



# LIWARA CATHOLIC PRIMARY SCHOOL THREE YEAR OLD PROGRAM INFORMATION

## EARLY CHILDHOOD PHILOSOPHY

Liwara Catholic Primary is committed to providing a faith filled, nurturing, and secure educational setting for young children and their families. In a safe, age appropriate, engaging environment, children learn, explore and make choices as they experience their world and its challenges. Our exemplary, play based programs develop each child's unique potential. The process enhances spiritual, physical communication, emotional, social, creative and intellectual growth and encourages resilience and strengthens their executive functioning capabilities.

Staff and families continually work together to help young children achieve to their potential. Through character building education, staff, children and families, in partnership with the community, learn to value diversity and to foster individuality, self-confidence, love of learning, responsibility, positive attitude, and respect for themselves and others.

We believe that:

Children learn best when they feel comfortable and secure.

Children learn best when their families and community are significantly involved in the educational process.

Children learn best when the environment is designed to enrich and enhance learning.

Children learn best when all areas of development are viewed as equally important and interrelated.

Children learn best when they use play to translate experience into understanding.

Children learn best when activities are designed to allow them to make choices.

Children learn best when they have opportunities to participate in individual, small group, and large group learning experiences.

Children learn best when curriculum is designed with children's development in mind.

Children learn best when the curriculum is meaningful, relevant and multisensory in nature.

Children learn best when they are challenged to meet their full potential.

## OVERVIEW

The Three Year Old Pre Kindy Program is your child's first introduction to school. It is an early childhood play-based learning program for children who have turned 3 years of age or are turning 3 before the 30<sup>th</sup> June that year. The program provides a learning environment that is concerned with the development of the whole child.

Full day program

Wednesday and/or Friday

8:45am - 2:45pm

The Three Year Old Program will place special emphasis on:

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

## AIMS

The program aims to:

1. Provide an environment supportive of our 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 independent choices.

## 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 program operates. The National Regulations are available at the school or can be downloaded from [www.acecqa.com.au](http://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

## LETTER TO PARENTS

Welcome to Liwara Catholic Primary School and to the Three Year Old Pre Kindy Program. 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/experiences.

3 Year Old Pre Kindy Program Staff

### TEACHER

Mrs Marita Burston-Stow

Email: [marita.burston-stow@cewa.edu.au](mailto:marita.burston-stow@cewa.edu.au)

I'd like to warmly welcome you and your child to the 3 Year Old Pre Kindy Program. I'm excited about the year of learning and teaching that lies ahead for us. I have been working with very young children for my entire career and their honesty, openness and curiosity, still amazes me every day. 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 to see where our learning journey takes us 😊

### EDUCATION ASSISTANT

Mrs Bronwyn White

After years of working in many different fields, I have now found my place working with young children. I am constantly inspired by the wonder and awe that young children find in the world around them. I feel very blessed to be part of this journey of discovery. I will be supporting Marita to make your child's experiences at the program exciting, interesting and creative. We can't wait to explore sensory experiences with flour, paint, rice, seeds, dough, clay and much more! I look forward to meeting your family in the near future.

**"THE BEST THING YOUR CHILD  
LEARNT TODAY  
HE/SHE CANNOT  
CARRY HOME IN THEIR HANDS...  
BUT WILL LAST A LIFETIME"**

## DAILY TIMETABLE

Greeting	Children put fruit in the basket and lunch, water bottle and hat in locker. They are encouraged to greet their teachers and choose an activity to do before the siren sounds.
Circle time	Children sit in a circle on the mat. We sing songs and look inside the mystery bag for the day's focus or theme (may include a story, song or movement activity).
Outdoor Play	Obstacle course set up to encourage development of gross motor skills such as climbing and balancing as well as free play areas; sand pit, water play (in hotter months), bikes, balls and bean bags.
Fruit Time	Children sit in a circle and share fruit.
Literacy Focus	Big Book sharing, oral language games, colour and shape identification etc.
Activities	One art and craft activity based on theme or weekly focus plus free play indoors involving: painting, play dough, collage, blocks, puzzles, dress ups and drawing.
Movement & Music	Singing, dance and instruments.
Lunch Time	Children to bring their own healthy packed lunches from home.
Rest & Relaxation	Children are encouraged to have a rest.
Numeracy Focus	Counting, sorting, comparing, ordering, problem solving, basic number recognition activities.
Story	
Goodbye Song/ Dismissal	Children are not dismissed from the learning area until parent/guardian has collected them.

## ARRIVALS AND DEPARTURES

- All children must be taken to and from the classroom by their parent or guardian.
- All parents are required to sign the Attendance Register on arrival and departure.
- Parents are welcome to stay and settle their child for approximately 10 to 15 minutes, after which a bell will ring to remind parents to depart.
- 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 the person to collect your child, a note written on the enrolment form will be adequate for the year.
- 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.

## DAILY REQUIREMENTS

- **Named Bag:** Big enough for lunch box, artwork, drink bottle 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 inside the classroom on the shelving provided.
- A full **named** water drink bottle.
- Fresh seasonal fruit- to be added to the fruit basket for shared morning tea.
- **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** (season appropriate) and underwear.

## CHECKLIST OF WHAT TO BRING

- Cushion (to leave at school)
- Backpack
- Change of clothes
- Fruit (for shared morning tea)
- Packed lunch
- Water bottle (filled with water)
- Hat

## MORNING TEA and LUNCH

Please provide a piece of fresh fruit to be shared at morning tea. Each child is to bring their lunch in a named lunch box. We encourage healthy food choices such as wraps, sandwiches, salads, sushi and vegetable sticks.

## 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 will be doing a lot of climbing when using outside climbing equipment, so easy to wear shoes such as sneakers are most appropriate. We often take our shoes off inside, so Velcro fasteners on shoes are easier for this age group to manage. Please leave thongs and crocs at home.

## SUN PROTECTION

Parents, please apply your own sunscreen to your child before coming to our centre. Sunscreen will be re-applied by staff during the day, as required. If your child is sensitive to particular sunscreen, please speak to your child's teacher.

## **HEALTH AND WELLBEING**

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 by 8:30am should your child be absent due to illness or other reasons.

## **SETTLING IN**

The first few weeks will be very important for you and your child. One of the first things a 3 Year Old Program 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 program environment. 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.

## **TOYS & PERSONAL BELONGINGS**

We ask that children do not bring any toys or personal belongings to school. This often leads to arguments, tears or undue stress if toys are lost or broken. We also ask that children do not bring valuables or wear any jewellery to school. We cannot guarantee that it will not get lost or damaged during craft and play activities.

## **REST AND RELAXATION**

Our morning session finds the children very busy and active in participating in a wide range of activities and play situations therefore after lunch we encourage all children to have some quiet rest time. This allows the children to have some downtime and prepares them for the quiet activities that follow. Each child is required to bring a small pillow to help make this time comfortable and relaxing. Quiet peaceful music is played during this time to help with the transition from busy morning play to quieter afternoon activities.

## **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 session:

Mrs Marita Burston-Stow – [burston-stow.marita@cathednet.wa.edu.au](mailto:burston-stow.marita@cathednet.wa.edu.au)

## SCHOOL INVOLVEMENT

Liwara Catholic School provides many opportunities for parents to become involved in the school community.

- **Family Roster** - parents are encouraged to assist in the classroom.
- **Newsletters** come out every week, School Newsletter on even weeks and P&F Newsletter on odd weeks.
- **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.

## MEDICATION

Staff are not permitted to administer medications to the children without the completion of appropriate forms available from Administration or the school website. You are most welcome to come and administer the medication yourself.

## ALLERGIES

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

## NUT AWARE SCHOOL

This year we have several children who are severely allergic/anaphylactic to peanuts and egg. **ANAPHYLAXIS** is a severe and sudden allergic reaction which requires immediate medical attention and can be fatal. The slightest contact with products containing peanuts/nuts or even the smell alone, can initiate this life threatening reaction.

We are asking you, as parents, **NOT** to provide Peanut Paste, Nutella, Nut Muesli Bars, Tiny Teddy White Choc Dipper or any other products containing nuts or nut extracts to your children whilst at school. If these products are consumed at home before attending school, could you please make sure that hands and faces are thoroughly cleaned. Products that don't have nuts as an ingredient, but the label states, "May contain traces of nuts" are OK to have at school. As a caring community we need your support to ensure the safety of all children.

## FAMILY ROSTER

In Term One we allow the children to settle into the routine of the 3 Year Old Program and possibly the new experience of 'being away' from Mum and 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 notice board 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 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 we will make a lot of fuss, give out a special birthday hat and have special jobs for that child throughout the day. We would appreciate any other birthday treats to be kept to have at home.

## **ART AND CRAFT**

Artwork is an important part of our program. 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. 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.

## **SCRAPBOOK/DISPLAY BOOK COMMUNICATION**

When your child first starts with us at 3 Year Old Kindy they will receive a plastic wallet which will be used to send home newsletters and notes. We ask that children each bring their plastic wallet to every session.

As a memento of your child's time at 3 Year Old Kindy, each child will take home a scrapbook at the end of the year. This will contain a series of craft activities, photos and pieces of work that your child has created during their time at school. It will serve as a keepsake and memento for you to share with your child for many years to come.

## **ORIENTATION**

The first day of 3 Year Old Kindy will be an orientation day. Therefore we ask that parents stay for the first part of the session. We ask that for the first ten minutes of each session you spend some time reading a story or engaging in play with your child to help their settling in time.

Once they are comfortable say goodbye and leave. If your child is upset please direct them to a staff member before leaving. We will always contact you if they do not settle.

It is important to remember that starting something new can often be very daunting and scary especially for young children, so if the transition is not instant, do not be concerned, it may take several sessions before your child feels happy to be left on their own. School should be a happy, safe place where children are willing to come and feel happy and safe when they are here. Please speak to staff about any issues if and when they arise.

We look forward to getting to know you and your child and working together with you to provide a happy, positive learning experience that helps to strengthen their development and provide a foundation for their future years of learning.

Mrs Andrea Millar  
Principal