



# Welcome To St Bernadette's Primary School

Grand Ocean Boulevard  
Port Kennedy  
Ph: 95934066  
Fax: 95936596  
[admin@stbernadettes.wa.edu.au](mailto:admin@stbernadettes.wa.edu.au)

## 3 Year Old Education Programme

*'Caters for children who have already turned three and  
provides them with a fun learning environment'*

## Parent Information Booklet 2017





## **Vision Statement**

**We the Community of St. Bernadette's Catholic Primary School recognise Christ as our guide and companion.**

**We are committed to building a supportive learning environment that inspires all individuals to strive continually to achieve their personal best.**

**We seek to instil a love of learning and we believe that modelling the qualities of kindness, honesty and respect will assist the achievement of this vision.**

## **Welcome**

St Bernadette's currently runs a 3 Year Old Education Programme. The school will be offering one full day session per class designed to give children who have already turned three an opportunity to participate in a Kindergarten style program in readiness for Four Year Old Kindergarten the following year.

Our 3 Year Old Education Programme will run every week on a Friday in the Kindergarten building. The program will be run by a qualified Early Childhood Teacher and a qualified Teacher Assistant.

**The maximum class size is 20 and once each session has reached its capacity there will be no more places available.** Children must have already turned three before enrolment and preferably be fully toilet trained. Children that turn three later in the year can be placed on a waiting list and will be notified of place availability once they have turned three.

**Parents please be aware that enrolment into our three-year-old program does not guarantee your child a place for Kindergarten for the following year; you will still need to go through the normal enrolment process for Kindergarten.**

Please note that terms with public holidays may be shorter than the regular ten-week term. No makeup sessions are available for the days missed, you will be charged only for the number of sessions in a term.

## **Fees**

Fees for the 3 Year Old Education Programme will be:

- \$60 per full day session.
- Eight sessions per term
- \$40 Amenities Fee per term
- Total fees payable per term is \$520.

The full term's fees are payable within 7 days of receipt of invoice.


Application for Enrolment Fee: A once off \$50 non refundable fee must be paid along with a copy of Birth Certificate, Baptism Certificate and Immunisation on submission of your application form.

Mid Term Enrolment: A family enrolling a child mid-term will be charged for the number of weeks remaining in the term.

Reimbursement of Fees: In the event of a family withdrawing a child from the school mid-term, there will be no reimbursement of fees paid in advance for that term.

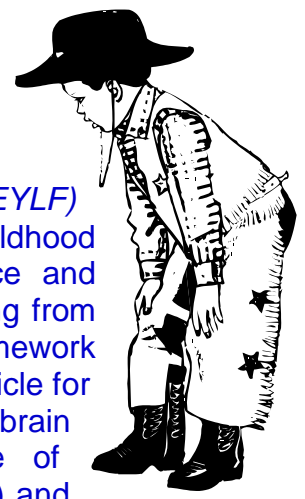
## **Session Times**

The Session Times are

<b>Group</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
					

ALL DAY session times are 9.00am – 3.00pm

## Aims of the 3 Year Old Education Programme



### THE EARLY YEARS LEARNING FRAMEWORK

The programme is based on the *Early Years Learning Framework (EYLF)* which forms part of the Australian Government's reform for Early Childhood Education and care. The EYLF describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to 5 years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning, providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development. It communicates these expectations through the following five Learning Outcomes as fundamental to the future wellbeing, engagement and success of young learners.

- **Children have a strong sense of identity**
- **Children are connected with and contribute to their world**
- **Children have a strong sense of wellbeing**
- **Children are confident and involved learners**
- **Children are effective communicators.**

The Framework puts children's learning at the core and comprises three inter-related elements: Principles, Practice and Learning Outcomes The three elements are:

- **Belonging** – relates to connections and relationships. It shapes who children are and who they can become.
- **Being** – relates to the individuality of each child, recognising the significance of the here and now in children's lives.
- **Becoming** – relates to the importance of learning. All children should become successful learners, confident and creative individuals, active and informed citizens.

All three elements are fundamental to early childhood pedagogy and curriculum decision-making. Curriculum encompasses all the interactions, experiences, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development. The emphasis in the Framework is on the planned or intentional aspects of the curriculum.

### Developmentally Appropriate Practice

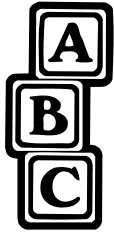
Developmentally appropriate practice is when an early childhood professional provides a program that nurtures all aspects of a child's development. The 3 Year Old Education Programme at St Bernadette's recognises, acknowledges and includes:

- Each child developing at a different rate and that their learning takes place in different ways and at different rates.
- Beginning with the child's existing skills, strengths and interests and building upon these.
- Allowing each child the time to develop, master and practice new skills and knowledge.
- Allowing each child time for quiet reflection.
- Experiences that provide opportunity for exploration at each child's pace.
- Stimulating curiosity and wonder in each child.
- Promoting creativity across a variety of areas including, art, music and movement.
- Encouraging children's developing independence.
- The significance of the family as first teacher of the child.
- Utilises all forms of play as the vehicle for learning and teaching.

## Arrival / Dismissal Procedures

Parents and children are asked to wait outside the centre when arriving for sessions. The doors will be opened at the session times indicated. Parents must remain with their child until they are admitted by the teacher.

Parents are required to pick their children up from the classroom door at the end of the session. **No child will be allowed to leave the centre**



**unless accompanied by an adult.**

If your child is being picked up by Day Care or another adult, please provide written authorisation with your signed consent.

Children become distressed when parents are late. Please be prompt to collect your child. A telephone call is appreciated, if delayed.

## Parking

Please endeavour to follow arrows and park considerately. The bays in front of the Kindergarten are 10 minute parking only.



## Enrolment Details

Please make sure that the office and teacher have current details, such as address, telephone number, emergency contact numbers and any relevant medical information. Please notify the school office and the kindy staff re: any change of address, phone numbers etc. Details on enrolment forms must be kept up to date.

## What To Bring To The 3 Year Old Education Programme

- ◆ A hat (clearly labelled with your child's name).
- ◆ The children will need to bring to each session a backpack that they can manage, but large enough to accommodate lunchbox AND towel.
- ◆ Children need to bring a piece of fruit or vegetable (celery, carrot, capsicum, cucumber, etc) to every session to share at fruit time (Morning Tea). We encourage healthy eating.
- ◆ Children will need to bring their own lunch. Please ensure that your lunch is healthy and your child is able to manage what is packed for them independently. Lunch boxes should be clearly labelled and the content of them should be nut-free.
- ◆ Children will be encouraged to drink water at the 3 Year Old Education Programme. A spill proof drink bottle containing water only can be placed in the classroom, with their name.
- ◆ A change of clothes and underwear need to be brought to every session (in case of an accident).
- ◆ Roll on sunscreen which will be left at the centre each week. This is to be applied before class.
- ◆ A towel for quiet time after lunch with their name.
- ◆ One box of tissues at the beginning of the year.



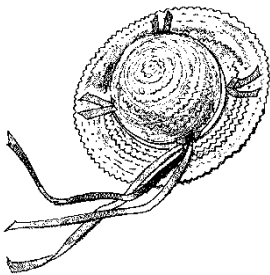
## What To Wear To The 3 Year Old Education Programme

We ask parents to send their child to the 3 Year Old Education Programme in comfortable, casual clothes, which will allow them to join in all activities and to go to the toilet independently. **Please ensure your child's shoulders are covered during the summer months.**

**Toileting:** It is preferable that children would be toilet trained before attending the 3 Year Old Programme, however, if a child has an accident, the child will be respectfully cleaned and changed. The clothing will be sent home in a plastic bag at the end of the day.

**Foot Wear.** Think of safety first when placing shoes on your child. We recommend shoes or sandals (not thongs) suitable for the range of activities your child will engage in at the 3 Year Old Education Programme. Children are encouraged to put their own shoes back on at the end of the session.

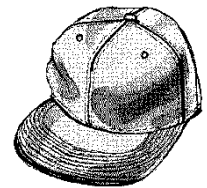
**Personal toys** are not permitted in the 3 Year Old Education Programme, as loss or accidental damage to them is upsetting for the child. Your co-operation in this matter is most appreciated.



Hats must be worn during all outside activities throughout the year. The **"NO HAT, NO SUN"** rule will be enforced, and hats will not be shared.

Please **clearly label all items of clothing with your child's name, especially hats, jumpers and shoes** to limit loss of clothing & distress to your child.

We discourage the wearing of jewellery, as children tend to lose items. For safety reasons, children with pierced ears are permitted to wear studs only.

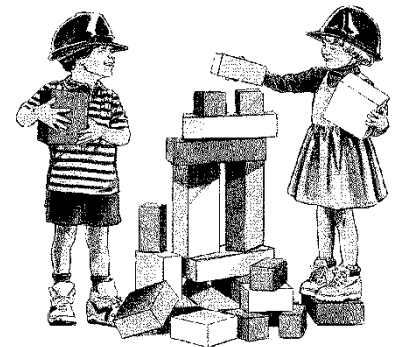


## LOST PROPERTY

A lost property box will be located in the centre. Please make sure that all belongings are clearly labelled and that labelling is renewed throughout the year

## Birthdays

We welcome the celebration of your child's special day. Feel free to send birthday treats for your child to share with their friends. Please keep in mind that **St Bernadette's** has a **"NUT AWARENESS"** policy as several of our students are at risk.



## Washing

About twice a year, your child will bring home the washing as per the roster, for example aprons & towels.

Every so often, we will ask parents to take a bag of dress up clothes home to wash to freshen them up. Please wash and return the laundry on the next scheduled day.

## Parents and the 3 Year Old Education Programme

We value parent involvement and hope that parents and grandparents are able to participate in the fun learning experience along with the children.

A parent help roster will be established each term and operate throughout the year. As the purpose of the parent help roster is to provide an opportunity for parents and children to work together in the 3 Year Old Education Programme setting. It is best that babies and toddlers do not accompany parents whilst they are on roster.

If parents wish to discuss the progress of their child with the teacher, an appointment should be made. To avoid distraction, children should not be present at these interviews.

## Roster

While on roster parents and grandparents learn more about what happens at the 3 Year Old Education Programme and why. It is also an opportunity to establish a positive relationship with the teacher and the teacher assistant. If you are unable to attend your roster day, please swap with another parent from the roster and let us know who will be attending in your place.

## Roster Duties

- ◆ Join in the activities with the children (always allowing the child to complete the activities themselves).
- ◆ Model speaking, listening, reading and writing for the children.
- ◆ Help the children get the most from their learning experiences by listening, talking, questioning and encouraging.
- ◆ Assist with outdoor activities and packing away indoor and outdoor equipment.
- ◆ Assist the teacher by carrying out 'domestic' tasks such as cutting the fruit, cleaning up i.e. glue, paint, cooking etc.
- ◆ Supervise the children while they play.
- ◆ MOST OF ALL COME IN AND JOIN IN THE FUN!!



## CONFIDENTIALITY

We appreciate you sharing your time with us. We trust that you will maintain **confidentiality** whilst participating in our programme. Please respect and protect the children and their family's privacy.

## Attendance/Illness

The 3 year-old programme is non-compulsory. If your child misses a class due to illness a refund cannot be given for the session.

Please make sure that you arrive promptly when collecting your child at the end of the session to limit any distress to the child. If someone else is collecting your child please notify the staff either at the beginning of the session or in case of emergencies phone the school office.

Illness: For the sake of your child and the health of others please do not send your child to the 3 Year Old programme if they are sick or unwell. In the case of infectious diseases (measles, chicken pox, head lice, eye discharge etc) please ask about quarantine periods. If your child suffers from asthma or allergies please notify us so that we are aware of your child's condition. If your child becomes ill while in our care you will be notified immediately. Please make sure your contact details are kept up to date so that you are easily contactable.



## Notice Board

Stay informed by reading the notice board which will be displayed outside the Pre-Kindy also check your child's folder for notes that are sent home. A school newsletter will also be sent home fortnightly via email. Please inform the office of your email address so that you can receive a copy. The children will have their own folder in which notes and "work" will be placed. This is to be checked every session.

## Parents & Friends Association

The participation of Pre-Kindy parents is welcome and is of benefit to your child as well as the school. Meetings are held each month and the dates will be in the newsletter. At the AGM, parents are encouraged to nominate for various committees.

## Sharing Knowledge

We welcome parents / grandparents willing to share their work, interests or hobbies with the children. Some ideas include playing a musical instrument, cooking, collections (rocks, shells, dolls), community work (police, fire fighter, doctor).

## Nut Free Policy

St Bernadette's has a 'NUT FRIENDLY POLICY' due to a number of students with threatening allergies, therefore please try to avoid **all foods containing nuts** (for example peanut butter, nutella, fruit and nut bars etc).

## Distressed Child

Please feel free to stay if it is for the good of your child. Otherwise be calm, confident and reassure your child. Direct him / her to an activity or a staff member, say goodbye and then promptly leave. If your child remains distressed after a short while we will contact you and an alternative longer term plan will be implemented.

## Discipline Policy

The code of behaviour at St Bernadette's includes the right of each student:

- ◆ To be respected
- ◆ To learn without distraction
- ◆ To feel safe
- ◆ To pursue personal excellence

## Student Management Process

### A. Positive Classroom Environment.

The teacher will foster a positive class environment, which will encourage children's learning in the following ways:

1. Building positive relationships with children and amongst children.
2. Establishing mutual respect in teacher – child and child – child relationships.
3. Listening effectively.
4. Responding in ways that enhance positive feelings of self worth in the children.
5. Establishing classroom responsibilities with the children.





## B. Managing Student Behaviour.

In the event that a child's behaviour is disruptive and needs correcting, the teacher will endeavour to encourage the child, through re-direction, to cease their inappropriate behaviour. If this approach does not work and the child continues with their inappropriate behaviour, the following steps will be taken:

1. Verbally warn the child (discussing the unacceptable behaviour).
2. Separate the child from others within the centre (thinking chair/mat.)
3. Discuss at the end of session with parent if necessary.

## USEFUL ITEMS LIST

Below is a list of resources that would be helpful to us in the 3 Year Old Education Programme. We would be grateful if you could provide any items of the list below.

braids	fur	fringes
buttons	beads	confetti
crepe paper	cellophane	paper cups
greeting cards	carpet squares	gift wrapping
gum-nuts	dried leaves	patty pans
old clocks	nuts & bolts	screws
old jewellery	plastic coat-hanger	styrene inner tubes
paper plates	paper doilies	silver paper
ribbons	raffia	knitting yarns
round dowelling	rubber bands	pine cones
sand paper	calendars	corrugated paper
sequins	leather	lace
sheep wool	corks	straw
shells	cotton reels	pebbles
shirt boxes	shoe boxes	small tray
sponge	curtain rings	socks
straws	pipe cleaners	felt
string	pantyhose	
string bags	soap	
tissue paper	magazines	
twigs	bark	
washers	ceramic tiles	
wood shavings	clothes pegs	
fabrics (remnants, sheets, pillow slips)		
tubes from paper towels (not toilet rolls),		
wall paper pattern books,		
plastic tops (from pressure pack sprays),		
soft plastic covered wire, cartons (not cigarette boxes, match boxes,		
prescription or pet food boxes).		

- ❖ Please check the ingredients list on food packages and ensure they are "Nut Free".
- ❖ Please make sure items are clean and dry.

***We look forward to a very happy and rewarding year.***



**Please complete and hand to the class teacher on your child's first day.**  
**ST BERNADETTE'S 3 YEAR OLD EDUCATION PROGRAMME**  
**GENERAL INFORMATION**

Child's Full Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Religion: \_\_\_\_\_

Hobbies and Interests: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Firm/Co: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Hobbies & Interests: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Firm/Co: \_\_\_\_\_ Phone No: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Hobbies & Interests: \_\_\_\_\_

Name & Ages of other children in family:

Name	Age	Sex
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Family Adults: \_\_\_\_\_

Which language is spoken mostly at home: \_\_\_\_\_

Parents Country of origin: \_\_\_\_\_

**EMERGENCY CONTACTS: (The school will contact the parents first. The Emergency Contacts are only for when parents are not reachable).**

1. Name: \_\_\_\_\_ 2. Name: \_\_\_\_\_

Phone No: \_\_\_\_\_ Phone No: \_\_\_\_\_

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

**IN CASE OF ACCIDENT AT 3 YEAR OLD EDUCATION PROGRAMME WOULD YOU PREFER?**

1. Contact Parent
2. Contact Family Doctor
3. Contact Ambulance
4. Leave to teacher's judgement

Parent's signature: \_\_\_\_\_

**HEALTH HISTORY:**

Doctor: \_\_\_\_\_ Address: \_\_\_\_\_

Birth Weight: \_\_\_\_\_ Pregnancy - Full Term/Premature: \_\_\_\_\_

Any difficulties at birth? \_\_\_\_\_

Has the child any physical disability? \_\_\_\_\_

What illnesses / allergies has the child had? \_\_\_\_\_

Has your child been hospitalized? \_\_\_\_\_ Length of stay: \_\_\_\_\_

At what age: \_\_\_\_\_ Reason: \_\_\_\_\_

Accidents: \_\_\_\_\_

Under any medical treatment at present? \_\_\_\_\_

If so for what? \_\_\_\_\_

Immunisations: Triple Antigen: \_\_\_\_\_ Sabin: \_\_\_\_\_ Measles: \_\_\_\_\_

Eyesight: \_\_\_\_\_ Hearing: \_\_\_\_\_

Speech: \_\_\_\_\_ Sleep: \_\_\_\_\_

Appetite: \_\_\_\_\_ Fears: \_\_\_\_\_

Toilet Habits: \_\_\_\_\_

Has your child had any seizures? Y/N

Does your child take any medication? Y/N

If yes, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FAMILY HEALTH:**

Please comment on general health of

Mother: \_\_\_\_\_ Father: \_\_\_\_\_

Other children in family: \_\_\_\_\_

\_\_\_\_\_

**DAY CARE**

Does your child attend day? Please provide the name and contact numbers of you child's day care centre.

Day Care Centre: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**SOCIAL EXPERIENCES**

Has your child undergone any major stress? Y/N  
(i.e. Parental separation, death, moved house)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is one parent away from home for lengthy periods at a time? Y/N

**YOUR CHILD'S DEVELOPMENT**

Does your child pronounce most words correctly? Y/N

Have you consulted a doctor, paediatrician, psychologist or social worker regarding a concern with your child? Y/N

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there a history of any learning difficulties in your family? Y/N  
(i.e. Dyslexia, ADD)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your child follow simple instructions / directions? (Eg. Can you go and get your shoes please?) Y/N



**PARENT**

Comment on the way you expect your child to react to the 3 Year Old Education Programme.

(i.e Anxious, upset, angry, happy)

---

What particular needs of your child do you hope will be catered for at the 3 Year Old Education Programme?

---

What do you perceive your role will be in the education of your child in the 3 Year Old Education Programme?

---

---

---

---

**SPECIAL NOTES:** \_\_\_\_\_

---

---

---

---

---

---

---