



QUEEN OF APOSTLES SCHOOL  
RIVERTON

# PRE-KINDERGARTEN PROGRAM

PARENT HANDBOOK





# Our Vision

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



# Our Mission

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

# Our Motto



**Love Unity Peace**





# PRE-KINDERGARTEN PROGRAM

The Queen of Apostles Pre-Kindergarten Program is an educational program for children aged three years. The program is play-based and provides children with meaningful experiences that promote the development of spiritual, social, emotional, language, intellectual, creative and physical skills.

The staff will create a caring, safe and stimulating environment that will nurture your child's disposition to wonder, explore and construct meaning about the world.

It will cover all learning domains within the *Early Years Learning Framework*. Fundamental to the framework is a view of children's lives as characterised by belonging, being and becoming.

We offer a full two day Pre-Kindergarten Program to children who have already turned three. Our Program days are:

**Tuesday 9.00am - 3.00pm**  
**Thursday 9.00am - 3.00pm**

## ***WHO CAN ATTEND***

Regulations prevent us taking a child until they have turned three years old. If your child has not turned three years old when the program commences, they may be enrolled and we are happy to hold their place until after their third birthday. For further information please contact our office.

**Office hours: Monday to Friday 8.00am to 4.00pm**  
**Phone: 93768500**



## ***FEES***

The Pre-Kindergarten fees cover wages and other associated costs. An invoice will be sent to families after commencement in the program. Fees are expected to be paid in full by 5th November. Please contact the school office if you have any questions.

The fee for 2022 is \$65 per day. There is a non-refundable application fee of \$25 and an administration fee of \$100.



## ***THE PROGRAM***

OUR PRE-KINDERGARTEN PROGRAM AIMS TO:

- Provide an environment supportive of the 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 on God as their creator.
- Provide a happy, stimulating and supportive environment where the children feel welcome, secure and valued.
- Provide a program that will cater for a wide range of developmental abilities and interests allowing children to develop to their full potential.
- Provide a program that will emphasise learning as an interaction process. The child interacting with the environment, through a balance of teacher initiated or directed activities, free play and discovery learning.
- Develop in the children the ability to communicate verbally and non-verbally their thoughts, ideas and feelings.

## ***THE PRE-KINDERGARTEN PROGRAM WILL PLACE SPECIAL EMPHASIS ON***

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



## ***WHAT WILL MY CHILD NEED***

1. A bag, large enough to carry all necessary items
2. A hat for outdoor play. Please note that the school has a “No hat, no play’ policy to ensure sun safety for the children
3. A piece of fruit or some vegetables for morning tea
4. A drink bottle of water so children can help themselves to a drink throughout the day
5. A packed lunch in a lunch box
6. A small cushion (no larger than 30 x 30cm) for rest time
7. A spare change of clothes (suited to the season) in a plastic bag.
8. A large box of tissues for the classroom

## ***WHAT TO WEAR***

Children need to wear comfortable clothes that can get messy and are easy to manage for quick dashes to the toilet.

## ***PERSONAL BELONGINGS***

We understand that young children sometimes need a special item in order to feel safe and comfortable. Your child is welcome to bring a small item with them to help settle, however, they will be encouraged to leave them in their bag when not required.





## ***STAFF***

Our Pre-Kindergarten Program will be run by a qualified Early Childhood Teacher and a qualified Education Assistant (over ten children in the group).

## ***ROUTINE ON ARRIVAL***

At the beginning of each session we ask that a parent or accompanying adult read a book, share a puzzle or play quietly with their child. Please encourage children to pack away when finished with the activity.

## ***SETTLING IN***

One of the first things a Pre-Kindergarten child needs to learn is how to be away from his/her parents or primary care-giver. This may take some time for some children as they learn to cope with their new environment and routine. It is very important that each child feels happy and comfortable in the Pre-Kindergarten environment.

The Pre-Kindergarten staff will work closely with parents/caregivers to ensure that your child is given the best chance to settle in at their own pace. Please speak to a staff member if you re worried about how your child will cope with your departure.

## ***ARRIVALS AND DEPARTURES***

It is a requirement that a parent or other authorised person sign and record the time of a child's arrival and departure in the attendance book. Children must be handed over to an educator on arrival and must not be taken without advising an educator. Only a person authorised on the enrolment form can have a child released to them. At the beginning of the school year you will be asked to complete a form identifying persons who will pick up your child from school.

## ***REST & RELAXATION***

There will be opportunities for your child to rest throughout the day either by lying down or participating in restful activities. Each child is encouraged to bring a small pillow or cushion to help make the time comfortable and relaxing.







## ***FRUIT TIME & LUNCH***

Children will need to bring a labelled container with their piece of fruit for morning tea as well as a drink bottle labelled with their name and filled with WATER ONLY. Please be creative, children often get bored with apples, bananas and oranges so why not bring grapes, rockmelon, pineapple or other delicious fruits that are in season or as a substitute for fresh fruit, some cheese or dried fruit. Each child will also need to bring their own healthy lunch to school. This is to be kept in their bags until lunchtime. In the hotter months, we suggest freezing yoghurts or using ice packs to ensure lunches stay fresh.

**Please be aware that we are an Allergy Aware School. We ask that if your child has any allergies, that you notify us of these at enrolment.**

## ***COMMUNICATION***

We consider communication between home and school to be very important. Our first concern is the happiness of your child. Should anything happen at home to upset your child in anyway, we would appreciate it if you could let us know.

We will keep you informed about the Pre-Kindergarten program via SeeSaw and notes sent home.

The school newsletter is available weekly via the school website.

If you have any queries, concerns or information regarding your child's well-being, please do not hesitate to speak to the Pre-Kindergarten teacher. The teacher is available for a quick chat during class time for parents to share information with. However, if you need a longer meeting, we will make an appointment at a mutually convenient time.





## ***PARENT PARTICIPATION***

Parents of enrolled children are welcome to enter the program at any time the child is in attendance.

Parent helpers may be involved in a variety of tasks such as supervising small groups playing, cooking, helping with art experiences, reading stories to the children, playing with blocks or in home corner, interacting with the children and helping them develop play situations.

A parent roster will be displayed on the noticeboard. We encourage parents to place their names on the roster. If you are rostered on to help, please see the staff at the beginning of the session to see where your help is needed. We thank you in advance for your support and help.

Parents are most welcome to participate in any school activities that may not happen on Tuesday or Thursday such as sport carnivals, Harmony Day, Mother's Day or Father's Day.

The parent roster runs from 9.00am to 10.30am. Grandparents are more than welcome. Sign in procedures will apply.

## ***CONFIDENTIALITY***

All children develop at different rates and have different strengths. When on roster you will observe the many varying abilities within the Pre-Kindergarten group. Please do not discuss these observations outside the classroom. If you have any concerns about what you have observed while on roster, please see the classroom teacher.



## ***ATTENDANCE/ILLNESS***

The Pre-Kindergarten Program is non-compulsory. Once enrolled, you will be invoiced from the commencement date of your child until the end of the school year, irrespective of attendance absences. Please make sure that you arrive promptly when collecting your child at the end of a session so as to limit any distress to the child. If someone else is collecting your child please notify the staff and fill in the communication book either at the beginning of the session or in case of emergencies,

## ***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. This helps us to cater for their needs. A Medical Action Plan must be completed for children with ongoing medical needs.

If your child is unwell please do not send them to Pre-Kindergarten and ensure that they remain at home until fully recovered. Please let us know if your child has an infectious disease such as Chickenpox so other parents can be notified.

Should your child become unwell or be involved in an accident you will be notified. For this reason it is important that telephone numbers and emergency contacts are kept updated.

## ***MEDICATION***

As a matter of regulatory compliance, staff are not able to accept the responsibility of administering medications without the completion of appropriate forms which are available from the teacher.

Medications such as an epi-pen or Ventolin will be administered in an emergency.

## ***ALLERGIES***

Queen of Apostles School is an allergy aware school. Some children are allergic to various food products including nuts, which are the most common. We ask that food with nuts or traces of nuts not be brought to Pre-Kindergarten as a precaution. Please consider carefully what you send to school in your child's lunchbox and remind your child not to share food.





**QUEEN OF APOSTLES  
SCHOOL**

108 Tribute St E  
RIVERTON WA 6148  
PH: 93768500

EMAIL: [admin.qoa@cewa.edu.au](mailto:admin.qoa@cewa.edu.au)  
WEBSITE: [www.qoa.wa.edu.au](http://www.qoa.wa.edu.au)