



Kindergarten Parent Handbook

2022

St Joseph's School Prayer

Dear Lord,
We ask you to bless St Joseph's School Community.
We pray that you guide us to be just and to see,
listen, speak and act like St Joseph.
May we be inspired by our Founders
to be the best that we can be.
May we always keep Jesus at the centre of all we do.

St Emilie	Pray for us
St Marcellin	Pray for us
St Joseph	Pray for us

And may we always remember to pray for one another.

AMEN

SESSION TIMETABLE

In 2022, we will have two Kindergarten classes attending three full days per week. School will commence on Monday 31 January 2022.

SESSION TIMES

Times are: 8.30am to 3.00pm – Mondays, Tuesdays and Wednesdays.

To commence the year, Week 1 will operate as half-day sessions only. The times for these sessions will be 8.30am to 12.00pm.

From Week 2, the sessions will become full days. These will commence on Monday 7 February 2021.

ARRIVAL PROCEDURES

The doors to the Kindergarten classrooms will be opened at 8.30am. Parents/guardians and children who choose to arrive early may wait outside the door, or sit on the benches while they wait. On entering the room, children are requested to take their fruit container, drink bottle and hat out of their backpack and place it in their pigeon-hole together with their backpack (please ensure your child has a large enough backpack). All personal items must be labelled with your child's name.

Parents/guardians are to settle children in and encourage them to interact with their peers and adults.

The classroom bell will be rung at 9.00am. This indicates it is time for children to pack away and parents to depart.

DEPARTURE PROCEDURES

The current departure procedure is as follows: children are encouraged to pack their own bag before the end of the day. At departure time (3.00pm) the children are dismissed to parents or caregivers. The teacher will call the child's name when she notices that their parent/caregiver has arrived. The child will collect his/her own bag and walk to the person collecting them. If you wish your child to be collected by another person, it must be entered in the communication book then signed and dated by you. You will be given a Before & After School Care form to complete and return to provide us with names and contact details of people you authorise to regularly drop off or collect your child.

Alternatively, you may send a note dated and signed to the teacher on the day. Please note that verbal messages are unacceptable, as the School has a duty of care to your child.

Parents/guardians are asked not to arrive at school before 3.00pm in the afternoon to collect their children. The sounds of parents/guardians talking and younger siblings playing can be very distracting. If you arrive earlier you will be asked to sit and wait in the undercover area.

If you are late coming to school, i.e. after 8.45am, please report to the Admin Office first and sign your child in, bringing a Green Card with you to hand to the teacher. If you need to pick your child up early, you need to go to the Admin Office first to sign them out, then bring the Green Card to hand to the teacher.

Please make every effort to be on time as children become quite concerned if they have to wait any length of time. Please also pick up your younger children first.

GOVERNMENT SCHOOL BUS SERVICES

If you wish to send your child to kindergarten using the Government School Bus Service, then you will need to take a copy of the School Bus Services pamphlet "Save Your Seat". Alternatively, you can access the website to register your child. www.schoolbuses.wa.gov.au

Once your child is registered as a bus user, please notify the School. Children will be escorted to their bus unless written notification is received. Please inform us if your child is not catching the bus by sending the teacher a quick note.

APPROPRIATE CLOTHING

Children are required to wear suitable and sensible clothes for Kindergarten. These may include shorts and t-shirts in summer and tracksuits in winter. Suitable footwear is to be worn at all times. Thongs are not permitted as the children do running and climbing activities outdoors. An optional polo t-shirt is available from the Uniform Shop for Kindergarten students. A blue tracksuit style top is available for winter. Jewellery is not recommended except for a pair of earrings (studs only). Long hair needs to be tied back at all times.

The School uniform hat is worn during outdoor playtime at all times following the 'No Hat – No Play' Policy. If your child does not have a hat, they will be able to borrow a spare hat and you will receive a reminder note.

PARENTAL ASSISTANCE

Parents/guardians/grandparents are always welcome in the Kindergarten classroom and your assistance is very much appreciated - helping with classroom activities, doing the washing or preparing play dough. A roster will be available for you to enter your name.

WHAT CHILDREN NEED TO BRING WITH THEM TO KINDERGARTEN

All children are to bring their own individual fruit to eat at fruit time placed in a named container. Drink bottles must be filled with water only and your child needs to bring a hat to school each and every day throughout the school year.

Please ensure all children have a change of clothing appropriate to the weather in their bag, in case of an accident or for when the children engage in messy activities or outside water play.

LUNCHES

Children are to bring a packed lunch each day. Lunch orders will be available from the Canteen from Week 2, Term 1.

IF YOUR CHILD IS ABSENT

Please advise your child's teacher, or the Primary Office, if your child is going to be away from school through a planned absence or through sickness. The School's website or the School's App 'SZapp' both have a link to an online Absentee Form. This is the most efficient way to inform us of your child's absence. Unexplained absences will result in parents receiving a text message. You may reply to this message via text or send in a written note. All absences will require a written note or text message as explanation.

CALENDAR

At the beginning of the school year, parents/guardians are provided access to the School's yearly calendar which outlines all major events such as student free days, assemblies etc. for the coming year, term by term. Please take note of the events relevant to your child.

Reminders are put in the Newsletter and posted on the School's Facebook page.

HEALTH ISSUES

Whilst your child may not be affected; head lice, school sores, conjunctivitis and threadworms are all extremely contagious and parents are asked to be vigilant of these health issues.

Should your child be affected, please advise the teacher and keep your child home until the condition has been fully treated and/or cleared.

HELPING YOUR CHILD TO WRITE THEIR NAME

If you are helping your child learn to write and recognise their own name please be aware that at St Joseph's School the required font is New South Wales Foundation Font. Names are written with only a capital letter for the first letter (never all capitals) and the capital letter is larger than the following letters.

*Aa Bb Cc Dd Ee Ff Gg Hh Ii
Jj Kk Ll Mm Nn Oo Pp Qq Rr
Ss Tt Uu Vv Ww Xx Yy Zz*

It is very hard for a child to “unlearn” incorrect letter formations.

Classroom Rules

1. Respect your classroom:

- Tidy up after yourself
- Take care of things inside the classroom

2. Respect your classmates inside and outside the classroom:

- Keep your hands and feet to yourself
- Speak nicely to your classmates
- No calling out
- Respect other people's property



3. Respect your teachers:

- No calling out
- Don't talk when the teacher is talking
- No answering back
- Listen to your teachers the first time
- Speak nicely to your teachers
- Don't leave the classroom without permission
- Don't leave the mat unless you ask the teacher

Kindergarten Requirements

All children require:

2 x A3 Display Folder

1x School Bag (backpack)

(available at the Uniform Shop)

1x Slouch Hat [with draw cord]

(available at the Uniform Shop)

1 Sipper [no spill] Drink Bottle

A change of clothes appropriate to the weather/season (please check frequently as children tend to grow out of clothes very quickly)

*Parents: Please ensure that **ALL** the above items are clearly labelled with your child's name. The items below will be shared and **DO NOT** need to be labelled.*

In addition, **ONLY** the highlighted items below need to be purchased:

- 3 whiteboard markers**
- 1 packet of pasta or rice or chickpeas**
- 2 Artline Permanent markers**
- 1 packet of cotton wool balls**
- 2 UHU glue sticks**
- 1 roll of 75mm sticky tape**
- 1 packet of wipes (e.g. Wet Ones)**
- 1 packet of 20 clear plastic cups**
- 1 packet of 20 paper plates**
- 1 packet of sponges or scourers**

Questions and Queries

Please do not hesitate to speak to the School's office staff, Kindergarten Teachers or Education Assistants if you have any questions or queries relating to your child. The staff may be approached either before or after school, or alternatively an appointment may be made after school if necessary.