



SAINT HELENA'S
Catholic Primary School



PRE-KINDERGARTEN 2024
PARENT INFORMATION
HANDBOOK

Something Beautiful for God



WELCOME TO ST HELENA'S CATHOLIC PRIMARY SCHOOL PRE-KINDERGARTEN 2024!

St Helena's provides a strong foundation for children's spiritual, intellectual, social, moral, physical and aesthetic development by providing a supportive and nurturing environment which contributes to each student's sense of self-worth, enthusiasm for learning and optimism for further learning and discovery.

Our Staff are dedicated to creating a warm, friendly and secure environment where children are encouraged to develop at a pace that is appropriate to their uniqueness. We aim to support all children in our care to feel comfortable in their new learning environment so they can confidently interact with other children and educators, plus participate fully in all learning opportunities.

We believe that if our children are settled, secure, comfortable and happy, they will grow in confidence in themselves and in their ability to achieve and develop further as social beings.

All the experiences we provide each day assist the child to know and understand and enjoy who they are. One of our primary goals is to help all children along their journey to becoming sociable, independent three and four year olds.

LITTLE ADVENTURES

St Helena's offers a Little Adventurers Pre-Kindergarten Program to children who have already turned three. Depending on interest the school offers a one or two day program designed to give children an opportunity to participate in a Kindergarten style program.

Currently, our Little Adventurers Program runs on a

Wednesday 8:30am-2:30pm

The maximum class size is 20 for each session. Children must have already turned three before enrolment, but can be placed on a waiting list prior to their third birthday.

Please Note: Enrolment into our Little Adventurers program does not guarantee a place for Kindergarten the following year.

Parents/Caregivers need to go through the normal enrolment process for Kindergarten.

**Our school core values are: Care for the Earth
Community
Equality
Respect**





Our Pre-Kindergarten Program is drawn from two documents which are mandated for Early Childhood Education in WA; the National Early Years Learning Framework and the National Quality Standard. Our teachers develop learning programs responsive to children's ideas, interests, strengths and abilities and recognise that children learn through play.

The Early Years Learning Framework document describes five broad outcomes which underpin our pedagogy:

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of well-being.
4. Children are confident and involved learners.
5. Children are effective communicators.

BELONGING

“Children develop a sense of belonging when they feel accepted, develop attachments and trust those that care for them. We provide learning experiences that allow each child to know who they are in the context within their family, their classroom, their neighbourhood and their community.”

BEING

“All children need time to be, to seek and make meaning of the world around them. The present is very significant for young children. We create a safe and supportive environment which allows students the time to know themselves, build and maintain friendships with others, to enjoy life and to grow and learn in an age appropriate way.”

BECOMING

“Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood, becoming reflects this process of rapid and significant change that happens in the early years as young children learn and grow.”

CHILD SAFE FRAMEWORK

At St Helena's we have adopted a holistic approach to child safety as directed by CEWA. The Child Safe Framework consists of nine elements that together provide a consistent set of practices in order to create and maintain a child-safe environment for our students. The framework guides us in developing knowledge, mindsets, practices and behaviours that enable and sustain a child safe culture and wellbeing for all our students.

For further information please visit the [CEWA website](#).

KEEPING SAFE PROGRAM

All students at St Helena's engage in the Keeping Safe: Child Protection Curriculum (KS:CPC) program. KS:CPC is a world class, evidence-based child safety curriculum that teaches children and young people to recognise abuse, tell a trusted adult, understand what is appropriate and inappropriate touching and ways of keeping themselves safe.

The curriculum is based on two main themes:

- We all have the right to be safe.
- We can help ourselves to be safe by talking to people we trust.



OUR PRE-KINDERGARTEN PROGRAM

Our Pre-Kindergarten program aims to accommodate a range of children's interests and individual developmental needs, allowing them to reach their full potential spiritually, emotionally, socially, physically, creatively and cognitively. The Little Adventurers classroom is set up into learning areas which stimulate exploration and curiosity. We provide lots of time for uninterrupted play because we understand and respect that children need time and support in their quest to construct knowledge. There is a range of exciting learning opportunities that encourage outdoor and indoor play and activities, fun and laughter, effort and concentration, as well as peaceful, quiet time. Our play based program caters for solitary, small group and whole group experiences which provides opportunities to develop caring relationships with one another and with adults. Pre-Kindergarten allows our children to enjoy constructive and engaging learning experiences that allow them to develop in the following areas:

- Spiritual Development
- Creative Development
- Emotional Development
- Language Development
- Physical Development
- Social Development



AT ST HELENA'S CATHOLIC PRIMARY SCHOOL

- Parents/Caregivers are recognised as the first educators of their children and the first years of school seek to build upon home learning. The collaboration and partnership between home and school is essential.
- We provide an environment where all children develop the skills to be successful learners.
- We recognise that positive self-esteem and confidence are important for learning. Children are encouraged to 'have a go' (risk takers).
- learning is play-based and occurs in a social context.
- Children are creative and independent thinkers, problem solvers and communicators.
- Children develop literacy and numeracy knowledge and skills.
- Learning is carefully planned to ensure all children experience success.
- Children reflect, share, adapt and connect their understanding, knowledge and skills to a variety of situations
- The experiences provided in the early childhood years are critical as they impact on later outcomes in life. Learning is life-long.



GENERAL INFORMATION ABOUT PRE-KINDERGARTEN

ABSENTEES

When your child is absent from school please notify the school by calling 9297 7500 and selecting the absentee line, via School Website , Parent Hub <https://sthelenas.wa.edu.au> or email admin@sthelenas.wa.edu.au.

Please give details of your child's full name, class or year group and reason for absence.

ALLERGIES

If your child is allergic or intolerant of any particular food, please notify the office to complete the required forms. We also request a medical action plan from your child's GP. This is not only relevant for fruit and lunch time, but also for when we do cooking. We need to be aware of any potential problems.

BIRTHDAYS

Birthdays are a special time for all children and will be celebrated in class by the teachers. Please refrain from sending in lollies, chocolates or cakes.

COLLECTING AND DROPPING OFF CHILDREN

Each morning, parents are encouraged to settle their children by reading a story, doing a puzzle or a table top activity. Children will gather on the mat when called to begin the day's activities.

The door will open at the conclusion of the day at 2:30pm. Please be punctual in collecting your child. It can be distressing for a little person if they are not picked up on time.

A Communication Book will operate in the Pre-Kindy room. You are asked to inform us through this book of any changes to your child's usual pick up routine.



CLOTHING

Pre-Kindy is an exciting and active place to be, so when your child is experimenting with colours, glue, play dough, etc. their clothing may get messy. We do provide aprons for many of the experiences your child is involved in, but sometimes messy accidents and messy play happen. The school uniform is not compulsory in Pre-Kindergarten, however, it is a good alternative if you don't want to risk the wear and tear of your child's good clothes. Please ensure you send your child to Pre-Kindergarten in sensible, safe shoes (no thongs or slip on shoes) as they will spend time climbing outdoors.

Please mark all clothing with your child's name. A full spare set of clothing, suitable for the current season, is to be left in their bag in case of "accidents". We do ask that children come dressed in comfortable clothes that they can easily remove themselves when visiting the toilet

Your child will need to wear a hat to play outdoors. The school insists that hats are worn outside from Term 1 through to Term 4.

DIGITAL PORTFOLIO

Seesaw is a digital portfolio for communication between students, teachers and families. Through Seesaw, families gain a window into their child's learning in real time and engage with all that is happening in the school. All families across the school are provided with login details for the Seesaw app. At the beginning of each week, class notices will be posted on Seesaw.



FRUIT AND FOOD

The children will need to bring a drink bottle labelled with their name and filled with water only. Children will always have access to their water bottle throughout the day.

Children are also asked to bring morning tea in a separate snack box and their lunch. At Little Adventurers we have a progressive morning tea, where the children identify when they are hungry and ready for their morning tea. *Please note that if any child has not eaten their morning tea by 10:15am, they will be sat down and encouraged to eat .

Each child will also need to bring their own lunch. We encourage the children to eat their sandwiches or rolls, etc. first, then fruit, yoghurt or any other treats they may have. The children will be given plenty of time to sit and eat their lunch together as a group. Staff will be available to help open containers or plastic wrap if needed.

At Little Adventurers, we encourage parents to pack a healthy morning tea and lunch for their child. Some lunchbox ideas can be found online at <https://www.crunchandsip.com.au/healthy-lunchboxes>.

Please note that we are a nut-aware school as we have a number of students with allergies. (Please refer to our Medical Procedures and Guidelines).

HAIR AND HYGIENE

Hair must cut in an acceptable school style. No tracks or mullets are acceptable. Hair must be tied up if shoulder length or longer and should be pulled away from the face and secured.

All hair, including braids, must be the child's natural hair colour.



ILLNESSES AND INFECTIOUS DISEASES

If your child appears unwell in the morning, please do not send them to Pre-Kindy. Coughs, colds & tummy upsets spread very quickly in an early childhood environment. Please inform the school if your child has an infectious condition (eg chicken pox or measles). We will not accept any child who suffers the following symptoms without medical consent:

- Ear / Eye discharge
- Abnormal temperature
- Infected sores
- Diarrhoea / vomiting
- Any communicable disease (eg: chicken pox or measles)

More information is available from the West Australian Health Department [website](#) including exclusion times from school for many common infectious diseases.

ORIENTATION

The first day of Little Adventurers is an Orientation Day. It is important to remember that starting something new can often be very daunting and scary especially for young children so, if the transition is not instant, do not be concerned. It may take several sessions before your child feels happy to be left on their own. School should be a happy, safe place where children are willing to come. If your child does not settle, you will be called and notified, no child will be left to be unsettled and upset for too long. Please come and speak to the staff about any settling issues if and when they arise.

PILLOW

Please send your child with a small (no larger than A4) pillow that they can use during rest time. Please be aware this will stay at school in their cubby for the term.

PERSONAL TOYS

We would appreciate it if your child's personal toys remain at home. It can be heartbreaking for young children if their belongings are lost or broken. Please check your child's bag each day to avoid this happening.



SCHOOL BAG

Your child will need a middle to large sized backpack to ensure it can hold a lunchbox, drink bottle, change of clothes and your child's work.

SUNSCREEN

Throughout Terms 1 and 4, please ensure you apply sunscreen to your child before they come to school. We will use classroom sunscreen to reapply at lunchtimes. If your child requires a specific brand you will need to provide it to the classroom.

THINGS WE NEED

We are always in need of recycled materials for our project works. We would be most grateful for the following donations:

- Boxes (all shapes/sizes)
- Cylinders (eg: food wrap, kitchen paper, no toilet rolls)
- Any interesting fabric off cuts, ribbon, lace or scarves
- Clean meat trays
- Plastic containers with their lids (eg: yoghurt, ice cream & margarine containers)

TOILETING

We understand that not all three year olds are completely toilet trained and we are happy to support the children in this learning process. If your child is not completely toilet trained, we ask you to send them wearing of "pull ups" to assist with their independence. Please ensure wipes, nappy bags, spare pull ups and a spare outfit (including socks) is in their bags in case of an accident. Parents will be contacted and asked to attend in the case of extreme soiling.

UPDATING INFORMATION

It is extremely important that the teacher and office staff are notified of any changes relating to home or work telephone numbers or emergency contacts. Please see the office staff for a Change of Details Form if required.



A TYPICAL DAY IN PRE-KINDERGARTEN

GREETING

Children hang their bag on their bag hook. As they enter the classroom, the children are encouraged to independently place their drink bottle on the trolley and their morning tea, lunch box and hat in their locker. They are encouraged to greet their teachers and choose an activity to do before the bell rings. When the bell sounds, children invited to the mat and engage in the 'Hello' song.

MORNING MAT SESSION

Children sit on the mat and attendance, Prayer, Acknowledgment of Country and the weather chart are completed. We begin with educational songs that reinforce past learning then the children engage in a focus lesson. Focus lessons may include: Maths or Literacy concepts (colour, shape, syllables, patterning, number etc.) or Religion (God's creation, Easter, Christmas Story, Bible stories, prayer).

MORNING TEA

Children wash their hands, get their morning tea and drink bottle, and sit on a mat. Children encouraged to identify when they are ready for morning tea and choose when they would like too. (Any child who has not eaten morning tea by 10:15am will be required to do so).

Children are provided with the opportunity to be independent and choose to engage in either indoor or outdoor play.

INDOOR/ OUTDOOR PLAY

Outdoor Play: An obstacle course set up to encourage development of gross motor skills such as climbing and balancing as well as free choice learning areas; sand pit/mud kitchen, water play, bikes, sensory play, role play (cubby house & small world play), construction.

Indoor Play: The Indoor learning environment is set up to support the children's independence and agency; Art corner, dramatic play, small world play, book corner, building and construction. Intentional learning activities set up to reinforce learning focuses, as well as opportunities for the children to explore and direct their own learning.

LUNCH TIME

Children sit on the mat and join in prayer. Children then wash their hands, collect their lunch box and sit on a mat to enjoy their lunch.

REST & RELAXATION

Children are encouraged to rest and relax. It is important that the children are able to develop the ability to quieten their body and mind for a short period.

STORYTIME

Teacher reads the children a story. This may be for enjoyment as well as learning focusing on different concepts of print (reading direction, identifying front/back of book, title etc.)

MUSIC AND MOVEMENT

Children engage in music and movement lesson. This may include dancing and responding to music, action songs and dances, musical games etc.

GOODBYE SONG/ DISMISSAL

Children are not let out of the classroom until parent/guardian has collected them.





CODE OF CONDUCT AND THE IMPORTANCE OF CONFIDENTIALITY

The Catholic Education Code of Conduct is a document that underpins the work of all people who are participants in educational settings. This document highlights twelve key focus areas that protect children in the care of educational institutions. The purpose of the Code of Conduct is to define, model and promote the safety and well-being of students – wherever they are. It seeks to define healthy relationships between students and adults that are animated by staff, copied by parents and sought after by students in all relationships. The Code of Conduct applies to all staff, parents, students and volunteers connected to a school. All members of the St Helena's Catholic Primary School community are expected to commit to the Code of Conduct and observe its principles. As such, please read the Code of Conduct provided to you at the time of enrolment and be mindful of it in all school related interactions.

Breaches of the Code of Conduct must be notified to the Principal, and it is a breach of the Code of Conduct not to do so.

The basic principles underlying confidentiality of information relate to trust, discretion and respect. All personal information must be respected and, in the majority of instances, be regarded as confidential. All information about children is confidential and private to the child and their family. Any conversation with outside parents is considered a breach of the school's confidence.

You may find parents who are friends will ask about the progression or behaviour of their children in school. Please handle this situation with a great deal of tact and firmly suggest that they discuss this matter with the class teacher.

The privacy of the individual should be respected, preserved and protected at all times.

ST HELENA'S SCHOOL PRAYER

Loving God,
we thank you for St Helena,
our patron saint;
a woman of faith
who gave to others and built churches,
places for your praise.

She discovered the Cross of Jesus,
the pillar of our faith.

With your help,
may we be a school united in St Helena's spirit,
learning together and discovering your blessings each day,
striving to do something beautiful for you, our God,
in all that we do and say.

Amen.





@StHelenasCPS



@Sthelenascps



9297 7500

<https://sthelenas.wa.edu.au>