



MATRAVILLE SOLDIERS' SETTLEMENT PUBLIC SCHOOL

PRE-SCHOOL

School Telephone Numbers

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Pre-School Teacher: Mrs Barbara Knight
Pre-School Aides: Ms Shelley McCarthy

Welcome to Soldiers' Settlement Pre-School. This booklet is prepared to let you know how the pre-school operates and to inform you of the educational programs that are offered.

Starting pre-school is a period of transition and adjustment for all children. Our aim is to make this transition from home to school as easy as possible for both you and your child by providing a warm, friendly, and caring environment where all children achieve success. This helps ensure that starting pre-school is the most positive experience possible.

Contact between pre-school and parents is of utmost importance. The education of your child is a shared responsibility in creating successful first experiences for each child.

We actively encourage parents to spend time at pre-school. We do not have a formal roster system. Parents may stay whenever they like. Just check with the teacher to see if it's convenient for you to stay.

The only time that we do not encourage parents to stay is when children are new and settling into the new routine of pre-school. Children are often more easily settled if parents are not present.

Tell the teacher if you are having any difficulties with your child at home, or if your child is having difficulties at school. Together the problem will be solved.

We look forward to a happy and productive year for both you and your child.

THE HOURS

Soldiers' Settlement Pre-School is sessional. The children attend for 5 mornings or 5 afternoons. The morning hours are 9.00 – 11.30am, the afternoon hours are 12.30– 3.00pm.

Procedure of Arrival at and Departure from Pre-School

Children **MUST** be accompanied by a parent or responsible adult into the pre-school building. Where they need to be signed in. Children **MUST NOT** be dropped at the gate. We open at 9.00am and 12.30pm. Children will not be accepted prior to this time.

Children must be picked up promptly at “home time” by a parent who should sign the child out. If any person other than a parent is to pick up the child a note should be left in the sign in book and the teacher told. Verbal authority may be given over the phone if unforeseen circumstances arise. Always tell your child if someone else is picking them up.

If you are going to be late picking up your child please pay us the courtesy of telephoning the pre-school to inform us. If we don't hear from you by 11.45am / 3.15pm your child will be taken to the Principal.

If you cannot contact the school after 3.00pm please ring After hours Care on 9661 8431.

Please note that pre-school children are **NOT** eligible to attend After House Care.



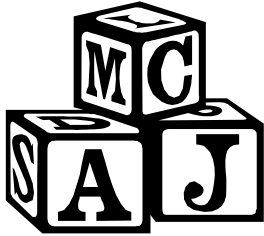
WHAT WE DO EACH DAY

9.00am–9.45am Inside play – craft, blocks, construction, toys,
12.30-1.15pm puzzles, dramatic play, books, cooking.

9.45am–10.30am ~ Outside play – sand play, water play, bikes,
1.15pm-2.00pm ~ hoops, balls, climbing, balancing, and tumbling.

10.30am–11.00am ~ Language – finger plays, poems, picture books,
2.00pm-2.30pm ~ told story. Music-songs, movement, singing games, percussion.

11.30am Home Time
3.00pm Home Time



THE FIRST DAY

Some children settle down more quickly than others.

We encourage parents to stay for a short time at the beginning of the session when children are new, and then to leave.

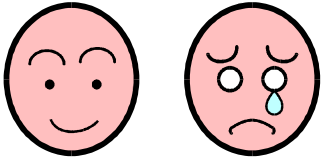
Prepare your child beforehand that you are only allowed to stay for a short time and then you must go. Reassure your child that you will be back in a short time to pick them up.

Some children become upset on their first few days at pre-school. Some children do not want to come inside, some cry when Mum or Dad leaves. The teacher will tell you when you should go. Your child may become very emotional when you say that you are leaving. Please don't worry. The teacher or aide will take your child from you and settle them. Our staff is very experienced in these situations.

The worst thing you can do is linger inside the room, near the fence or in your car.

We realise how heart-breaking it is for you to leave your child when they are very upset, but trust us, we've found that this procedure is best for all concerned.

Please persevere with your upset child. Most settle within a few days.



WHEN YOUR CHILD IS AT PRE-SCHOOL

Please try to,

- Talk to you child about pre-school, their, new songs, stories, craft, games. DO NOT ask you child “What did you do today at pre school?” Your child will probably reply “Nothing” or “I just played”. Ask open ended questions like “Tell me about....e.g.

the hardest thing you did.

the songs you sang.

a funny thing that happened

who you played with.

- Teach you child to put on their own shoes and socks.
- LABEL all belongings.
- Encourage you child by admiring their work when it’s brought home. Don’t ask you child “What is it?” when they present you with an art work. It’s better for language development to ask “Would you like to tell me about your.....?”.
Try to find a special place to display craft work, at least for a few days.
- Try to read to your child each day. Children who are read to often develop into good readers themselves.

- Be selective with stories, picture books, TV programs, and videos for your child.
- Make sure your child has a good night's sleep.



THINGS TO BRING TO PRE-SCHOOL

Each child should bring to school a small case of backpack. Inside should be a hand towel, soap container and soap, spare change of clothes and a hat with a brim.

SUN SAFE POLICY

Our school follows a Sun Safe Policy. All children must wear hats. Sunscreen should be applied at home.

PLEASE MARK YOUR CHILD'S NAME CLEARLY ON ALL BELONGINGS

The children bring a piece of fruit, a vegetable, dried fruit, or cheese to share at fruit time each day. Please do not send biscuits, chips etc.

THINGS TO BE AVOIDED AT SCHOOL

Thongs & high heeled Shoes: they make climbing dangerous and difficult – Children should wear shoes with backs on them

Overalls: makes independent toileting difficult

Money: only money for the weekly payment, excursion etc. should be brought to school.

Toys: except for Friday Show & Tell

Please DO NOT allow your child to come to pre-school if they are unwell as sickness spreads quickly among young children.

COST

\$20 is the weekly charge which covers the cost of equipment and incidentals. Money can be paid weekly or by the term. When sending money along, please put it in an envelope with your child's name marked on it. Money collection days are Tuesday and Thursdays.



DISCIPLINE

Parents and teachers know that children have to learn to do things they don't enjoy like waiting for others, or taking turns. Children have to learn self-control and consideration for others.

At pre-school we use a system of warnings followed by time-out for unacceptable behaviour. It lasts for only a few minutes. The children are placed where they can see or hear us and where we can see or hear them. We have found this system to be very effective.

Naughtiness often starts when a child is tired, hungry, bored, or perhaps not feeling very well. Instead of punishing the child, usually the best cure is for the child to rest, eat, or do something different.

Remember:

- Teachers and parents can't expect good behaviour all the time.
- Make a few rules and stick to them.
- Children have short memories. Make sure the child understands each time why he or she is not allowed to do something.

- Always tell a child when she or he is being good (give a kiss, a smile or a cuddle). This is the best way to get more good behaviour.
- Arguments can often be avoided if children are allowed to make simple choices.
- Children should never feel afraid of mistakes. Trying hard is what matters.
- Some children only get attention when they're naughty so they're naughty just to get more attention.
- If there is a discipline problem, teachers and parents need to work it out together.



EXCURSIONS

During the year some excursions will be planned for the children. These can range from short walks to a visit to a police station, to play at a local park or a bus trip to the zoo, aquarium etc. Some excursions may involve additional costs. We may need parents to help with transport and supervision. You will be given written advice as to the details of the excursion. An accompanying consent form must be signed and returned. Child/Adult ratios, as required by Department of School Education Policy are strictly adhered to.

WHAT CHILDREN DO AT PRE-SCHOOL

At Pre-school children play. Play is how young children learn. "Play contributes to all types of learning including social cognitive, physical, and emotional. Learning through play occurs in every domain of the young child's life precipitating changes in the child which may not be immediately observable but which are crucial foundations for later observable behaviour".

So there is more than “just playing” in play, as seen in our pre-school.

The many and varied activities that are set up each day in our pre-school have a particular aim behind them. On any given day you may see such activities set up inside as puzzles, blocks, painting, play dough, threading for example.

- Puzzles - develops fine motor skills eye-hand co-ordination, self help skills, perseverance, co-operation, problem solving skills, pre-reading skills

- blocks – develops mathematical skills of size e.g. biggest, smallest, sorting, sequencing, balance, co-operation, language skills, social skills, creativity, 1 to 1 correspondence, problem solving.

- painting – develops correct brush grip, eye-hand co-ordination, creativity, mathematical concepts, e.g. more than, bigger than etc., pre reading and pre writing skills.

- threading to make necklaces – develops eye-hand co-ordination, creativity, mathematical skills of sequencing, sorting.

- the above are just a few of the common ‘play’ activities that are offered at pre-school.

- Our pre-school is an educational institution. It is part of Soldiers’ Settlement Public School. Please enquire at the

office and see the Principal about Kindergarten enrolment for next year.

- Each day is carefully planned and programmed to suit the needs of all individuals as well as the whole group.
- We provide an environment where all children will succeed. The opportunity to be challenged will be provided; no child should have any fear of failure.
- We do our utmost to develop a positive self-image and high self-esteem amongst our children.
- So, through structured, planned “play” we aim to provide your child with the necessary skills to make the early years at school an exciting positive experience.

