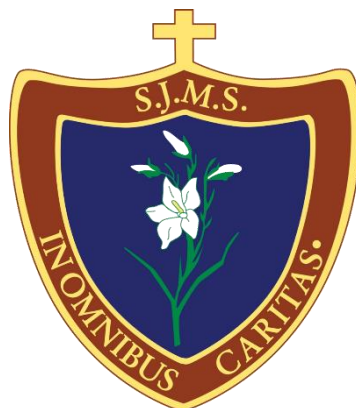




Preschool Information Handbook 2020



'In All Things Love'

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School Website: www.sjms.catholic.edu.au

Smartphone App: [St Joseph's Memorial \(Skoolbag\)](#)



Facebook: <https://www.facebook.com/SJMSSA/>

Instagram: [@SJMSSA](#)

Twitter: [@SJMSNorwood](#)

[School Calendar](#)

Dear Parents and Caregivers

Welcome to the beginning of the new school year! We trust that you and your family shared some wonderful moments together over the holiday break. This Preschool team members are: Demi Moutakis, Maree Raphael, Mary Murray and Marta D'Ortenzio.

This booklet covers general information about Preschool for the year.

Our Daily Routine

8:30 am - Doors open for early drop off (free choice experiences indoors)
8:55am - Morning Prayer with families
9am - Group Time 1: Meeting, Preschool Good morning song, Days of the Week, Weather, and Discussions (what would we like to do today? What will be happening?)
9:15am - Free Choice Experiences (Indoor/Outdoor- flexible)
10:20am - Recess & outdoor play at the playground
11am - Prepare Lunch / free choice indoor or outdoor experiences
11:30/11:45am - Intentional Teaching (inquiry)
12pm - Lunch Time
12:30pm - Relaxation Time (pillows, calm music or yoga)
1pm - Intentional Teaching, Free choice experiences (indoor/outdoor), Small group experiences, Intentional teaching, spontaneous play
2:15pm - Intentional Teaching: songs, music, stories, reflection of the day
2:40pm - Afternoon fruit
2:50pm - Goodbye songs & reminders
3pm - Preschool finishes

General information

Absentees

If a student is unable to attend school, parents and caregivers are asked to contact the School Office on 8130 7777, or submit an absentee form via the Skoolbag app.

Out of School Hours Care (OSHC)

OSHC operates at both William St and Bridge St from 7-8:30am and 3:15-6pm during term. For bookings and enquiries please contact Jessica Nelson (Director) at oshc@sjms.catholic.edu.au. Vacation Care is available during the school holidays – information available from the OSHC Service.

Policies:

There is a St. Joseph's Memorial Preschool Policy Folder containing our Preschool policies. If you would like to borrow it overnight, please ask a staff member. You are welcome to look at this at any time. These policies are put in place to keep your children safe and healthy.

Sun Protection Policy

When the UV rating is 3 or above – all students need to wear their school hat and apply sunscreen.

Birthdays:

Birthdays are celebrated in the Preschool with candles in a play-dough cake.

Forms and Consents:

We are required to have a copy of your child's Vaccination Forms when new children arrive. We also require Emergency Forms and a signed Photo Permission Form with agreement (or not) to be kept in the Preschool.

Special Events:

Throughout the year we participate in significant Liturgical celebrations for: St Joseph (March 19) and St Mary MacKillop (August 8) Feast Days as well as the Beginning and End of Year School Mass with whole school community. We also participate in Book Week, Mother's Day and Father's Day celebrations.

Volunteering

There are many opportunities to volunteer in your child's classroom and within the school community. Some of these opportunities include reading in the morning, becoming a class representative, joining our P&F committee or attending school excursions.

Catholic Police Clearance

We highly recommend applying for your Catholic Police Clearance as it is a requirement for all volunteers. If you wish to do so, forms can be collected from our School Office. Please keep in mind that it can take up to 12 weeks to be processed.

Expectations & Student Wellbeing

Children's Responsibilities

We expect that the children are respectful to us and to you, remembering their manners at all times. We expect that they are kind to each other and remember the rules at Preschool, which are social rules, of listening to others, waiting, taking turns, sharing, being safe, helping others, speaking with respect for others, walking inside, and many more. It is appreciated and expected that parents are involved in the Preschool, celebrating with us and helping out where you can. We certainly acknowledge that you are busy people, and know that if everyone does a little something to help, then everything will get done. The Preschool staff remains committed to doing their best for the children at all times and to be the best role models that they can be. We are working in partnership with you to help these young children achieve their goals and reach their potential.

Personal Responsibility

All members of the Catholic school community are active participants in building a welcoming school culture that values diversity, fosters positive, respectful relationships and provides learning in communities of thriving people, capable learners and leaders for the world God desires.

Excerpt from CESA document Building Respectful Relationships: Behaviour Education and Student Support
– Procedure 2019

At SJMS we use Restorative Practice to support our students take responsibility for their actions.

Restorative Practice is a strategy that seeks to repair relationships that have been damaged. It does this by bringing about a sense of remorse and restorative action on the part of the offender and forgiveness by the victim.

The rationale behind this approach is that when offenders reflect upon their harm to victims:

- They become remorseful and act restoratively.
- Practitioners can focus on the unacceptable behaviour of offenders rather than their moral character.
- This can lead to healthier interpersonal relations among members of the school community and more effective learning.

Preschool Communication

Learning

The Preschool uses an **online platform** called Storypark to communicate your child's learning with you on a regular basis. The photographs and observations provide you with instant information about your child's learning and development.

St Joseph's Memorial Website (Newsletters)

School newsletters will be distributed to the community via the school website each fortnight. Our Preschool newsletters will be sent out twice a term.

Preschool Communication Board

A 'communication board' is located outside the Preschool providing families, with regarding the Lunch menu, notices that have been sent out via Skoolbag, playgroup up-dates and who the nominated and certified supervisors for the day are. Generally, the nominated supervisor is Brady Stallard and certified supervisor is Demi Moutakis unless otherwise indicated.

Parent/Teacher Communication

If you are unable to speak to your teachers before or after school, please email Demi Moutakis at dmoutakis@sjms.catholic.edu.au to arrange an appointment.

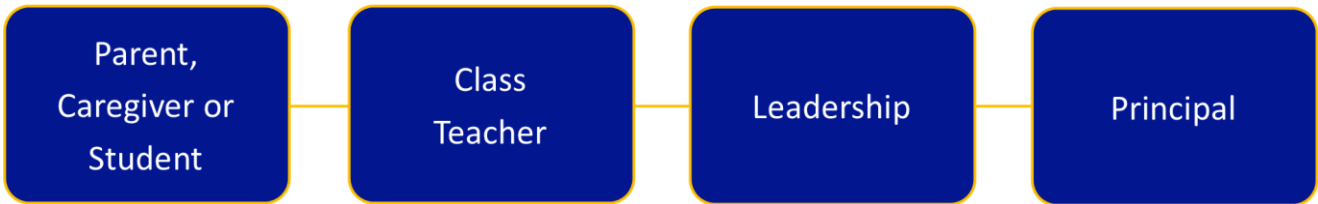
Social Media

SJMS is an online community. To ensure that you are always aware of alerts and updates, we highly recommend downloading our Skoolbag App.

To regularly view photographs and videos of your child's learning, you can follow our Facebook page 'St Joseph's Memorial School Childhood Learning Community' by typing SJMSSA into the search bar.

For more social media options please see the front of this handbook.

Communication Pathways



All communication regarding your child should be directed to the correct teacher/staff member. Please see the contact information below.

Please understand that teachers are in class during the day and they will attempt to get back to you as quickly as possible. If you have an emergency, please contact the school office.

School email address	info@sjms.catholic.edu.au
School phone number	8130 7777
Absentees	Contact either office or submit absentee form via Skoolbag app
Parents and Friends Committee	sjmspf@sjms.catholic.edu.au
Outside School Hours Care	oshc@sjms.catholic.edu.au
St Ignatius Parish	8332 0600

A day in the Preschool

What to bring to Preschool? (Please ensure all items, including clothes/bottles are labelled)

- A bag
 - with hat and spare clothes
- Recess
- Lunch (if preferred)
- A piece of fruit for the afternoon
- A water bottle

Food:

There are 3 Preschool meals:

- 1) **Recess:** please pack healthy snacks such as fruit, a serve of cheese, crackers, carrot sticks and other healthy options that your child enjoys.
- 2) **Lunch:** children help to prepare Lunch each day and the service is free. This is to encourage healthy eating and vital cooking skills. Our Lunch menu follows the Australian Health Guidelines and is vegetarian based. If you would like to supply an alternative lunch for your child, you are welcome to do so.
- 3) **Afternoon Fruit:** children at the end of the day have afternoon fruit together. Please be mindful that you may need to cut up large pieces of fruit.

** Schools play an important role in fostering core ecological values. Learning to care for our environment is essential, as it influences how our students will care for their common home.

In *Laudato Si'*, Pope Francis highlights the important role that education plays:

There is a nobility in the duty to care for creation through little daily actions, and it is wonderful how education can bring about real changes in lifestyle. Education in environmental responsibility can encourage ways of acting which directly and significantly affect the world around us, such as avoiding the use of plastic and paper, reducing water consumption, separating refuse, cooking only what can reasonably be consumed, showing care for other living beings, using public transport or car-pooling, planting trees, turning off unnecessary lights, or any number of other practices. (211)

At SJMS we encourage healthy, nude food. Nude food is food without excess packaging, which reduces the amount of rubbish that needs to go in bins. Durable, reusable containers are a great way to bring food, as they may last from pre-school through to high school and beyond, providing long term cost savings and environmental benefits.

Our lunch menu alternates fortnightly to provide each child the opportunity to try the entire menu. The menu can be found in our Preschool Newsletter online or on our Communication Board. Any changes to the menu will be communicated in writing.

Relaxation time: After lunch, there is a 15 – 20 minute relaxation session. Children are not required to sleep but rather be still and self-regulate. Occasionally, yoga or meditation will be the focus of relaxation time.

Curriculum

Our team is strongly committed to the Reggio Emilia educational approach and our Josephite tradition of teaching “In all things love”. We perceive each child as competent and capable learners who has unique gifts, which are to be embraced and encouraged. Each child is a valued member of the school and local community. We respect their thoughts and ideas, and build our knowledge of them and their world through inquiry learning and provocations which stimulate insightful conversations and discussions. As educators we are continually challenging our own thoughts and knowledge so that we can learn through the eyes of your children. We also use The Early Learning Years Framework (EYLF) which embraces the values of the Reggio Emilia approach.

We capture their work, their understanding and their struggles to make sense of their world through photos, documentation of various observations and their art. Your child’s learning is documented on an online platform called **Storypark** and all art work/documentation created by your child will be placed in a folder.

Our Term 1 Overview can be located in the Preschool on our ‘Documentation’ board.

‘Knowing me, knowing you’ is our inquiry topic this term which will explore children’s identity, sense of belonging to their community and their understanding of the Catholic faith.

Some of the key provocations we will explore are:

- Why do we have names?
- Who am I?
- What do I like/dislike?
- Who are my safe adults?
- Who is important to me?
- What do I love about me?
- Where do I live? Where do I go to school?
- Who are the Preschool children? (learning how to build friendships).

The learning that occurs in the Preschool emerges from the needs, interests and ideas of the children. All learning will integrate aspects of literacy, numeracy, S.T.E.M, wellbeing and faith.

Reporting

We are passionate about promoting success for all learners and developing effective family partnerships. We achieve this by ensuring that our reporting process includes a combination of Learning Conversations, written reports and a Learning Journey.

Learning Conversations will be held twice a year (Term 1 and Term 3) and will allow us the opportunity to discuss your child’s individual learning goals.

Statements of Learning are written at the end of **each semester** for children in the Preschool. This includes a reflection of the term, information about the child as a learner plus key learning in literacy and numeracy.

Work experience

From time to time we have work- experience students supporting us from the local colleges and high schools. Each year we also have UniSA and Flinders University students in our Preschool on professional placement.

Thank You

Thank you for your support and participation in your child's learning. We look forward to working in collaboration with you and your family.

Yours sincerely

Demi Moutakis (Coordinator), Maree Raphael (Teacher), Mary Murray (Teacher) and Marta D'Ortenzio (Educator).