



St Simon Peter Early Learning Centre

Three Year Old Programme Information Booklet 2017



Dear Parents/Guardians,

Welcome to St Simon Peter Catholic School, and to the Three Year Old Kindy (3YOK). We look forward to working together with your family as a team to provide the best learning environment for your child.

This booklet includes all the relevant information required for a successful and smooth start to your child's pre-kindergarten year and will set the foundations for future school learning



St Simon Peter Early Learning Centre
Vision Statement

**To be a Centre of excellence in care and education
for all families, children and educators that enter our service**

Introducing the Three Year Old Programme Staff

Teacher

Mrs Caryn Bodger

Email: bodger.caryn@cathednet.wa.edu.au

I'd like to warmly welcome you and your child to the Three Year Old Kindy – I'm excited about the year of learning and teaching that lies ahead for us.

I have been teaching in early childhood education for over 19 years, both at Kindergarten and Primary school level. I have an HDE in Primary School Education, as well as a Bachelor of Education degree (Early Childhood). I have been one of the Three Year Old Kindy teachers at SSP since 2013, previously having taught Kindergarten in my home country of New Zealand.

I am passionate about the learning and development that occurs in the early years and absolutely LOVE my job. I can't wait to get to know you and your child... and see where our learning journey takes us 😊

Educational Assistants

- Anna Creusot – Monday, Tuesday, Thursday, Friday
- Fiona Hamilton - Monday, Wednesday, Friday
- Rebecca Freeman - Full Time
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What is the Three Year Old Kindy?

The Three Year Old Kindy is your child's first introduction to School. It is an early childhood play-based learning programme for children who have turned 3 years of age or are turning 3 before the 30th June that year. The programme provides children with meaningful experiences that promote spiritual, social, emotional, language, intellectual, creative and physical development.

Curriculum

National Quality Framework (NQF)

The NQF is a national legislative framework under which early childhood and care services operate in Australia.

The NQF encompasses the Education and Care Services National Regulations under which the centre operates. The National Regulations are available at the centre or can be downloaded from www.acecqa.com.au

The Early Years Learning Framework

Our teaching practices are guided by the Early Years Learning Framework (EYLF), the national early childhood curriculum. The curriculum is based on three key statements:

- **Belonging:**

Children being connected to family, culture, and place.

- **Being:**

Children need opportunities to seek and make meaning of their world.

- **Becoming:**

Identifies children's knowledge, understanding, capacities, skills and relationships.

The EYLF emphasises the benefits of children learning through 'doing' or through play. Children learn best through play because:

- It is a natural and spontaneous activity for a child
- It allows for children's differences and encourages an individual approach
- It encourages children to learn through trial and error and experimentation
- It gives teachers the chance to observe individual progress in an informal learning environment

The Three Year Old Programme will place special emphasis on:

- Skills (social, emotional, language, intellectual, creative and physical)
- Formation of friendships
- Children's interests
- Creative expression
- Sensory experiences
- Experimentation



Aims of the Three Year Old Programme

The programme aims to:

1. Provide an environment supportive of 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.
2. Provide a happy, stimulating and supportive environment where the children feel welcome, secure and valued.
3. Provide a programme that will cater for a wide range of developmental abilities and interests, allowing children to develop to their full potential.
4. Provide a programme that will emphasize learning as an interaction process. The child interacting with the environment, through a balance of teacher initiated and directed activities, play and discovery learning.
5. Develop in the children the ability to communicate verbally and non verbally their thoughts, ideas and feelings.
6. Encourage children to become self-reliant and to be able to make choices independently.

Attendance Times

The 3 Year Old Kindy operates from **9:00am - 2:15pm**, five days of the week and **during School term time.**

Arrivals and Departures

1. All children must be taken to and from the classroom by their parent or guardian.
2. **All parents are required to sign the Attendance Register on arrival and departure.**

3. Parents are welcome to stay and settle their child for approximately 10 to 15 minutes, after which a special bell will ring to remind parents to depart.
4. Please notify us if your child is going to be collected by anyone other than yourself. This may be another parent, family or friend. If there is a regular arrangement for this person to collect your child, a note written on the enrolment form will be adequate for the year.
5. We realise that unforeseen circumstances may prevent you from collecting your child. Therefore, if there is a change of person collecting your child or you are running late, please telephone the Early Learning Centre to let us know.



Settling In

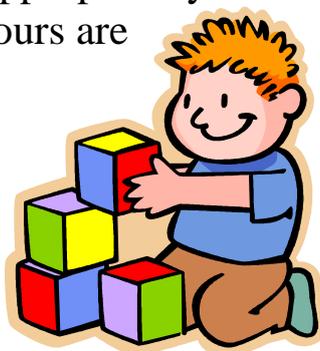
The first few weeks will be very important for you and your child. One of the first things a Three Year Old Kindy child needs to learn is how to be away from his/her parents or primary caregiver. This may take some time for some children as they learn to cope with unfamiliar adults, peers, environment and routine.

It is very important that each child feels happy and comfortable in the 3YOK environment. Please feel free to stay with your child as long as he or she needs you. The staff will work closely with parent/caregivers to ensure that your child is given the best opportunity to settle at their own pace

Guiding Children's Behaviour

The role of the teachers is to encourage positive behaviour and interactions. Limits will be enforced consistently and fairly.

We will respect and comfort a child regardless of the child's behaviour. Children will be given verbal reminders of appropriate behaviours and if necessary, be given assistance to appropriately assert themselves with others. On a daily basis appropriate behaviours are demonstrated and acknowledged by the teachers.



Daily Requirements

- **Named Bag:** Big enough for lunch box, art work, drink and spare clothes. We strongly recommend an environmental shopping bag with a cardboard base. These bags allow the children to easily manage their own items as there are no zippers or buttons. Please clearly label with your child's full name.
- Bags are kept outside the classroom in the lockers provided
- A full **named** water drink bottle.
- **Named Hat:** Please note the school has a "No Hat No Play" policy.
- Children with hair past shoulder length should have it tied back for health reasons
- Please include a spare set of **named** clothes and underwear (season appropriate)
- In Summer months children are required to wear t-shirts that cover their shoulders (no singlets).

Morning Tea and Lunch

- Please provide a snack for your child's morning tea in a separate container with your child's name on it. Each child is to bring their lunch in a separate, named lunch box. We encourage healthy food choices such as fresh fruit, natural popcorn or crackers for morning tea, a sandwich and fruit for lunch.



Clothing

Children need to wear comfortable play clothes that can get messy and that are easy to manage for quick dashes to the toilet! Children are asked to remove shoes when using outside climbing equipment, so easy to wear shoes would be helpful (eg: thongs in summer, velcro fastenings in Winter).

Toilet Training

It is preferred that your child is toilet trained. However if your child is in the process of toilet training they must wear “Pull Ups”. Please ensure that you supply extra supplies of “Pull Ups” for each session.

Sun Protection

Each child is required to have their own named roll-on sunscreen bottle. We ask that parents supply two –roll on bottles for their child at the beginning of the year.

Parents, please apply your own sunscreen to your child before class (especially if your child requires special sunscreen during the summer terms.) Sunscreen will be reapplied by staff during the day, as required.



Health and Well Being

Please inform us of any condition that may affect your child’s well being, and equally of any circumstances that may affect their behaviour on a particular day.

If your child is sick, please ensure that they remain at home until fully recovered. Please phone the Early Learning Centre Office on 93016857 by 8.30am should your child be absent due to illness or other reasons.

Medication

Staff are not permitted to administer medications to the children without the completion of appropriate forms. You are most welcome to come and administer the medication your self or contact the Centre Manager to discuss your options.

Allergies

Please let us know of any allergies or medical concerns, so that a Medical Action Plan for your child can be formulated.

Allergy Friendly School

No nuts for morning tea or lunch please! There are a few students in our Centre who suffer from one of the most severe forms of allergic reactions which is anaphylaxis. This can be triggered by nuts, nut products and seafood. We ask that parents be aware of these allergies and consider carefully what is sent in to the Centre for snacks or birthdays.

Family Roster

For Term 1 we allow the children to settle into the routine of the Three Year Old Kindy and possibly the new experience of “being away” from Mum or Dad. Therefore there will be no Family Roster during this settling time. Once the children have settled the Family Help Roster will be put up on the 3YOK noticeboard outside the main entrance doors. We greatly appreciate your involvement as a parent helper – and your child will LOVE this too! 😊

Parents or grandparents (if parents are unavailable) are invited to come along to the 3YOK as a parent helper to visit and participate in class experiences with your child.

Confidentiality

Parental assistance in classrooms is a very important part of education. It must be stressed however, that just as staff are expected to maintain high standards of confidentiality, classroom volunteers are not permitted to discuss with others the behaviours or academic achievement of children. In this way respect, progress and professionalism is maintained for all.

Birthdays

Birthdays are a special time in the lives of young children! To help celebrate your child’s birthday, you may like to bring store brought cupcakes, Freddo Frogs or biscuits for each

child in the class (we encourage individual serves rather than a whole cake). These birthday treats will be handed out by the birthday child at the end of the session, as the children leave to go home. Due to allergies we cannot accept homemade food and any food brought in must be in original packaging with the ingredients listed.



Art and Craft

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

We appreciate any interesting items that can be used for collage, box construction and other art activities. Items such as wrapping paper, cards, corks, bottle lids, old puzzle pieces, shells, bread tags...are very useful 😊

Communication

We consider communication between home and school to be very important. Our first concern is the happiness of your child. If anything happens at home to upset your child in any way, we would appreciate it if you could let us know as this may impact them at school.

The Centre newsletter is emailed each month and the School Newsletter is available on the School website. 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 your child's teacher.

Personal Belongings

The children are asked not to bring toys or personal belongings to the 3YO Programme as items lost or broken often cause the children undue stress.

Parent Meetings/Interviews

The teacher is always available for a quick, informal chat before or after sessions. However if you need a longer and/or confidential meeting with the teacher, an appointment can be made at a mutually convenient time. Please feel free to email your child's teacher if you are unable to chat before or after the

Mrs Bodger – Bodger.caryn@cathednet.wa.edu.au

School Involvement

St Simon Peter Primary School provides many opportunities for parents to become involved in the school community.

1. **Family Roster** Parents are encouraged to assist in the classroom.
2. **Newsletters** via a link to the school website - www.ssp.wa.edu.au
3. **Whole School Masses** will occur throughout the year. Parents are welcome to attend these liturgical



celebrations, even though the Pre Kindy children are not involved.

School Vision Statement

*St Simon Peter Catholic Primary School community
will provide challenges for the growth of the whole person.*

*Within a framework of Catholic values,
we will strive to live in harmony with each other and our environment
living our motto
“Love one another.”*

Our Contact Details

Three Year Old Programme 08 9301 6856
Early Learning Centre 08 9301 6857
Centre Manager harley.nicole@cathendet.wa.edu.au

SCHOOL CONTACT DETAILS

School Phone	08 9301 6888
Email Address	admin@ssp.wa.edu.au
Web address	www.ssp.wa.edu.au