



Pre-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 also remember to pray for one another.

AMEN

SESSION TIMES

In 2022, the Pre-Kindergarten sessions will run on a Thursday and/or Friday from 8.45am–2.25pm, depending on what session/s your child has been allocated. There will be no staggered start for the children. All children who have had their third birthday are expected to attend from the first session on Thursday 3 February or Friday 4 February, depending on their allocation. Other students are expected to start as they have their birthday and turn three years of age.

ARRIVAL PROCEDURE

The doors to the classroom will be opened at 8.45am. Parents/guardians and children who choose to arrive early may wait outside the door and sit on the benches until the door opens. 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 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 PROCEDURE

At departure time (2.25pm), the children are dismissed to parents or caregivers. 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. Please note that verbal messages and telephone messages are unacceptable, as the School has a duty of care to your child.

Please make every effort to be on time as children become quite concerned if they have to wait any length of time.

APPROPRIATE CLOTHING

Children are required to wear suitable and sensible clothes for Pre Kindergarten. These may include shorts and t-shirts in Summer and tracksuits in Winter. Please dress your child in clothing which encourages

independence, particularly with toileting. Sandals or enclosed shoes are to be worn at all times. Thongs are not permitted and Crocs or slip-on shoes are not recommended as the children do running and climbing activities outdoors.

An optional polo t-shirt is available from the Uniform Shop for Pre-Kindergarten students. A blue tracksuit style top is available for Winter. Jewellery is not recommended. Long hair needs to be tied back at all times as this also helps prevent head lice spreading.

PARENT ASSISTANCE

Parents/guardians/grandparents are always welcome and your assistance is very much appreciated - helping with learning centres, 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

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 a hat each day. Please provide a packed lunch for your child, remembering that the School is a 'Nut Aware' School.

Please ensure your child has a change of clothing, [appropriate to the weather] in case of an accident or for when the children engage in messy activities or outside water play.

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 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.

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 fully been treated and/or cleared.

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

Pre-Kindergarten Requirements

2 x A3 Scrapbook [please leave uncovered]

(Scrap Book must measure 38cm x 33cm - Spicers Olympic Brand-News/Scraps and Cuttings)

1 x Small Pillow (with pillowslip)

1x Backpack

1x Slouch Hat [with draw cord]

1 Box of Tissues

1 Packet of Wipes [e.g. Wet Ones]

2 UHU glue sticks

2 Whiteboard markers

1 Packet of paper plates (not plastic)

1 Sipper (no spill) Drink Bottle

A couple of changes 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 personal belongings are clearly labelled with your child's name.

Questions and Queries

Please do not hesitate to speak to the school office staff, Pre-Kindergarten Teacher or Education Assistant 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.