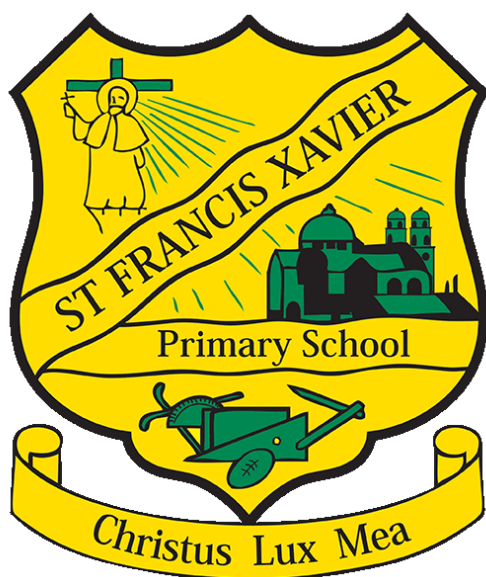


# St Francis Xavier Primary School

## Geraldton WA



## 3 Year Old Information Booklet

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# Welcome to St Francis Xavier 3YO Kindergarten

This booklet has been compiled to provide you with information that you may find helpful throughout your child's first year with us. *Please keep it in a safe place.*

Our 3 Year Old program focuses on the balanced development of each child; we aim to foster the social, emotional, spiritual and physical growth of each child as well as to develop their academic talents.

The program is diverse and all topics and concepts are explored in an integrated way. We believe that it is through play that children learn best and so they are given opportunities to learn basic skills and concepts, social skills and values, and to develop friendships through activities that are designed in accordance with the Early Years Learning Framework. The emphasis is on developing social skills and a positive self-image through investigating, exploring, thinking and communicating.

## 3 YO Kindergarten Attendance Times and Days

3YO Kindergarten is a non-compulsory year of schooling.

3YO classes commence on Friday 2<sup>nd</sup> February 2018.

Session Times for 3YO Kindergarten are as follows:

Monday and Friday

9.00am - 2.50pm.



## Arrival and Dismissal

In the interest of safety, children are to be dropped off and picked up on time, from the 3YO Kindergarten by a parent or nominated adult. Please notify the 3YO Kindergarten teacher in writing through the classroom diary if alternative arrangements are made.

When dropping off and collecting your child please wait on the verandah until the classroom door opens.

*(Note: Ensure you are on time arriving to school and collecting your child - a few minutes can seem like a long time if you're 4 or 5 years old.)*

We also request that you advise the teacher in writing if your child will be attending a Child Care Group, giving the centre name and a contact number.

*Parking is an important safety issue for all children.* Please *do not* park in the staff car park. Parking is available at the Catholic Centre and the Queen Elizabeth II Centre. Please respect others and show consideration for those not using the school.

**QEII CENTRE CARPARK PARKING AREA:** The City of Greater Geraldton is pleased to advise that the City has in place an agreement with St Francis Xavier Primary School in relation to parking at the QEII Centre. The agreement allows for the 'drop off and pick up' parking for parents within the first two rows between 8:15am – 9:15am and 2:30pm – 3:30pm, adjacent to Maitland Street. Unfortunately, there have been incidents where parents have remained parked in the area for longer than the agreed time, causing disadvantage to senior citizens utilizing the facility. The City looks forward to continuing to support St Francis Xavier Primary School whilst ensuring facilities are available and utilized by all members of the Geraldton community.

## Morning Routine and Separating From Your Child

On arrival, the children will hang their bags on the hooks outside of the classroom.

Please bring your child into class when the doors open allowing them to choose a puzzle, storybook, game or activity. Parents may want to spend time with their child to settle them and to make the separation less upsetting.

If your child cries, leave them with the Teacher or Teacher Assistant. Please leave quickly because for some children the initial separation is hard, staying with your child will only prolong this. Usually when children see their parents are definitely gone, they happily settle down to enjoy themselves. We will contact you by phone if there is a continuing problem with separation.



Parents can make the parting more difficult by being over concerned and by lingering too long but please do not disappear without saying goodbye as this too can be upsetting to children.

*(Note: Talk to your child about what to expect at school; bells ringing, playing inside/ outside, fruit time, story time, mat time, singing songs, dance, lunch time, sport-these will all be new to your child. Break*

*the day into manageable parts for your child e.g. I'll take you to school after breakfast, you can have a play with your new friends and have your lunch and I'll pick you up this afternoon.)*

## Parent Roster

A parent roster operates in the 3YO Kindergarten. The roster system allows the parent (mum, dad, grandparent or caregiver) to join in with the child. Parent help is invaluable to the 3YO program and your help and support is appreciated.

The roster sheet will be placed outside the room on a notice board at the beginning of each term. Please choose a day that suits you.



Please remember when coming on roster that this affords you the opportunity to spend time with your child, interact with their friends and help with tasks.

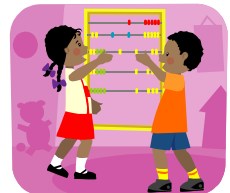
There is no time limit on parent help, whilst some parents stay until lunch time, even if you can only stay for an hour your child will appreciate it.

At the commencement of each term there will be no parent help for the first week; this allows the children to adjust back into the program.

*(Note: Support your child - you can help them feel happy and confident at school by helping them to know the rules and routines of the classroom.)*

## Medication

If your child has a medical condition (asthma, epilepsy, bee sting allergy, nut allergy etc) that may affect how we care for them, OR if they require medication to be taken at school, either temporarily (cold or infection) or long term; medical forms are available from the school office and must be completed and returned to the office staff. These forms help us to respond to your child's needs and help us care for them should a medical problem occur.



An information form will be completed with your child's teacher at the beginning of the year. This form will also ask parents to alert medical conditions and nominate contact numbers for parents and emergency phone numbers in case your child is unwell while at school. These forms will be kept on file in the 3YO Kindergarten to allow quick contact with parents.

Please note that the Early Childhood Centre encourages parents to be aware of common allergies affecting children. A number of children have very severe allergic reactions (particularly to nuts) and we ask that no nut products be packed in your child's lunch box or brought in for special morning teas. This includes: peanut butter, nutella and muesli bars containing nuts.

*(Note: If your child is unwell keep them at home, they cannot learn properly and they may infect other children.)*

## Children's Dress

To enable children to enter fully into all activities without fear of getting dirty, comfortable clothes suitable for outdoor play are suggested. They may also get paint, glue, water and/or sand on their clothing during activities.

Please ensure that your child wears shoes they can manage. Shoes with velcro strips or slip-ons help them learn independence and to have success.

Clothes with lots of buttons, difficult press-studs and belts can be a hindrance to your child if they need to go to the toilet in a hurry.



*(Note: Children should be able to go to the toilet independently and wash and dry hands after their visit. Talk about the toilet with your child. They need to know they should not be afraid to use the toilet and it's alright to go at any time.)*

A hat is compulsory all year when playing outside.

The school has a policy of "No Hat, No Play in the Sun"

*(Note: Wash your child's hat regularly and check their hair every time you wash it for nits. Please advise staff if your child has nits.)*

Your child is required to have a spare set of clothes, including underwear, remain in their bag at all times.

*(Note: Label your child's belongings. A lost property box will be placed outside everyday for parents to check.)*

## Fruit Time

Fruit time fosters social interaction within the classroom.

Children will be required to bring their fruit in a separate container from their lunch. Please ensure this container is labelled clearly with your child's or your family name.



Please help to make fruit time an enjoyable, interesting, healthy experience. Ensure that fruit is cut so that it is manageable for students to assist with developing their independence. You may like to alternate fruit with vegetables as an alternative for your child. Choose fruit and vegetables which are in season and fresh, include your child in the process of choosing their fruit where possible.

## Lunch at School

The children will be eating lunch at school each day. We would appreciate your effort in making it manageable and interesting for them. Finger food is appealing and easy for young children. Sandwiches cut into shapes, mini quiches, wraps, sushi and salads, cut into pieces make lunch time enjoyable.



Please help us instil a healthy attitude towards food and give your child the energy they need to play, learn and discover throughout the day. Good habits are easily formed; bad habits are hard to break! Please refrain from adding treats to your child's lunchbox, such as, chocolate, lollies, sweet biscuits and chips.

Please ensure that your child has a full water bottle at school each day with them. In the warmer months, please also remember to pack a cold ice brick with your child's lunch to keep it cool as it remains in their school bag until lunch time.

You may not have realized that in sharing your shopping and cooking experiences you are further developing and consolidating all of the early learning areas that your child is being exposed to in the 3YO classroom. Reading, Mathematics and Science are all involved when you cook with your child. Children understand that print contains a message when you read aloud the recipe and show your child the print. Expose your children to Mathematics by asking them to count and measure out ingredients and discuss the Science of changing food substances with them.

The Kindy children will be breaking for lunch at 12:00pm, although the rest of the school eat lunch at 12:40pm.

## Birthday Celebrations

We are happy to celebrate your child's birthday at 3YO Kindergarten. If you wish to send along a cake to school, please ensure these are cupcakes as they are easier for staff to share amongst children. There are other alternatives to cake, such as, freddo frogs, lollipops or jelly cups. Please keep in mind those children who may have severe allergies and see your child's classroom teacher if you are unsure. You may wish to also put your name on parent roster for this day to make it extra special for your child.



## Toys

Please ensure that your child's personal toys remain at home. Loss or damage to toys is upsetting to the children and can easily be avoided by leaving them home. The teacher will let you know if the children are requested to bring items for news sessions or special days.

## Behaviour Management

Knowing the rules and routines of 'school' helps young children feel more relaxed and in control. Rules will be developed around appropriate behaviour and safety. We will foster a commitment to the rules and an understanding of why we have them.



A thinking time area will be used both inside and outside as a form of helping children manage their behaviour. Positive rewards will be used to affirm acceptable social behaviour e.g. sharing, turn taking, being kind.

We have a happy face and a sad face system to ensure that those children who are making good choices are not forgotten.

## Communication

During the first few weeks of the school year, introductory meetings will take place between individual parents and the classroom teacher. A meeting roster will be placed outside your child's classroom for parents to select a suitable time. These meetings will take approximately 15 minutes.

If you wish to meet with your child's classroom teacher during the year, please see them to arrange a suitable time. Please remember that mornings are a very busy time in our classrooms when we are trying

to greet everyone and settle the children for the day and this is not an appropriate time to discuss sensitive issues with your child's teacher.

## What to Bring

Your child should bring the following each day;

A backpack, large enough to carry their fruit and lunch, a change of clothes, and large pieces of art and craft work

A water bottle

A hat, with your child's name marked clearly

A spare set of clothing, including underwear

On the first day of 3YO Kindergarten, we ask that your child also bring all booklist items to school and give them to your child's classroom teacher.

## And finally

We hope the coming year will be a happy and rewarding beginning for both you and your child in your association with our school.

We look forward to starting a wonderful year of fun and learning and having your child with us.

Kind Regards,



St Francis Xavier 3YO Kindergarten Teachers

### ***School Vision***

*St Francis Xavier Catholic Primary School seeks to provide a welcoming environment wherein the development of each person and the education offered reflects gospel values.*

### ***Vision for Learning***

*At St Francis Xavier Primary School we are committed to providing an education that empowers all to become life-long learners.*