

# Parent Handbook



## Early Learning Centre



where learning begins



## Vision Statement

**To provide a high-quality early learning experience where children can participate in a wide range of foundation activities in a safe and nurturing environment enabling them to realise their God-given potential.**

## Welcome to the Early Learning Centre

Welcome to Living Waters Lutheran College's Early Learning Centre (ELC) where your child will embark on a journey both personally and academically. The early years are a vital step in a child's education. We aim to make early learning as positive, safe, productive and successful as possible, so that your child will confidently grow into the larger school community.

## The best start

The ELC is designed to foster an environment that fulfils the development of the whole child in a nurturing environment. At the core of our teaching and learning is a balance of discovery through a play-based and child-centred learning, combined with explicit instruction. We focus on the physical, social and emotional development of the child. Strong physical, social and emotional foundations are recognised as the basis for a child's learning development. We use a purposeful, developmentally appropriate approach to literacy and numeracy throughout our early years. The ELC implements the Early Years Learning Framework (EYLF) with a strong influence on an open approach and spontaneous outlook to flexible learning. As part of our learning framework we provide outdoor education and find ways for children to connect to their natural environment. We have created a representation of a home environment to foster a smoother transition for children between home and the ELC.

The ELC ensures children's senses of belonging, as well as making connections and contributions and becoming confident and involved in their learning and the world around them.



***We believe these integrated approaches give our students the best possible start – not just for schooling – but for life.***



## Kindy

Our ELC teachers design and implement quality curriculum programs tailored to the diverse needs of the children with whom they work. We understand that students draw on a wide range of knowledge, experiences, interests and skills that impact the way they learn. Our teachers plan and organise relevant learning opportunities using a number of strategies. We regularly monitor, assess and document children's learning.

The principles of the National Early Years Learning Framework (EYLF) underpins all practice that enriches children's learning and development. This Framework ensures children's sense of belonging, being and becoming are fully celebrated through the development of identity, wellbeing and communication. We encourage students to make connections and contributions and becoming confident and involved in their learning and the world around them.

Living Waters Lutheran College's Kindy learning follows the Western Australian Kindergarten Curriculum Guidelines with the view to prepare students for their first year of compulsory school in Pre-Primary.

Kindy and Pre-Primary staff often meet to make sure the programs run seamlessly and link in well with each other. Kindy and Pre-Primary classes share a learning centre playground to provide even more play-based opportunities which links their indoor and outdoor learning experiences.



## Pre-Primary

Pre-Primary is the first year of formal schooling – with a strong focus on literacy and numeracy, while also having subjects such as Humanities and Social Sciences, Science, Health, and Technology delivered through a thematic approach allowing for play-based and inquiry learning.

Specialist subjects are taught by specialist teachers which include Visual Arts, Music and Physical Education.

Living Waters Lutheran College provides a well-rounded program in the early years that incorporates the following programs;

### **Jolly Phonics**

Jolly Phonics is a fun and child centred approach to teaching literacy through synthetic phonics. With actions for each of the 42 letter sounds, the multi-sensory method is very motivating for children and teachers, who can see their students achievements. The letter sounds are split into seven groups and are taught in a specific order rather than alphabetically. This enables children to begin building words as early as possible. Jolly Phonics teaches children the five key skills for reading and writing.

### **SHARP Reading**

SHARP reading is an innovative approach to reading instruction which includes both explicit and guided decoding strategies. It provides an early emphasis on decoding as well as comprehension.

### **Peggy Lego**

Peggy Lego is a pre-writing program that is designed to provide children with tools to learn pre-writing skills. All letters in the alphabet can be broken into just seven pencil movements. Students develop their writing skills using Peggy Lego cues, gross motor and sensory activities.

The goals of Peggy Lego are to:

- Generalise Peggy Lego shapes to the letters in their name
- Be able to trace a sentence and then copy it underneath
- Develop pre-writing skills
- Develop writing skills
- Be able to maintain a correct seated posture
- Stabilise paper with non-dominant hand
- Apply appropriate pressure of pencil on paper
- Develop a dynamic tripod grasp
- Consistently use the dominant hand throughout an activity.

### **Heggerty Phonemic Awareness**

Heggerty Phonemic Awareness lessons supplement existing curriculum and are easily integrated into Literacy programs. When lessons are taught consistently each day with explicit teacher modelling and scaffolded support, teachers see improvement in students' reading, spelling, and writing, as the students learn to hear the sounds in words. Each level of the Heggerty Phonemic Awareness Curriculum provides 35 weeks of daily lessons, focussing on eight phonemic awareness skills along with two additional activities to develop letter and sound recognition and language awareness. Lessons are designed to take only 10-12 minutes per day.

The 10 components included in each Heggerty lesson are:

- Eight phonemic awareness skills.
- One letter name and letter sound recognition activity.
- One language awareness activity developing an understanding of words, sentences, and learning nursery rhymes.

Daily lessons teach early, basic, and advanced skills such as:

- Rhyming and onset fluency.
- Isolating final or medial sounds.
- Blending and segmenting words, syllables, and phonemes.
- Adding and deleting phonemes.
- Substituting phonemes.

### **Animal fun**

Animal Fun is an evidence-based program designed by physiotherapists, occupational therapists and psychologists from Curtin University's Health Sciences Faculty to improve the motor skills and social skills of young children aged 3 to 6 years.

### **Promoting Alternative Thinking Strategies (PATHS)**

The PATHS program is grounded in social and emotional learning (SEL). The PATHS curriculum is a comprehensive program for promoting emotional and social competencies and reducing aggression and behaviour problems in school-aged children, while simultaneously enhancing the educational process in the classroom.

The goals of PATHS are to:

- Increase children's self-control.
- Increase children's ability to get along with others by improving friendship and social skills such as sharing and caring for others.
- Enhance children's self-esteem, self-confidence and the ability to give and receive compliments.
- Increase children's understanding, communication and practice of the vocabulary of emotions - verbal mediation and dialoguing about feelings with others.
- Help children recognize and understand how one's behaviour affects others.
- Increase children's understanding and use of logical reasoning and problem-solving vocabulary.
- Improve children's knowledge of and skill in the steps of social problem-solving.
- Establish and reinforce basic classroom rules.
- Strengthen self-control and encourage reflective thinking in the classroom.
- Improve children's communication skills with adults and peers.
- Use literature to discuss and promote social and responsible behaviour.
- Increase children's abilities to identify, understand and discuss the variety of feelings people experience in their daily lives.

- Enhance children's abilities to recognise and interpret similarities and differences in the feelings, reactions and points of view in themselves and others.
- Build character development through the reading of biographies emphasising on role-models.
- Promote the development of empathy and understanding the variety of having different perspectives on subjects in class.
- Help children use social problem-solving skills to prevent and resolve problems and conflicts in social interactions.
- Support children in using these skills to improve classroom ecology and academic success.

### PRIME Mathematics

PRIME Mathematics is a world-class program with a curriculum emphasis on understanding fundamental mathematical concepts and being able to apply problem-solving skills.

### Additional support

Our ELC staff also work with many specialists such as occupational therapists and speech therapists who often come and run sessions in the class for various children requiring extra support. Please note that an additional cost will be applied and paid by parents.

## Opening hours

### Kindy:

Monday to Wednesday, doors open at 8:30am for a 8:45am start during school terms.

### Pre-Primary:

Monday to Friday, doors open at 8:30am for a 8:45am start during school terms.

Please visit our website for term dates including pupil free and public holiday dates.

## A typical school day

<b>On arrival</b>	Children choose from a variety of indoor activities.
<b>Daily Devotion</b>	Children start with a short devotion to prepare them for the day.
<b>Small Group/ Individual Time</b>	Children will be involved in the planned numeracy and literacy activities based on the learning program and the individual needs and interests of the children.
<b>Crunch and Sip</b>	A healthy snack is enjoyed, followed by outdoor play.
<b>Group Time</b>	The whole group comes together for games, singing, rhymes, shared reading, news time and play-based learning.
<b>Lunch</b>	Children participate in free outdoor play.
<b>Group time</b>	Students participate in lessons including Sport, Music and Art.
<b>Close</b>	Children help pack up.

## Our School connection

Along with the convenience of being situated on the School grounds, the ELC also offers:

- Visits to the School Library for story time and an opportunity to borrow books.
- Use of the School's play space and sport facilities.
- Interaction with students from the Primary and Secondary School.
- Specialist teacher access and expertise.

## Transition to School

An additional benefit for your child will be the seamless flow into Primary School. Frequent interaction with staff and students in the ELC assists with the familiarisation of the next step in your child's educational journey. The School entry will be a natural continuum of the nurturing Christian care that is experienced at the ELC.

## Accounts

Accounts will be emailed or posted monthly and are to be paid via the Direct Debit or EFTPOS. Variations of payment options to the Direct Debit Payment Plan must be negotiated with the Finance Officer prior to commencement at the ELC.

## Arrival and departures

Doors open at 8:30am for a 8:45am start Monday to Friday. On arrival, please bring your child to the ELC. If someone other than a parent is dropping off your child, please advise a staff member.

## Prompt collection

Please be mindful of collecting your child promptly after each session as children can become upset when parents are late. If someone other than a parent is collecting your child, please advise a staff member. Children will not be released from care to anyone unknown to the staff without prior notice from parents. **Your child can be collected from 3:00pm from Kindy and 3:10pm from Pre-Primary.**



## A new beginning

Your child may feel somewhat anxious about starting school in a new environment. Some children take longer than others to settle, and however much your child may be looking forward to attending the ELC, it will be a new experience. Your child may even begin happily but have anxious moments a few days later or even after several weeks.

This separation and change of routine is a major step in your child's life. Rest assured that the ELC staff are committed to making your child's transition as smooth as possible. Each session begins with established inside activities so that you may remain with your child and help them settle on a chosen activity. Please speak to a staff member if you have any concerns about your child and his or her needs.

In our ongoing commitment to establishing positive relationships with our students and their families we also encourage a home visit by our Kindy teacher to tune into each student's individual interests.

- Always tell your child you are leaving; your child needs to know that they can trust you.
- Please inform us of any significant events that may affect your child's behaviour or emotional well-being.

## Getting ready for Kindy

Here are 10 simple tips for parents and caregivers to help their child prepare for Kindy.

- 1 Read books about starting school i.e. The Night Before Kindergarten, Kindergarten Rocks, Countdown to Kindergarten, Miss Bindergarten Gets Ready For Kindergarten and The Kissing Hand Wemberly Worried.
- 2 Visit the school with your child and talk to them about how they will soon be enjoying fun activities with their Kindy friends.
- 3 Go shopping with your child to purchase school items.
- 4 Allow your child to have input into their lunch box and drink bottle choices to provide a sense of ownership.
- 5 Practice using the lunchbox and drink bottle before commencing school.
- 6 Write your child's name on all items (many children have the same drink bottle and naming the items will greatly assist the teachers).
- 7 Please name all uniform items including the school hat.
- 8 Decide on your morning routine and how you will say goodbye to your child when you leave Kindy. It is really helpful to have a routine so when the Kindy bell rings to signal the start of the school day, your child is comfortable in saying goodbye and reassured that they will see you again later in the day.
- 9 If you need to leave earlier than the bell, please let one of the Kindy teachers know. We can pair your child with a Kindy friend or keep a special eye on them for you.
- 10 Chat with your child about their day. We let you know the activities we have participated in each day so you can discuss what they have been doing.

Please always feel free to chat to one of the Kindy team if you have any questions.



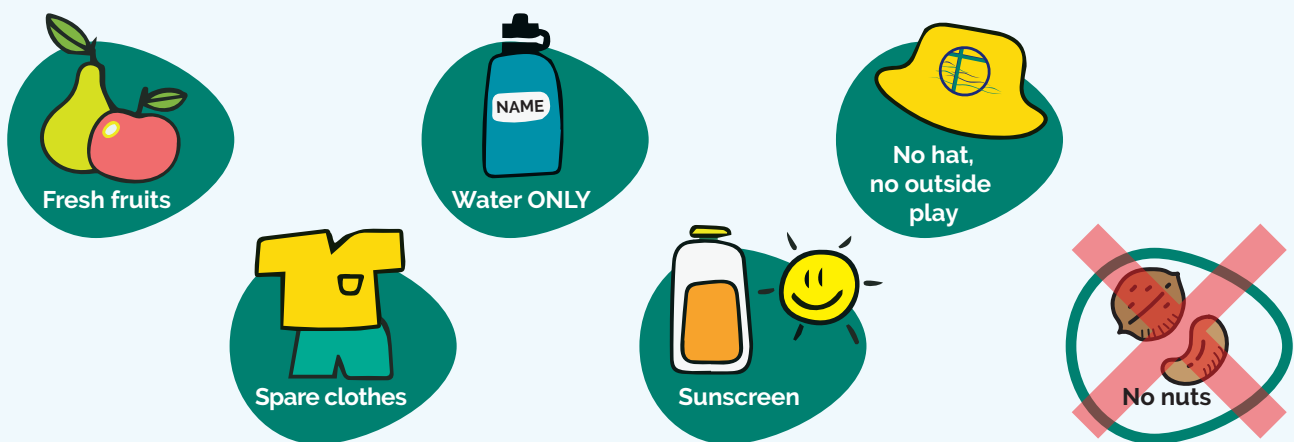
## Toileting

It is a pre-requisite for commencement at the ELC that a child is fully toilet trained. (Pull ups are not able to be used at the ELC). Parents should indicate if their child has a medical condition which makes this requirement difficult or impossible.

## What will my child need to bring to the ELC?

- 1 We encourage our students to bring fresh fruit or vegetables for their 'crunch and sip'.
- 2 A drink bottle with your child's name filled with water only.
- 3 A Living Waters Lutheran College hat with your child's name for outside play is required throughout the year as per our 'No hat, no outside play or activities' policy.
- 4 A set of spare uniform clothes in the case of accidents or water play.
- 5 Sunscreen should be applied before coming to the ELC. Students can reapply sunscreen for the afternoon session. If your child has sensitive skin, you will need to supply named sunscreen.
- 6 Children will require a clearly named library bag for borrowing books from the Library.
- 7 Lunch box with container they can open independently.

Please remember to clearly label all of your child's belongings. We recommend not to bring toys and belongings from home to the ELC as they may be lost.



## Uniform

The ELC uniform is compulsory and is based on the School's sport uniform.

### Boys and Girls:

- **Summer** – School sports shirt, school blue shorts, school socks with black or white trainers.
- **Winter** – School sports shirt, school blue shorts or school blue track pants, school tracksuit jacket, school socks with black or white trainers.

Please be aware that the School hat is mandatory.

## Healthy eating

- The ELC has a Healthy Eating policy. Please ensure that the food you supply is nutritious and healthy. Your child will require a piece of fruit daily.
- The ELC is an 'allergy aware' centre. Some children at the ELC may have severe allergies to nuts or nut products. It is vitally important that products containing nuts are **not** brought into the ELC e.g. peanut butter, nutella, muesli bars, sesame seed rolls, etc.
- All religious and cultural dietary needs will be respected.
- Please inform the staff if your child has a special dietary requirement or a food allergy. Your child will need a clearly named water bottle each day.
- Birthdays are a very special time for children and we enjoy celebrating birthdays at the ELC. Individual cupcakes or treats may be brought to celebrate your child's birthday.

## Medication and illness

If a child requires oral medication to be administered throughout the day, it must be handed to the front office on arrival, accompanied by written and signed instructions.

Please note that a member of staff will call parents if analgesics, including painkillers such as Panadol or Aspirin products are required to be administered to your child. If your child appears to be or becomes ill, you will be contacted as soon as possible. We do not have facilities to care for sick children, so it is important that your child is to be picked up as soon as possible. Health plans are also established for students with asthma and allergies.

- Please do not send a sick child to the Centre.

## Absences

Please inform the ELC if and when your child is absent. You may ring the Parent Reception on (08) 9593 1211 or send an email to [absent@livingwaters.wa.edu.au](mailto:absent@livingwaters.wa.edu.au).

It may also be important that we know why your child is absent.

## Parent participation and volunteering

On various occasions we may require parents to volunteer their time to assist with events such as excursions. Anyone working or volunteering at the ELC are required to have a Working with Children Card. This is free of cost for all volunteers and further information can be obtained from Parent Reception in the Administration Building.

## Behaviour management

At Living Waters Lutheran College, behaviour management is based on four guiding principles:

**We care for each other**

**We work well together**

**We act safely**

**We look after property & equipment**

These principals will be supported in the following positive manner:

- Children will be encouraged in their positive behaviours.
- Children will be reminded of appropriate behavior, and then helped to approach the problem or situation with a new perspective or his or her attention will be diverted to a new activity.

Where a child's behaviour continues to fall outside of the above principles, a gentle reminder will be given and logical consequences will follow where necessary. We may also let you know if this happens so that you are able to follow up and talk about this with your child if and when necessary.

## Taking photos

Please note that you are welcome to take photos of your own child at the ELC, however please refrain from taking photos of any other children, unless you have prior permission from an ELC staff member. Posting other ELC children's photos on social media is not allowed without their parents' permission.

## Special needs

If a child has any special needs (which can include intellectual, physical, social, emotional, sensory and/or medical), information including assessments and/or medical health plans from relevant medical practitioners and or specialists must be provided at the time of enrolment. This enrolment will be determined in accordance with the individual needs of the child and whether the ELC can accommodate those needs. All decisions will be made in accordance with the relevant Disability Discrimination legislation.





## Enrolment procedure

- Applications for enrolment are received at any time.
- A non-refundable fee of \$50 (including GST) is payable on application. The payment of this fee does not guarantee enrolment.
- It is suggested that parents send application forms to the School well before the date of admission, as places are limited.
- An interview with the Head of Primary is arranged soon after the preliminary application is received.
- Parents are informed as to their acceptance immediately after the enrolment interview.
- Once the offer has been accepted you will then be required to pay a family enrolment fee of \$500.
- Upon receipt of the enrolment fee, your son or daughter's place will be confirmed in writing.

### Remember

Please come and talk to us if you have any concerns about your child's behaviour or interactions with others. A full copy of our Behaviour Management Policy is available for your perusal on our website.

Please feel free to ring the College at any time.

**Parent Reception: (08) 9593 1211**



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[www.livingwaters.wa.edu.au](http://www.livingwaters.wa.edu.au)



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