



2026

PRE-KINDERGARTEN
HANDBOOK



Our Lady of
Fatima School

PRINCIPAL'S ADDRESS

Welcome to all families!

At Our Lady of Fatima School, we honour the role of parents as the first educators of your children and strive to develop strong parent partnerships, so that all members of our community feel a sense of belonging and ownership. This *Pre-Kindy Parent Information Booklet* is designed to support all parents and carers to be informed about school practices and procedures, with the aim of fostering positive and collaborative relationships between home and school.

I trust that you will find this information useful and that it assists you as a valued member of the Our Lady of Fatima School community.

Jacinta Petersen
Principal



Our Lady of Fatima School

EARLY YEARS PHILOSOPHY

At Our Lady Of Fatima School, we believe each child is unique and a precious gift from God. We are committed to providing an environment in which children feel safe and secure. We nurture the holistic development of each child's spiritual, social, emotional, physical and cognitive growth.

The health and wellbeing of each child is prioritised as we foster self-confidence and a love of learning through intentional teaching and play based programmes. We empower children to make choices and encourage them to take responsibility for their own learning, which in turn develops the children as critical thinkers and problem solvers.

We acknowledge that parents are children's first educators. We support parents through the provision of rich experiences that nurture and develop each child's sense of wonder and awe. We invite parent participation and recognise the importance of this partnership for building strong family connections and successful learners.

We believe in the importance of play in teaching life skills that promote self-confidence, curiosity, independence and resilience. Our practices reflect quality early childhood principles and practices mandated through The Western Australian Curriculum, The Kindergarten Curriculum Guidelines, The National Quality Standard and the Early Years Learning Framework.

Our staff is committed to continually updating their professional development to ensure a research-based best practice pedagogy. Our staff work closely to provide a pastoral community environment in which each child feels connected and develops to their full potential.

PRE-KINDERGARTEN INFORMATION

THE EARLY YEARS LEARNING FRAMEWORK

The Kindergarten Educational Program is guided by the national *Early Years Learning Framework*, which is mandated by the Australian Government and sets out key ideas about the ways in which we work with young children in our care. Fundamental to the Framework is the view that children's lives are characterised by three important ideas, that of Belonging, Being and Becoming.

- *Belonging* is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- *Being* is about here and now. Childhood is a special time in life and children need time to just "be" - time to play, try new things and have fun.
- *Becoming* is about the learning and development that young children experience.

At Our Lady of Fatima School, curriculum for students in Pre-Kindergarten and Kindergarten is consistent with the principles, practices and learning outcomes of *Belonging, Being and Becoming- The Early Years Learning Framework*.

NATIONAL QUALITY STANDARD

Our Lady of Fatima School strives to meet the *National Quality Standard*, which have been identified by research as being the most important to ensure that the safety, health, well- being and educational and developmental outcomes of children can be met.

The quality areas of the *National Quality Standard* are:

1. Education Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Leadership and Service Management

ABOUT THE PROGRAM

The major aim of Pre-Kindy is to provide a happy, secure, motivating environment, which encourages and facilitates the growth of the child socially, physically, emotionally, intellectually and spiritually. Our program provides opportunities for the child to develop skills, habits, concepts, attitudes and values that will form the foundation for their education in future years.

The staff in Pre-Kindy aim to provide activities and experiences that allow the children to develop their curiosity and imagination through enjoyment and through 'doing'. The most effective way of achieving this is through play, where the children are able to learn about the following:

- The world around them
- How to interact and learn/work alongside other children
- To develop physical skills
- To experience the feelings of achievement, failure, satisfaction, frustration, joy and pleasure, and deal with these emotions appropriately
- To be creative, inventive, imaginative and independent

A variety of play opportunities are provided in a variety of learning centres inside and outside. Types of play evident in the Pre-Kindergarten environment include: sensory, construction/deconstruction, dramatic, exploratory, manipulative, physically active and creative.

SESSION TIMES

Pre-Kindergarten is run on Thursdays/Fridays each week.

The first day of Pre-Kindergarten in 2026 will be Thursday 5 February, for students who have turned 3.

The times are as follows:

- 8:40am- Classroom opens
- 8:50am- School begins: mat session, intentional teaching and indoor play
- 10-11am-morning tea and outdoor play
- 11am-12pm- mat session, intentional teaching and indoor play
- 12-1pm- lunch and outdoor play
- 1pm- rest, mat session, intentional teaching and indoor play
- 2:50pm- School ends

The school calendar is available for parents on the school website.

- Children should be delivered and collected by an adult at all times. We do not allow older siblings to collect children from Pre-Kindergarten.
- Arrival 8:40am - Children should arrive at Pre-Kindy prior to the stated starting time. Parents and children should assemble outside the external Kindy door, accessed from Harris Street. While waiting outside the classroom, we expect that your children will wait quietly with you. All outdoor equipment is out of bounds before and after school as teacher supervision is required. Please be punctual in delivering your child to Pre-Kindy. It can be distressing for children to miss out on the initial mat session outlining the day's activities and it is disruptive if children arrive during mat time.
- Dismissal 2:50pm - At the conclusion of our Pre-Kindy day, a member of the Pre-Kindy staff will stand at the door while the children sit on the mat until they are called. We will not dismiss children to unauthorised persons. If your child is to be collected by someone other than yourself, we ask that you write the necessary information in the "Class Pick Up Authorisation" book located just inside the entrance of the Pre-Kindy room. Parents are requested to pick up their child from the classroom promptly at the end of the session as it can be very stressful for a child who is left behind waiting to be collected. If you are unexpectedly detained, please notify the school office ASAP regarding the necessary arrangement for your child. Thank you for your cooperation.

Morning Routine:

- Ask your child to put their bag on their named hook (if your child does this themselves it is easier for them to find their bag later when needed).
- Water bottles go on the drink trolley inside.
- Your child needs to bring their lunch box and wide-brimmed hat into the classroom and put it in their cubby hole.
- Model and encourage your child to say hello to the staff.
- Help your child find their name badge.
- Settle your child with an activity.

- The bell will ring to signal that it is time to pack away and meet on the mat. Give your child a cuddle and leave quickly. We ask that all parents leave at this time. Please do not linger as this delays the separation.
- If children cry, it is usually only for a short time. Please hand the child over to the teacher or education assistant as they are trained to manage these situations. If your child is distressed, we will phone you and discuss strategies to help.

WHAT TO BRING AND WEAR

Daily Requirements- each day your child needs to bring:

- A school bag that is large and roomy and can fit more than their lunch box inside.
- A wide brimmed hat
- A healthy lunch box
- A water bottle
- A labelled change of clothes, including underwear in a plastic bag (to be kept in school bag – please change these according to season and growth!)
- Please apply sunscreen to your child before school. Please bring a labelled bottle of special sunscreen if your child requires it or has sensitivities.
- Optional: A small pillow and blanket for rest time in a separate bag (please ensure each item is labelled and your child can recognise this)
- School satchel <https://www.spartanschoolworld.com.au/collections/our-lady-of-fatima/> or A4 document wallet. Satchels will be sent home regularly.

Please label all personal items including: bag, hat, clothing, water bottle, lunch box, fruit containers etc.

Packed Lunches:

- Morning Tea: please provide a piece of fruit/vegetable that your child is able to eat on their own or cut for easy access. Please do not send lollies, chips or too many packaged foods.
- Lunch: Please pack a sandwich, a wrap or substantial finger food and a piece of fruit.
We are an "Allergy Aware" school. Please do not send in ANY nut-based products in your child's lunch box such as Nutella, muesli bars or peanut butter. Please send in water only in a drink bottle with your child every day.

Personal toys:

- Personal toys are to be left at home as the loss or accidental damage to them can be upsetting for the child. They can also prove to be a distraction in class. There may be opportunities in the year when the children will be asked to bring in an item and talk about it to the class. Your co-operation in this matter is important.

Dress:

- It is important that children feel comfortable and free to play so appropriate 'play clothes' are recommended. Clothing will need to be suitable for "messy play" (sand pit, play dough, painting) and climbing activities.
- A Kindy shirt is available from the online uniform shop and is optional.
- Clothes should be manageable for the child to go to the toilet without adult assistance.
- Please have spare clothing (including underwear) available in your child's bag.

- We will place any clothes that are wet from water play in a plastic bag within your child's school bag. Please check their schoolbag each day to see if they have used their spare clothes to ensure they are replaced.
- We will inform you if they have a toileting accident and have needed to use their spare clothes for this reason.
- Self-managed footwear is recommended. Please choose according to the season (sandals summer, sneakers/gumboots in winter).

CURRICULUM

- Mat Sessions- this is a time when students/staff are greeted, routines are practised, good listening and speaking skills are reinforced, new concepts are introduced, literacy and numeracy skills are developed through discussion and activities, group participation is encouraged, stories are read and children are involved in music and movement activities.
- Indoor activities include intentional experiences, blocks, manipulative materials, imaginative play (dress up and home corner), reading area, drawing, colouring, cutting, pasting, collage work, box construction, painting (using a variety of mediums) modelling with play dough, sorting, threading, puppets, puzzles, games and use of technology.
- Outdoor activities include opportunities to develop gross motor skills through the use of the playground/climbing equipment, sand and water play, ball skills and games.
- Do not always expect your child to bring work home from Pre-Kindergarten. Socialising with peers through play is even more important. Some of the work produced will be placed on Seesaw or sent home.

PARTNERSHIP BETWEEN HOME AND SCHOOL

Parent involvement is an integral part of our program. The assistance and support you can give is appreciated and is a valuable experience for your child. As Pre-Kindergarten is often the first big step away from home all day for a child, it is very important that there are strong communication links between parent and the Pre-Kindergarten staff.

You can make a positive contribution to your child's Pre-Kindergarten year by:

- Encouraging independence – over the Christmas holidays, practise putting on shoes and socks, dressing themselves, opening their own lunchbox & drink bottle, open their own food wrappers, toileting independently, pack and carry their own bag.
- Help teach life skills – learning to play fair, accepting disappointments, responding in an appropriate way and waiting their turn. As your child is now part of a much larger social network, individual needs of the child remain important; however, there are also rights of the group to consider.
- Encourage daily courtesies – morning greetings, using individual's name.
- Encourage your child to recite poems or sing songs that have been learnt at Pre-Kindergarten.
- Ensuring you are punctual in collecting and delivering your child to Pre-Kindergarten each day.
- Taking an active interest in Pre-Kindergarten activities. Try and spend some time with your child after his/her day at Pre-Kindergarten and if possible, display some of your child's work at home.
- Children at this age can be very literal and take everything as 'word' and sometimes misunderstandings can occur. If this is happening and you are unsure about any matter, please see the teacher directly.

- It is important that matters relating to the care and development of children be kept confidential, in line with the school code of conduct. Any opinions formed must not be discussed with other parents or near your child. We appreciate your support in this area.

PARENT-TEACHER COMMUNICATION

There are opportunities for an informal chat with the classroom teacher before and after the Pre-Kindergarten sessions. If you have any concerns or questions regarding your child and would like to have a more in-depth conversation, please make an appointment with your class teacher.

We acknowledge that parents know their children best. Please keep the staff informed of matters concerning your child's health, well-being and changes at home that could affect his/her participation. As Pre-Kindergarten is often the first big step away from home for a child is very important that there is a strong communication link between parents and the school. If we reciprocate in keeping communications open and up to date, then we can ensure Pre-Kindergarten is a positive experience for your child.

Seesaw is an electronic portfolio of your child's work and play that will keep you informed of your child's development across all learning areas.

THINGS YOUR CHILDREN SHOULD KNOW BEFORE COMING TO PRE-KINDY

- His/her name and surname, spoken clearly
- How to put things away after use (assist with packing away)
- How to undress him/herself without help
- How to recognise his/her own bag
- How to follow simple directions
- How to use a tissue
- How to use the toilet independently

CAN YOU HELP?

We need a variety of everyday materials, which the children can use and turn into creative masterpieces. Any recyclable item has a use.

cardboard boxes (small)
ice cream/yoghurt containers
cardboard cylinders
wrapping paper
magazines

bottle tops/corks
coloured wrapping paper
greeting cards
buttons
wool

GENERAL SCHOOL INFORMATION

CHILD SAFETY

All children have the right to a good education. Catholic Education Western Australia (CEWA) schools are Christ-centred and child-focused learning communities that support each child to develop to their full God-given potential. Key to this is ensuring the learning environment is engaging, safe and supportive.

The *Child Safe Framework* has been designed to support schools in maintaining such an environment. The framework outlines the policies, practices and behaviours found in our school that underpin a culture prioritising the best interests of children and young people.

All members of our Catholic school community share the responsibility for this healthy culture. Our school relies on strong partnerships with you – as parents and carers – to provide your child with the best possible learning and development opportunities. Working together, we can ensure all children and young people flourish in a safe, healthy environment.

The framework is based upon the following key concepts:

Situational prevention

Evaluating various elements within our school – including physical and online environments, staffing, governance, behaviours, and culture with an aim to eliminate or mitigate situations that present risk for children and young people.

Extended guardianship

When our leaders, staff and wider school community share a collective responsibility to actively support an environment that is engaging, supportive and safe. At a basic level this involves talking about behaviours that don't contribute to engaging supportive and safe environments.

Healthy and respectful relationships

Pope Francis says in AMORIS LAETITIA, as an essential requirement of love, "every human being is bound to live agreeably with those around him". Modelling healthy and respectful relationships creates an engaging, safe and supportive environment. It also equips children and young people with the understanding of how they should be treated.

More information is available here: <https://chilsafe.cewa.edu.au/>.

CODE OF CONDUCT

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

The Code applies to staff, volunteers, parents and guardians as applicable.

The Code of Conduct determines appropriate behaviour in accordance with the following principles:

1. You act safely and competently.
2. You give priority to students' safety and well-being in all your behaviour and decision making.
3. You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.

4. You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
5. You respect the dignity, culture, values and beliefs of each member of the school community.
6. You treat personal information about members of the school community as private and confidential.
7. You give impartial, honest and accurate information about the education, safety and well-being of students.
8. You support all members of the school community in making informed decisions about students.
9. You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
10. You maintain and build on the community's trust and confidence in Catholic schools and the Church.
11. You act reflectively and ethically.
12. You allow students to have a voice in their education, safety and well-being.

UNIFORM SHOP

The Spartan uniform website is accessible at

<https://www.spartanschoolworld.com.au/collections/our-lady-of-fatima>. A sizing kit is accessible in the administration if you wish to come in and check your child's size for different items and a Spartan representative will be at the Kindy play date on Thursday 27 November 2025 from 9:00-10:00am to assist with sizing.

SCHOOL FEES

The school fee schedule and fee collection procedures will be available on the school website from the start of 2026. All information pertaining to the payment of school fees will be treated as confidential. Direct debit and EFTPOS are available for payment of fees and accounts are sent home at the commencement of each term. Discounts of tuition fees can apply to Health Care Card holders and further information can be obtained by contacting the administration. Any parents experiencing difficulty with the payment of school fees should contact the Principal to discuss this further.

LUNCH ORDERS

Lunch orders are available on Thursdays and Fridays for Pre-Kindy students. Online lunch orders can be made at the website www.schoolsnoonline.com.au. They need to be completed by 8am the day of order. If you miss this cut off time, please contact School Lunch Online on 1300 787 939. All food is prepared by Il Sorriso and delivered to school for lunch. Please ensure that you update your child's year level each year to ensure it is delivered to the correct classroom.

BIRTHDAYS

Families are welcome to send in a small treat (freddos, a cupcake etc) to celebrate their child's birthday. For parents of children with allergies, you might like to send through some suitable treats that can be stored at school and given to your child for other children's birthdays. Please notify the classroom teacher prior to the beginning of the year of what treats your child can eat.

ALLERGY AWARE

Anaphylaxis is a severe allergic reaction that is potentially life-threatening. The most common causes of anaphylaxis in schools are food and insect allergies. The only way to prevent allergic reactions is to avoid being exposed to the allergen.

Food allergy is now common in school aged children. Children can be allergic to any food, and it is not possible to completely remove all foods from our school. To help manage food allergies, our school is following the *National Allergy Strategy Best Practice Guidelines* (2021) which do not recommend banning foods as this is difficult to enforce and can bring a false sense of safety. However, we do request that parents consider not sending nuts to school, particularly for students in the younger years.

As we educate our school community to help with the management of food allergy and anaphylaxis, the parents of the student with food allergy will continue to educate their child on self-management at a developmentally appropriate level.

For more information, go to <https://www.allergyaware.org.au>

PETS ON SCHOOL GROUNDS

To ensure the safety of all members of our community, pets should not be brought onto school grounds.

MEDICATION

If a child needs to have medicine administered (antibiotics, ear drops etc), please complete a *Request to Administer Medication Form* available in the school administration or on the school website. This includes the student's name, type of medicine, dosage and time. Parents are required to drop the medicine and form to administration. Students are not able to transport the medicine themselves. Medicine needs to remain in its original bottle or container. A member of staff will administer medication to the students at the allocated time. For more information, please see the medication and first aid procedures available on the school website.

MEDICAL CONDITIONS

School personnel need to know about any medical condition that a child has that may require medication or emergency treatment. These conditions could include diabetes, epilepsy, asthma, allergies (such as bee stings, intolerance to food products), or anything that you feel that staff need to be aware of. If circumstances change during the year, parents must inform the school. Your child's name and photograph will be added to the Medical Alert Board.

- **ANAPHYLAXIS**

Parents need to provide medication and a current Action Plan for Allergy/Anaphylaxis containing instructions for action to be taken if their child has an allergic/anaphylactic reaction. In-date anti-histamines or EpiPens need to be provided with the action plan to the school.

- **ASTHMA**

All parents of students with asthma must provide the school with a current Asthma Action Plan containing written instructions for action to be taken should they suffer a serious attack at school. Asthma medication must be provided with the action plan to the school. The child, where possible, should self-administer asthma medication.

CHILDREN WHO ARE ILL

When a child is ill, please keep them at home. If you have any queries about exclusion periods for illness, please contact the school administration.

ABSENTEE NOTES AND ATTENDANCE

Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance. The parent/guardian of the student is required to:

- Ensure the child attends school at all times when the school is open for instruction, unless there is a reasonable explanation for a student's absence.
- Provide an explanation for any absence their child has within three days.

It is a legal requirement that the school receive communication from parents if a child is away from school. Please email Gaynor Cook (admin@olof.wa.edu.au) and classroom teachers before 9:15am to state the dates and reason for the absence. Please do not use Seesaw messenger to notify classroom teachers. Administration staff will contact parents if no explanation is received by 9:15 am on the day of absence.

When a planned holiday or other period of absence falls during term time, please email the Principal (principal@olof.wa.edu.au) prior to the absence. This is required for any absence of five days or longer. If the dates change it is up to the parent/carer to provide written notification to the school. More information can be found in the attendance procedures available on the school website.

SIGN IN AND SIGN OUT IPAD

Should you need to take your child out of school during school hours for an appointment, you are required to tag your child out using the "sign in and sign out iPad" at administration. If you return your child to school, you will need to tag the student back in.

Similarly, if your child arrives late to school, administration will need to be notified and your child will need to be tagged in on the "sign in and sign out iPad".

If parents/adults are on site for any reason outside of drop off/pick up hours, you need to sign in at the office. Please be vigilant to sign out when you leave.