

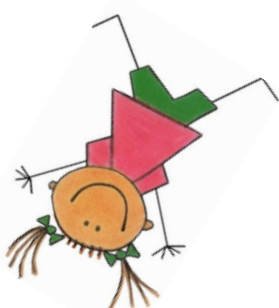


QUEEN OF APOSTLES

SCHOOL RIVERTON



KINDERGARTEN 2022



Our Vision Statement

Queen of Apostles School is a vibrant and inclusive Catholic community. The school follows the example of our founders, the Schoenstatt Sisters and our Patron, Mary, the mother of Jesus and their call to be agents of love, unity and peace. Assisting parents as the first educators of their children, our vision is:

‘To inspire a passion for life-long learning in an environment of faith, love and care for others.

Our Mission

Queen of Apostles is a K-6 co-educational school. Our mission is to empower our students to:

- BE** passionate and curious learners
- BE** confident and creative individuals
- BE** faith-filled and active in their care for others

Our Values

				
Faith is our response towards God as we strive to be excellent in all we do in learning and service “Be on your guard; stand firm in the faith; be courageous; be strong.” Corinthians 16:13	Resilience enables us to stay strong in the heart and mind empowering us to have self belief ‘I can do all things through Christ who strengthens me’. Philippians 4:13	Respect enables the richness and diversity of all backgrounds, cultures and abilities to be held in high regard. ‘Do unto others as you would have them do unto you.’ Luke 6:31	Compassion nurtures a spirit of caring, kindness and a willingness to understand and embrace diversity within our community. Be kind and compassionate to one another, forgiving each other, just as in Christ, God forgave you’. Ephesians 4:32	Excellence by giving our personal best, we take pride in our work and strive for success ‘What your hand finds to do, do it with all your might.’ Ecclesiastes 9:10

SCHOOL INFORMATION

<u>PRINCIPAL:</u>	Mr Mark Ryan
<u>ASSISTANT PRINCIPAL:</u>	Mrs Jennifer Anderson
<u>PARISH PRIEST:</u>	Fr Paul Manickathan
<u>SCHOOL ADDRESS:</u>	108 Tribute Street East Riverton 6148
<u>SCHOOL PHONE:</u>	9376 8500
<u>EMAIL ADDRESS:</u>	admin.qoa@cewa.edu.au
<u>WEB ADDRESS:</u>	www.qoa.wa.edu.au

KINDERGARTEN DAYS/TIMES

Children attend three days per week. The session days are **Monday, Wednesday and Friday**

8:50am	Classes commence (Doors open 8.30am)
10.40am	Recess
12.40pm	Lunch
2.50pm	Classes finish

2022 TERM DATES

TERM 1:	<i>Monday 31 January to Friday 8 April</i> <i>Monday 7 March – Labour Day Public Holiday</i> <i>Tuesday 8 March – Pupil Free Day</i>
TERM 2:	<i>Wednesday 27 April to Friday 1 July</i> <i>Monday 25 April – ANZAC Day Public Holiday</i> <i>Tuesday 26 April – Pupil Free Day</i> <i>Monday 6 June – WA Day Public Holiday</i>
TERM 3:	<i>Tuesday 19 July to Thursday 22 September</i> <i>Monday 18 July – Pupil Free Day</i> <i>Friday 23 September – Catholic Day (school closed)</i>
TERM 4:	<i>Monday 10 October to Friday 9 December</i> <i>Monday 7 November – Pupil Free Day</i>

FROM THE TEACHER

Dear Parents

Welcome to Queen of Apostles Kindergarten. This is a very special year for your child as they begin their education at Queenies. The Kindergarten program aims to create a warm, welcoming, child-centred and secure environment with caring educators who understand and implement quality developmental practices.

At Queen of Apostles, we draw on the 'Belonging, Being and Becoming' principles and practices of the Early Years Learning Framework (EYLF) to develop the whole child.

We recognise that children grow and change in all developmental domains including spiritual, social, emotional, cognitive and physical. As educators, we support each child to:

- Develop a sense of wonder about God
- Develop a sense of identity
- Develop skills in independence
- Develop skills in self-regulation and self-management
- Develop a confidence of self
- Develop an agency – making choices and decisions that impact their world

Play is a valuable process in a child's learning, thinking, imagination and communication. At Queenies, we support the child's right to play and its value in the teaching and learning process. Children will be immersed in a play-based learning programme, both indoor and outdoor, where a range of opportunities are provided to explore, imagine, investigate and engage in purposeful and meaningful experiences.

We recognise that families are the child's first and most influential teachers. We are enthused in our aim to create a nurturing environment where children, families and educators build collaborative partnerships between home and school. We ask that you familiarise yourself with our Code of Conduct which is available on our website: www.qoa.wa.edu.au

We look forward to working with you and your child in the coming year.

Ann Fanto
Kindergarten Teacher

GENERAL INFORMATION

Arrival and Departure

Parents and children are asked to wait outside the Kindergarten area until the doors open at 8.30am. Parents must remain with their child until they are admitted into the Kindergarten by the teacher. Parents are welcomed and encouraged to read a book, draw a picture or complete a puzzle with their child prior to the beginning of the school day at 8.50am. **We do ask that you arrive on time as late arrivals disturb the other children and interrupt the flow of the session.** If your child is late, please go to the office first to sign them in and obtain a docket to give to the teacher.

At the end of the session, parents are asked to wait at the door until their child is dismissed. Please let the teacher know in advance if someone else is collecting your child by writing a message in the parent communication book located by the door.

A child quickly becomes distressed if left behind and is sensitive to always being the last to be collected. It is important that we are contacted promptly if you are held up so that we can re-assure your child. The office number is 9376 8500 and calls can be put through to the Kindy.

What to Bring to Kindergarten Each Day

- A Queen of Apostles Kindy bag clearly labelled with your child's name. Parents may like to hang a toy or key ring on the bag to assist children to recognise it.
- A change of clothes (including change of underwear). Please make sure the clothes are appropriate for the weather. **ALL ITEMS MUST BE LABELLED.**
- The school hat (available from the Uniform Shop) is to be brought in each day and placed in your child's pigeonhole. The school has a '**No Hat-No Play**' policy.
- A labelled water bottle - **WATER ONLY. NO** juice boxes or cordial.
- Morning tea and lunch in a lunch box – please see details under **Healthy Lunch Box**
- During warmer months, please apply sunscreen at home.



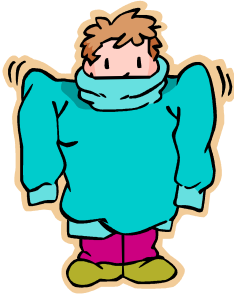
PLEASE MAKE SURE ALL ITEMS ARE CLEARLY MARKED WITH THE CHILD'S NAME.

BEGINNING OF THE YEAR:

1 small cushion/pillow labelled

What to Wear to Kindergarten

The Kindergarten children wear the school sports uniform (compulsory). This consists of:



- Gold polo top
- Royal blue sport short (summer)
- Royal blue tracksuit top and pant (winter)
- White school socks
- Predominately white sports shoes (preferably with Velcro straps)
- Blue school sandals (summer)
- School hat

To assist children to develop pride in our uniform, we ask that parents do not place long sleeved tops under the sports top in cooler weather. Please be mindful that underclothing is not visible.

Toileting

It is encouraged that all children be toilet trained before attending Kindergarten. If a medical condition exists, the teacher must be informed. If your child cannot manage himself/herself, the Community Nurse is available to offer advice.

In the event of a toileting accident, wet clothing will be put in a plastic bag then into the school bag. If soiled, the child will be made as clean and comfortable as possible and, if necessary, parents will be contacted to pick up their child. **Parents are required to provide at least one change of clothing to be kept in the child's bag. Please ensure clothing is appropriate to the weather.**



WHAT ELSE DO I NEED TO KNOW?



Birthdays

We love to celebrate birthdays in Kindergarten. You are welcome to bring in small cupcakes or treats to share with the class on the day (or nearest Kindy day). Birthday treats are given out to the children by the 'birthday child' at the end of the Kindy day. If you have any concerns about your child eating cake or other special treats (e.g. for allergy reasons) please advise the Kindergarten staff.

Please be aware that Queenies is a 'nut aware' school so birthday treats brought into the class must be free of nut products.



Booklist Levy

Your child will be given a display file as well as all stationery items needed. A levy will be charged to cover these items.



Concerns, Interviews and Appointments

If you have a concern or query it is essential that you see the class teacher. So as not to take the teacher away from her duties for concerns that may take a little time to discuss, please make an appointment with the teacher for before or after school. If the teacher has a concern about your child, you will be contacted.



Emergency Contacts

It is a parental responsibility to ensure that the teacher and administration staff are provided with up-to-date emergency contact telephone numbers. Emergency contact details provided should be contacts other than the parent/carer. We will always contact the parent/carer first.



Excursions/Incursions

Throughout the year, the Kindy children will have the opportunity to participate in various incursions and special events. Past favourites include Scitech, Farmyard visit and Fathers' Night. Parents will be notified of such events and are always welcome to come along and join in.



Family Roster

Children love to have their parents involved in Kindy. We welcome and encourage parents and other family members to come into Kindergarten on roster. Sign-up sheets will be displayed each term. Your roster morning involves assisting children with activities and, most of all, having a fun and enjoyable morning with your child. Family roster gives you an opportunity to see what your child is doing in Kindergarten and also to see how the sessions are run. This will also give parents the opportunity to share their own gifts and talents with the class, for example, cooking, sports, different occupations.

Our Kindy is a very busy place so we ask that you avoid bringing younger children (babies in prams are fine). You will be able to participate more successfully if free from distraction. One helper each morning is appreciated.

At the beginning of the year, we allow a few weeks before commencing the family helpers' roster. This allows children to settle in and become used to being away from parents. We also stress that parents are required to maintain confidentiality of what you see and hear at Kindy at all times.

It is school policy that you must sign in and out at the office and in the Kindy when you come in for roster duty.

Handwashing



To help maintain a healthy environment within our school, all students are encouraged to wash their hands regularly throughout the day, for example: when hands get dirty, before and after meals, after using the bathroom, after coughing or blowing their nose and after playing. Children can come into contact with germs in many different ways, and unknowingly become infected simply by touching their eyes, nose or mouth. Hand washing is the simplest way to prevent germs and illnesses from spreading, which helps keep children from getting sick.

Health



Please do not send your child to Kindergarten if he/she is unwell. This is very important not only for your child but the health of all children and staff.

A phone call or email is appreciated if your child is unwell and not attending Kindy. On returning to school, a note is required explaining the reason for the absence. Alternatively, the school CONNECTED app can be used to send an absentee message, eliminating the need for phone calls and a written note (please see details about the school app under the Newsletters/Notes section).

If your child falls ill while at school, you will be contacted and we ask you to respond quickly and pick up your child. Please ensure your contact details are kept up to date with the office and the Kindy staff.

It is important that children entering the school be fully immunised against infectious diseases.

If your child has any medical conditions or allergies (especially to food) it is essential that you advise the school, and in particular the Kindergarten staff, at the beginning of the year. In some cases, such as children with asthma or severe allergy, a school management plan may be put in place.

Healthy Lunch Box



Good nutrition for children's growth and development is important. Eating healthy foods helps children to concentrate and learn. Therefore, healthy lunches and snacks are encouraged in Kindy to support the health and wellbeing of every child. Healthy lunch box choices include fresh fruit, vegetables, dairy and a combination of protein and carbohydrates. At Kindy we do not encourage highly processed foods such as chips, chocolate, lollies etc.

Crunch and Sip

Queen of Apostles is a certified Crunch and Sip school. We encourage all of our students to develop healthy eating habits. Allowing children to eat fruit and vegetables at their leisure throughout the day can improve their concentration, having a positive impact on their learning and behaviour.

Children are encouraged to bring fresh fruit or vegetables only (dried fruits, eg. sultanas, are also permitted), cut into pieces in a small container. Please label your child's container clearly with their name. Please note that this is in addition to their morning tea and lunch.

IMPORTANT: *Please be aware that we are a 'Nut Aware' school. This is required for the safety of our students. Products that contain nuts are not permitted at any time and this includes peanut butter, hazelnut spreads such as Nutella, chocolates with peanuts (M&M's, Snickers) and muesli bars that contain nuts etc.*

Laundry Roster



We have a laundry roster for washing towels and aprons. A roster will be displayed at the beginning of each term. The laundry will be given out on Friday afternoon and we kindly request that you return it the following Monday.



Newsletters/Notes

Each week the newsletter is posted on the school webpage (www.qoa.wa.edu.au) and on the school app (CONNECTED-app). Other notes and information will go home via the family's eldest child. Please check daily. Included in the newsletter will be items which directly affect you and your child, plus items of interest concerning other sections of the school.



Rest Time

We will encourage children to have a short rest after lunch. They are welcome to bring a small cushion to help them relax while listening to quiet music or looking at a book.



Rules

It is important for children to follow our Kindergarten rules. Positive reinforcement is used to guide children to the appropriate behaviour. 'Think time' may be used if a child is repeating a certain undesired behaviour or is harming another child. The child is removed from the situation to calm down and reflect on their behaviour with a teacher.



Specialist Teachers

The children will attend some lessons with a specialist teacher, eg. Physical Education.



Toys

We understand that children love to share toys from home but we ask that this is kept to a minimum as toys at school can get lost or damaged. Later in the year, we have special 'Toy News' days when children can bring a toy to Kindy and talk about it to a small group of children.



Useful Items

For activity time we use all sorts of things such as: ice cream containers, chocolate wrappers, silver paper, lace, sequins, feathers, saw dust, confetti, buttons, small cardboard boxes, greeting cards, wrapping paper, milk tops, bread tags, shells, computer paper. They will no doubt return home glued together as creative works of art! Unwanted dress-up clothes and beads are treasured as are paper/cardboard off-cuts.

For health reasons we do not use toilet roll cardboard or egg cartons



HOW CAN PARENTS BE INVOLVED?

Working Together

The primary role of a Catholic school is to support parents in the education of their children. Parents play an integral role in the life of the school and can contribute in many positive ways to the education of their children. When children see their parents and teachers sharing common beliefs, attitudes and goals, they feel more secure.

Parents are invited to be involved:

- As parent helpers in the classroom, particularly in areas such as literacy/numeracy activities, art and craft and physical education
- As volunteer helpers for various activities such as library, busy bees, or helpers on excursions
- As a member of the Parents and Friends Association
- By supporting various social functions and fund-raising activities held throughout the school year
- By attending class and school liturgical celebrations

The Importance of Confidentiality

Any quality interaction with others in the course of day-to-day living requires respect for their dignity and privacy. Confidentiality, commitment, consistency, trust and respect are all essential elements in establishing and maintaining effective relationships and meaningful interactions.

These principles are of particular importance for any person involved in the welfare and education of children. It is the responsibility of any person involved with children and consequently, his or her family, to have respect for the dignity and the privacy of the child and the child's family. Whether that involvement stems from a formalised paid position or from a less formalised and voluntary capacity, such as a parent helper, it is essential that trust and confidentiality is preserved and protected at all times.

Parents and Friends

Would you like to meet other Queen of Apostles parents, have fun and benefit your child's education?

All parents are automatically P & F members and are warmly invited to attend P & F Meetings. Meetings are generally held once a month in the Staffroom. The P & F is a valuable forum to discuss issues, stay informed about educational initiatives, meet new friends and fundraise for valuable school resources that benefit your children.

OTHER SERVICES WE OFFER

Disability and Learning Support

Zoey Jensen is the Disability Support Coordinator within the school, as well as Kindy and Pre-Primary Learning Support Coordinator.

Her role in the school, is to act as the central point of contact within the school community for learning and teaching arrangements and provisions for students with identified needs. She consults and collaborates with class teachers and teacher assistants on a regular basis with regards to meeting the needs of students with disabilities and learning support needs. She assists mainstream teachers to develop, implement, monitor and evaluate individualised documents and plans. Zoey can assist with the identification and assessment of student needs. She also liaises with external service providers who may work with various students within the school.

Please do not hesitate to speak to your child's teacher if you have any questions about your child's development. The teachers will also speak to you if they have concerns that may require following up.

Occupational Therapy/Speech Screening

Speech and Occupational Therapy screening for Kindergarten children is offered to all parents. This screening will focus on the areas of gross and fine motor skills and speech and language skills. The testing will take place at the school during school hours early in Term 2 for parents who have taken up the offer. The fees associated with the screening are paid directly to the Service Provider.

The screening reports provide staff with information that will assist them in ensuring your child receives the best possible education. Please refer to the note in your pack for further information regarding this screening process.

School Health Nurse

The School Health Nurse aims to promote healthy development and well-being so students may reach their full potential.

School Health Service staff can:

- Provide information to parents
- Complete in-class assessments for vision, hearing and general development. Parent permission is sought prior to assessment.
- Offer parenting advice

The School Health Service is a free and confidential service.

Outside School Hours Care Program (OSH Club)

OSH Club offers before and after school care for your child, starting at 7.00am each school day and finishing at 6.00pm.

If you have any queries at all please feel free to contact the Program Coordinator on 0431 310 180 or at oshclub.queenofapostles@gmail.com

BEING, BELONGING, BECOMING

(THE EARLY YEARS LEARNING FRAMEWORK FOR AUSTRALIA 2009)

We are guided by a number of documents that aim to extend and enrich children's learning and provide young children with opportunities to maximise their potential and develop a foundation for future success in learning.

Early Years Learning Framework

The Early Years Learning Framework (EYLF) is Australia's first national approach to Early Childhood Education. It forms a foundation for ensuring that children in all Early Childhood Education and care settings experience quality teaching and learning. It has a specific emphasis on play-based learning.

The Early Years Learning Framework (EYLF) is implemented in schools in conjunction with the West Australian Curriculum. The Early Years Learning Framework stipulates the following five outcomes:

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

West Australian Curriculum

In Kindergarten, the West Australian Curriculum focus is on Personal and Social Competence and Preparatory Numeracy and Literacy. These are connected with the learning outcomes of the EYLF.

Our Early Childhood Philosophy is :

*The Christian values of Love, Unity and Peace,
are taken from our school motto and guide our practice.*

*Our programs are play-based and promote the development of spiritual,
social, emotional, cognitive and physical skills.*

*Through play-based experiences, children make sense of their world
which encourages communication, discovery and creativity.*

*We welcome all families and respect the involvement
they have in their child's education.*

National Quality Standards

The National Quality Standard was developed in partnership with State, Territory and Commonwealth governments and is intended to deliver higher quality standards for young children in the areas of education, care and health across Australia. The scope of NQS includes day care, family day care, outside school hours care and Kindergartens. Like all other schools, Queen of Apostles is continuing to work towards full implementation of the NQS.

OUR PROGRAM

The aim of Kindy is to develop your child socially, emotionally, physically, intellectually and spiritually in a happy and safe environment. Children learn through play, active involvement in experiences planned by the teacher, interacting with other children and adults and by using a wide range of equipment specially designed to support their learning. The importance of oral language is emphasized through all activities. The program is implemented with attention to the different needs, interests, learning styles and developmental levels of individual children. Literacy and Numeracy are embedded in the entire program. Children participate in the Letters & Sounds program to assist with language development.

Kindergarten children also participate in programs including “Cool Kids Work it Out” (Anti-bullying). In this program the children develop skills to deal with issues as they arise.

Children will spend time working on their own, in small group instructional periods or as part of the whole group. Through these learning experiences your child will develop skills, understandings and values in Mathematics, Science, English, The Arts, Technologies, Health and Physical Education and Humanities and Social Science. These are the learning areas of the Western Australian Curriculum which describes the learning outcomes that all WA children from Kindergarten to Year 12 should achieve. In addition, the children are also introduced to Religious Education through a range of developmental experiences. In Kindy, many of the learning areas are integrated and not taught separately.

The rich and diverse communities from which the children are a part of are valued and understood. We respect the history, culture, language and traditions of families and communities and value community participation.

Much of your child’s learning will not be “on paper” but through concrete and sensory materials. Do not gauge your child’s learning or participation in the program by the things they can carry home in their hand. The activities are designed to be child-orientated and the focus is on the process of making and creating rather than on the finished product. Learning through practical activities helps form the basis of more formal learning later on.

Why Play?

The importance of a play-based program at Kindy is highly valued at Queen of Apostles. Through purposeful play, children are encouraged to explore, discover, improvise, innovate, discuss, explain, question, test, create, construct, experiment, imitate, problem-solve, predict, imagine and think laterally.

Children are in control of learning when they play; they are able to work from the concrete to make sense of the abstract in a carefully structured environment.

Children develop understandings of their world and the ways people relate to each other by choosing from a variety of learning experiences such as construction, dressing up, climbing, blocks, dance, puzzles, drawing, collage, sand play, music, water play, painting, cooking, pretending to be someone else, reading books, storytelling and modelling with play dough. These learning opportunities are child initiated with peer interaction and negotiated by the child with educators and adults.

Play enables the teacher to observe what a child can do, their social interactions, their language development and is a window into their world and thinking.

At Queen of Apostles, we aim for a balance of indoor and outdoor play and allowing children extended periods of time to play with and explore materials and work on projects.

Our Role

The teacher's role is to value and facilitate this play by providing stimulating learning experiences which cater for the developmental needs of each child. Most children learn best when they are deeply involved, secure, enthusiastic and when an adult is available to help them think through problems and discover solutions.

Appointments with the teacher, at a non-teaching time, can be arranged to discuss your child's progress.

Intentional Teaching

While children initiate play-based learning, there are times when they need active support from more experienced, knowledgeable and skilful others (eg Teachers, Education Assistants, other children, parents, specialist teachers). The teachers' role is to intentionally intervene by changing the experiences, expectations, environment or social groups to maximise learning. The educator provides specific, focused interventions for individuals and small groups. Each intervention will be tailored to the children's needs at the time resulting in different processes and products for different groups of children. Intentional teaching focuses on the individual child and their learning.

Behaviour Management

Queen of Apostles uses the '1-2-3 Magic' philosophy. This behaviour management process is conducted in a manner of respect towards the child where the teacher endeavours to use a neutral voice and remain calm and in control of their emotions. The structure of this program involves:

- encouragement first,
- teaching children the right way to behave (modelling and rehearsing skills),
- setting limits,
- managing circumstances, then
- implementing consequences

There are two kinds of behaviour problems that schools deal with:

STOP behaviours

Things you want the child to STOP doing

- frequent everyday issues, minor, such as talking, disrespect, arguing, teasing, yelling, getting out of seat

START behaviours

Things you want the child to START doing

- positive activities such as cleaning up, doing their work, raising their hand, transitioning, listening

If children choose inappropriate behaviours, then counting starts. These are verbal reminders to stop the inappropriate behaviour.

- After three warnings (1, 2, 3) have been given, the child will be asked to move to the Thinking Chair in the classroom. The allocated time for time-out is set by the age of the child, for example, a four-year old student would sit in the time-out area for four minutes.
- After the allotted time is up, the child moves back into, or will be guided back to, the normal classroom situation.

Reporting in the Kindy

Term 1 Interviews with parents

Term 2 Interim Semester 1 report

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Term 4 Open Night/Semester 2 report

How You Can Help Your Child at Home

Early Childhood professionals acknowledge that parents are the best first teachers of their child. As Kindy is often the first big step away from home for a child, it is very important that there are strong communication links between parents and Kindy staff.

You can make a positive contribution to your child's Kindy year in the following ways:

1. Praise your child's efforts and encourage them to tell you about their day at Kindy if they wish.
2. Encourage your child to recite poems and sing songs they have learnt at Kindy.
3. Expect your child to attempt to put on their own shoes, carry their own bag and put it away and begin to become responsible for themselves. Slip on or velcro shoes are best for Kindy.



4. Read to your child every night. Make this a special time you share with your child each day. Reading to your child is the best help you can give them in learning how to read and write.
5. Do not always expect your child to bring work home from Kindy as socialising with their peers is even more important. Some of our work will be put in your child's display file. You are welcome to look at the file throughout the year.
6. Set reasonable & consistent limits/boundaries for your child.
7. Keep staff informed in matters concerning your child's health, well-being and of changes at home that could affect their normal participation.
8. If you have a special talent or interest (eg. clay work, storytelling, painting, cooking, woodwork, singing) that you would like to share with the children please let us know.

We look forward to our friendship with you and your child and a very happy year ahead. Please feel free to contact us by email.

Ann Fanto

ann.fanto@cewa.edu.au





For further information contact:

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Riverton WA 6148**

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