Early Learning Centre Handbook
Kindergarten and Pre Primary
2015
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Welcome
Welcome to the Lake Joondalup Baptist College and the Early Learning Centre. Our aim is to provide children with high quality education in the first years of school.

Our mission
The Lake Joondalup Baptist College Primary School community seeks to ensure children have the best opportunities to achieve their academic, artistic, cultural, physical, social and spiritual potential, through the provision of a caring and educationally stimulating environment, within a Christian context.

Our motto
Seek Wisdom, Act Justly, Love Mercy encapsulates our desire to provide a high standard of education and encourage a strong social conscience within a Christian framework.

Our Christian environment
The Primary School is an integral part of Lake Joondalup Baptist College, which is a ministry of the Lake Joondalup Baptist Church. The Lake Joondalup Baptist College has been established to provide a high standard of education within the context of the Christian faith. The Primary School is staffed by committed Christians. Students entering the College (at Primary or Secondary level) are not required to have a commitment to the Christian Faith, however, all students must participate fully in the Christian program of the College. Children will engage in Bible stories, activities and devotions during the week and Pre Primary students will attend Primary worship assemblies. In addition, a strong Pastoral Care program operates throughout the school to enhance the care and nurture of children.

Establishing good foundations and building blocks
Staff are committed to establishing a caring, engaging and dynamic learning environment that reflects best practice in early childhood education.

Research highlights the importance of optimum family and community experiences for children during the earliest years of childhood and development. These experiences establish a template that has the potential to play a significant role in later life. The Early Learning Centre seeks to build on the strengths, existing knowledge and skills of the child, their family and community.

Early Learning Centre aims
1. To lay firm foundations for life-long learning.
2. To provide a range of learning experiences that focus on developing early literacy, numeracy and social skills.
3. To implement early intervention strategies to support students.
4. To establish, or further develop, relationships with our College families, based on mutual respect and trust.
5. To be a caring and nurturing environment within a Christian context.

Early Learning Centre facilities
The Early Learning Centre consists of air conditioned indoor learning areas, with wet areas and cooking facilities in the classrooms and a fenced out-door area with undercover areas, sand pit, bike track and playground equipment. Children may use other facilities on the College campus for sport, art, music and library studies.
Early Learning Centre learning programs
At LJBC we aim to develop and foster an enjoyment and love of learning, while encouraging respect for others in the learning environment and community. Children are given opportunities to build the foundations of their knowledge, skills, abilities and values, particularly in the areas of social and emotional wellbeing, literacy and numeracy.

We recognise that children are unique and endeavour to celebrate the potential of each child through a curriculum that allows them to explore and discover concepts for themselves in a safe and supportive learning environment. Themes and topics are integrated across learning areas and skills are interdependent. Christian Education is an important part of the curriculum.

In 2015 we will ‘launch’ our College Learning Philosophy K-12. As a key aspect of this Learning Philosophy, families will be asked for their input towards the development of a play philosophy and some key principles of practice that will help the children in ELC to flourish.

Kindergarten Curriculum
The Kindergarten Curriculum Guidelines (The School Curriculum Standards Authority) and Early Years Learning Framework (EYLF) with the overarching themes of Being, Belonging, Becoming, is the basis of our Kindergarten curriculum. Programs aim to develop each child’s imagination, creativity and skills through a variety of planned activities such as investigations, structured play and set tasks.

Kindergarten specialist classes
Kindergarten students will have weekly lessons with a specialist teacher in a second language, which will be Japanese. Students will also be provided with specialist music lessons once a week. Kindergarten children will be able to borrow books regularly from the Primary Library during their weekly Library lesson. Once a fortnight, children will be provided with a Literacy backpack. Within the backpack will be a collection of books, question cards to support students in developing oral language and comprehension skills, a puzzle and a game. The backpack is in addition to the general library book loans.

Pre Primary Curriculum
The College is implementing the Australian Curriculum in phases: English, Mathematics, Science, History and Geography will be taught from this curriculum in 2015.

The WA Curriculum Framework will be followed for the other Learning Areas, which are Languages Other than English, Technology and Enterprise, Society and Environment and The Arts, (dance, drama, visual arts and music).

Pre Primary specialist classes
Language Other than English – Japanese
Library – borrowing books regularly from the Primary Library and an introduction to literature
Physical Education – Perceptual Motor Program
Art – utilising the Primary Art room and its resources
Music – accessing the Primary Music room and its many resources

A copy of the Primary Curriculum Overview is available on the College Website.
Early intervention
We offer an ongoing support network at LJBC, with particular attention to Early Intervention. Our Learning Enhancement team works closely with teachers to support students and families where required.
Parents are alerted to the National Collection of Consistent Data (NCCD) information on the College website detailing the sharing of information for the purposes of funding for students who meet the necessary criteria.

Speech and Occupational Therapy (OT) screening
Speech Screening, by a professional Speech Therapist will occur during second semester for all Kindergarten students and Pre Primary students who have not been previously screened. Parents will be notified if their child requires intervention in this area. LJBC has a Service Agreement with Therapy Learning Centre (TLC) at Joondalup. This consists of a Speech Therapist providing weekly on-site therapy sessions for clients of TLC. An Occupational Therapist will liaise with the school to ensure students with OT needs are screened with their parents’ permission.

Community Health Nurse
Routine health screening for 4-6 year olds takes place during the Kindergarten and Pre Primary years. Health forms must be completed by parents prior to screening taking place.

Excursions/incursions
Excursions and incursions (visiting performers or specialist programs) may be organised by teachers. Costs for both incursions and excursions are included in the annual school fees. Parents will be fully informed of these activities via information letters. Permission slips will be sent home to be signed and returned before the student will be permitted to leave the College for an excursion. Due to their young age, Kindergarten students will not participate in off-site excursions but will have a number of incursions which will enhance their learning.

Assessment and reporting
Throughout the year students are assessed and monitored using skills checklists, anecdotal records, formal and informal testing, collections of sample work and intentional observations. An On-entry Assessment is conducted by staff in Term 1/2 of Pre Primary. This will be reported to parents during the term in conjunction with screening program results.

Reporting is an opportunity to celebrate a child’s strengths and set goals for improvement in other areas.

The following is an overview of the schedule of Reporting for Kindergarten and Pre-primary

- **Sample Work Collections** are taken home twice each term for viewing
- **Pre Primary Reports** are issued, Interim Report Term Formal Report Terms 2 and 4
- **Reports in Kindergarten are interview based** and are scheduled in Terms 2, 3 and 4
- **Learning Journey** is in Term 3 and is a celebration event for student learning with the whole family welcome.
- In **Kindergarten and Pre-primary** parents are encouraged to maintain continuous conversations regarding their child’s progress. In Term 1, a **touch base interview** will be scheduled.
Parent/teacher meetings
Contact between the home and school is greatly encouraged. Opportunities for parent-school contact and meetings include:

- K-6 Parent Information Evening, Term 1
- Kindergarten touch base Interview, Term 1
- Kindergarten Interviews, end of Term 2,3 and 4
- Pre Primary Parent Teacher Interviews, Term 3
- Learning Journey, Term 3
- Step Up Day – an opportunity for students to experience a morning of the forthcoming year in either Kindergarten, Pre Primary or Year 1, Term 4
- Kindy orientation days, prior to Term 1

Parents are welcome to make an appointment with the teacher at any time during the year to discuss aspects of their child’s progress as they feel necessary. Discussions with teachers should be limited to minor matters immediately before and after school with major matters given a longer time than can be available at handover time.

Term dates 2015

Please note that every effort has been taken to ensure that there is consistency in the Kindergarten calendar with regard to Wednesday attendance, however, when there are public holidays, changes have been made to the routine. Please note carefully on the Kindy calendar to note this changes.

Assemblies
Early Learning Assemblies for Kindergarten and Pre Primary are held twice a term on a Wednesday morning on the soft fall outside Pre Primary 2. These will commence at 8.45am and last for approximately 30 minutes. All parents are most welcome and are encouraged to attend when possible. Parents will be notified of the assembly timetable early in the year and reminded in newsletters and the Primary Notices.

Special events – dates to be advised
Mothers Day   Fathers Day   End of year concert
Special theme days   Learning Journey

Others dates will be advised throughout the year in the eNewsletter, and in the Primary Notices and the College calendar on the College website.

Student requirements
Individual booklists for Early Learning Centre students are available on the College website. Most ELC stationery is added to the general collection.

Kindergarten and Pre Primary students will also require the following personal items.

- College backpack
- LJBC Library bag (Pre Primary only)
- LJBC Take Home bag in the appropriate House colour
- A water bottle (named)
- A small cushion (not a large pillow) approximate size 25cm x 30cm
Attendance and absences
Pre Primary becomes the first compulsory year of schooling in WA in 2015. As such, all students are expected to attend regularly. A written explanation must be provided for all absences.

In Kindergarten, we encourage regular attendance of all children to ensure they are able to participate fully and benefit from the carefully structured developmental programs which are taught.

Absences
Students are required to be punctual and should be present at all lessons unless ill. Notification via note, phone call or email to Primary@ljbc.wa.edu.au explaining all absences is required. Primary Reception will forward all notices on to the class teacher. A Medical Certificate may be required to explain prolonged repeated patterns of absences.

Parents/guardians should make every effort not to take children on holidays during term time as much programmed work and assessment is missed. Negotiation with the Dean of Primary needs to occur if a child needs to be absent from school for any period of time.

When parents/guardians remove students from school during the day, they must complete a Leaving Authority form and fill in the Sign In/Out Register at Primary Reception. The Leaving Authority form is handed to the teacher when collecting the child.

Hours of instruction
Kindergarten
Kindergarten classes will operate on a five day fortnight.
Kindergarten 1 - Mondays and Tuesdays, alternate Wednesdays (blue group)
Kindergarten 2 – Thursday and Friday, alternate Wednesdays (gold group)
Please refer to the Kindergarten Attendance Calendar for specific attendance dates.

Pre Primary
Pre Primary students attend school full time for five days a week.

Attendance times
Attendance times are from 8.30am to 2.50pm for all ELC students.

Arrival procedures
The ELC gates will be unlocked at 8am each morning, locked at 8.50am, then unlocked at 2.30pm for the afternoon pick-up.

In order to ease traffic congestion, parking in the Primary car-park is reserved for parents of ELC children between 8.20 and 8.50am and from 2.30 to 3pm. ELC families will be issued with a Parking Permit which needs to be displayed when parking in the ELC car park.

ELC students should be taken to the classroom by a parent or other nominated adult.

When you bring your child please assist them to carry out the morning routine and then stay for five to ten minutes with your child, as this is often a time they really enjoy. The class teacher will indicate when it is time to start the lesson. If younger siblings are under your care, please supervise them closely.

Morning routine
1. Place bag outside their classroom near their name.
2. Put fruit, Crunch 'n Sip, lunch box and water bottle in the allocated place which is labelled to assist you.
3. Participate in a short morning activity with your child until time to leave.
Collection of students

All ELC students need to be collected from the classroom by a previously nominated person, named on the Collection Register or communicated to the teacher in written form (in either the class Communication Book, via dated letter or by email.) We prefer adults to collect ELC students, however if it is necessary, permission can be given for an Upper Primary or Secondary sibling to collect Pre Primary students. **Kindergarten students must be collected by an adult.** The ELC staff will assist with the releasing of students at the completion of the school day.

If you are held up by unforeseen circumstances please ring Primary Reception on 9300 7435, so that teachers can be informed and allay any of the child’s anxieties. Children will be cared for by staff in these circumstances.

If a shared Parenting Plan is in place, please speak with the teachers so they are informed of which days/weeks different parents/grandparents are collecting children.

Custody arrangements

Please let the class teacher know of any custody arrangements, or changes in living arrangements, which involve your family. Documentation involving custody arrangements or Parenting Plans will need to be provided to Primary Administration.

Communication

The **College website** contains a **Calendar of Events** which is updated regularly. The Primary **Notices** are published every week via email. The College eNewsletter is published every three weeks and can be accessed on the College website. Please subscribe on the website to receive emails to inform you when newsletters are available. Whilst classroom teachers will endeavour to provide information on school events, parents are also encouraged to check the College Calendar, Primary Weekly Notices and eNewsletter to be fully informed. Newsletters can be accessed on the College website at [http://ljbc.schoolzinenewsletters.com/archived](http://ljbc.schoolzinenewsletters.com/archived).

Teachers can be contacted readily via school emails. A **communication book** is kept in the Pre Primary classrooms by the front door, for any messages you would like to communicate to us. Please be aware that this is a communal book. If you have private information please relay it to the teacher via a letter, email or verbally.

Student behaviour

Our aim at LJBC is to maintain a positive classroom climate through the use of preventative, supportive and corrective behaviour management strategies through the Promoting Alternative Thinking Strategies (PATHS) framework. This is a Social Emotional program that assists children to develop problem solving skills and social competencies.

The LJBC Charter of Goodwill outlines the LJBC Five Cs: Courtesy, Consideration, Care, Cooperation and Conservation, which translates into developing skills for students to demonstrate respect, show responsibility and act safely. Therefore in the Early Learning Centre we explicitly teach and demonstrate the five **Bs**:

1. **Be kind**  
2. **Be safe**  
3. **Be respectful**  
4. **Be responsible**  
5. **Be obedient**

**Rewards**

Students will be acknowledged in a number of ways: class mini merit awards, stickers, prizes and special duties, such as ringing the bell. Classroom teachers may also have other methods of recognition for positive behaviour.
Logical consequences of behaviours
Students are provided with clear expectations and appropriate boundaries. If a situation arises which requires intervention teachers will first give students a verbal reminder of expected behaviour within the ELC. If further action is required students are positively supported to understand the impact of the choices that they have made. The aim is to see families and school working together to support students in developing the skills in acting safely, showing responsibility and demonstrating respect.

Food at school
We encourage inclusion of a variety of healthy food options for your child at school and limited pre-packaged foods. Foods such as cheese, yoghurt, fruit, vegetables, savoury muffins, mini quiches and sandwiches are all good selections. Please do not include lollies, chocolates and chips as these are not filling and do not provide long-lasting energy.

Please do not include NUTS and foods with nuts in them, as we have children who have life-threatening allergies to these items.

- **Recess** – a filling snack e.g. small sandwich, cheese and crackers, yoghurt, fruit
- **Lunch** - A sandwich, wrap, small salad, boiled egg, meat cubes, cheese, etc. are all good options. Please try not to include too much food as young children often get anxious if they cannot eat everything in their lunchbox and concerned that they might miss their play time. Any uneaten food will be sent home.
- **Crunch ‘n Sip** - a small container with bite-sized cut-up fruit or vegetables for a quick afternoon snack. Bananas can be left whole.

Canteen lunch orders
Pre Primary students may order lunch on Fridays.
Kindergarten students are not able to order lunches.

Ordering procedure
Children can place an order in the lunch order box located outside the Pre Primary rooms before 8.45am. Menus are located in Primary Reception and on the College website at [www.ljbc.wa.edu.au/community/Canteen.html](http://www.ljbc.wa.edu.au/community/Canteen.html). When selecting available foods please ensure that you access the ‘Primary’ menu and refer to the required day’s menu. All orders should be in a clearly marked envelope showing:
- child’s name, year, class and teacher
- food order required
- correct money enclosed

Birthdays
Birthdays are special times for children and class teachers delight in acknowledging these events. As we have a number of students with moderate to severe food allergies, we ask that you refrain from sending food of any description. Teachers will ensure your child receives some form of special recognition in class when it is their birthday.

Please distribute birthday invitations out of school hours as we wish to avoid the disappointment that could be felt by children who are not invited to a party.

Lost property
All lost and unmarked property from ELC students will be placed in a box and kept in PP1. Parents wishing to look for lost items should check this box.
Uniform
All LJBC students are required to wear school uniform. All uniform items are available from the College uniform shop, except for shoes. **Please clearly label all items of clothing.** The only jewellery permitted is earrings (plain gold or silver studs or sleepers). Hairpieces, glitter, lip balm, nail polish, tattoos and make-up are not permitted.

Please provide spare underwear, shorts and a top in a plastic bag for Kindergarten students.

**Early Learning Centre uniform**

**Summer**
Navy College sports shorts
  - LJBC K/PP coloured T-shirt
  - LJBC white sports socks and white sports shoes
  - College hat

**Winter**
Navy College tracksuit
LJBC K/PP coloured long-sleeved T-shirt or summer T-shirt
  - LJBC white sports socks and white sports shoes
  - College rain jacket if necessary
  - College hat

**General appearance**
We seek to encourage a high standard of personal cleanliness, hygiene and neat appearance at all times. Please assist your child in learning how to blow their own nose, attend to themselves in the toilet and wash and dry their hands independently.

Hair needs to be of a conservative style, well groomed, neat, clean (i.e. regularly washed) and tidy at all times, e.g. please no ‘rats tails’ or ‘Mohawks’. If hair is longer than the shoulders, it needs to be tied back with hair accessories that are plain black, navy, light blue, yellow or gold, and are not decorated or patterned.

Because of **head lice** problems in schools, parents are asked to be vigilant in checking children’s hair. Parents will be informed when head lice has been found in a student’s hair and are encouraged to check their own child’s hair for the next couple of days for small white specks (eggs).

**Hats and sun cream**
We believe that it is important to educate children about the value of protection from the sun. All children must wear their **College hat for outside activities** and need to have a hat marked with their name in their bag at all times (summer and winter). We discourage the sharing of hats due to head lice. If they do not have a hat, children may play in the shade but may have to sit out of some activities at Physical Education. Sometimes hats get misplaced or are taken home by the wrong person accidentally so it is recommended that a **spare hat** (does not have to be an LJBC hat) is kept in the child’s bag to be used in emergencies.

During summer (Terms 1 and 4) children are encouraged to administer **sun cream** before outdoor play. If your child has an allergy to creams please provide your child with their own sun cream to keep in their bag and notify the class teacher.

**Houses**
Students are placed in a House group for the duration of their time at LJBC. Houses are: Lancier (orange), James (red), Batavia (purple), Cumberland (green), Windsor (blue) and Arcadia (yellow). Students in Pre Primary are encouraged to wear their House colour on Sport Carnival day. Every effort will be made to allocate children in the same family to the same House.
Parent involvement
We recognise that families are the primary source of love and care and intellectual stimulation for young children. At LJBC we aim to support parents and families in their valuable role of caring and nurturing young children. This collaborative partnership is important in developing a child emotionally, physically, spiritually, socially and intellectually. We encourage parents to be involved in their child’s education and we aim to promote the development of a close relationship between the home and the school. We welcome parents into the classrooms, at our assemblies and special functions held throughout the year and to be a part of school activities at available opportunities. Information will be published in the newsletters. Parent helpers must register their presence at Primary Reception and collect a ‘Visitor’ badge before proceeding to the activity.

Parent Participation Program (PPP)
Parents are welcome, both in the school and in their child’s class, to help as part of their PPP commitment. Any special ELC needs or projects will be advertised on the classroom noticeboard. PPP workers must register their presence at Primary Reception and collect a ‘Visitor’ badge before proceeding to the activity.

Parent roster
Parent rosters will be on display in each ELC classroom. We welcome mothers, fathers and grandparents to be on the roster. Children love having a family member on roster and this can be a special time to share with your child/grandchild. When you are rostered on please sign in at Primary Reception and receive a visitor’s badge. A few examples of the ways parents can help is to assist in the Perceptual Motor Programme (PMP) activities, supervise a table activity, as general classroom help, or assist with an incursion or excursion.

Primary Parents & Friends Association (P&F)
Attendance at the regular P&F meetings is counted towards PPP hours. From time to time the P&F Association run special student events, such as discos and fundraising events, and Mothers and Fathers Day stalls, which you may wish to support.

Dental Therapy Centre
The Dental Centre aims to provide a continuous preventative dental service for each enrolled child. It is supervised by a dental officer from the Public Health Department’s Dental Health Service and is staffed by dental health therapists, specially trained to provide dental care for children.

This service operates at the Dental Therapy Centre at Heathridge Primary School. Your child will receive a tentative appointment card sometime during their Pre Primary year. Please contact the Centre if you wish to change the appointment time. Transport to the Dental Therapy Centre is the responsibility of the parents.

Sickness and accidents
In the event of a child being sick or involved in an accident, parents are contacted whenever possible. All parents are asked to make sure that the school has a telephone number and an address at which they can be contacted.

Information on enrolment forms needs to be kept up to date. Any changes in personal information such as telephone numbers, addresses and the person to contact in an emergency, should be recorded on a change of information form and handed in to Primary Reception or emailed to Primary@ljbc.wa.edu.au as soon as they occur.

We look forward to an exciting year of learning for all our Early Learning Centre students!
Appendix A

Infectious diseases information

The danger of infection from the presence at school of children suffering from infectious diseases arises chiefly from the attendance at two stages:

- whilst suffering from the early symptoms
- when convalescent from the disease but still retaining some infection in their person or apparel.

Public Health Regulations for exclusion periods are set for your information:

**Chicken Pox** – exclude from school for at least five days after the rash appears and until vesicles have formed crusts. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion (Contacts: do not exclude.)

**Conjunctivitis** – exclude from school until discharge from eyes has ceased. Re-admit when sufficiently recovered. (Contacts: do not exclude.)

**Measles** – exclude from school for four days after the onset of the rash. Re-admit on **medical certificate of recovery**. (Contacts: do not exclude immunised or previously infected contacts.) Non-immunised contacts should be excluded for 14 days after the appearance of rash in the last case identified in the school. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case, then they may return to school following vaccination.

**Mumps** – exclude from school for nine days after onset of symptoms. Re-admit on **medical certificate of recovery**. (Contacts: do not exclude.)

**Ringworm** – exclude from school until 24 hours after treatment has commenced. Re-admit on **medical certificate of recovery** that the child is no longer likely to convey infection. (Contacts: do not exclude.)

**Rubella** – exclude from school for 4 days after onset of rash. Re-admit on **medical certificate of recovery**. Refer pregnant contacts to their doctor. (Contacts: do not exclude.)

**Scabies** – exclude from school until the day after effective treatment has commenced. Family contacts will probably be infected and should be treated. (Contacts: do not exclude)

**Pediculosis (nits)** – exclude from school until the day after effective treatment has commenced. Family contacts will probably be infected and should be treated. (Contacts: do not exclude.)

**Impetigo (School Sores)** – exclude from school for 24 hours after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing. (Contacts: do not exclude.)