au).

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 Pre-Kindy teacher.

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## BIRTHDAYS



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

## HEALTH AND WELL BEING

Please do not send your child to school if he/she is unwell. This is very important not only for your child but the health of all children and staff. Please email [admin@stdenis.wa.edu.au](mailto:admin@stdenis.wa.edu.au) as well as the class teacher if your child will be absent.

If your child falls ill or is injured while at school, you will be contacted. Please ensure you are contactable during the day, and that telephone numbers and emergency contacts details are kept up to date at all times.

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

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## MEDICATION

No medication will be administered to any child unless parents have completed the Medication Record form (available on our school website). Please note that the original scrip or doctor's authority must be provided and all medications must be in original packaging with the original label showing the student's name, medication name, dosage, and frequency of administration. If there are any changes to medication or dosage, a new script or doctor's authority will need to be provided.

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## PERSONAL BELONGINGS

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

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We look forward to welcoming your child and family into our  
Pre-Kindy Program!

Mrs Lucy Anderson      Mrs Salina Lucchese  
Early Childhood Teacher      Education Assistant

