3 Year Old Education Program
Parent Information Booklet
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St John Bosco College currently runs a 3 Year Old Education Program. In 2016 the College will be offering one full day session per class designed to give children who have already turned three an opportunity to participate in a program which caters for readiness for the Four Year Old Kindergarten the following year.

Our 3 Year Old Education Program will run every Thursday. Angela Crane, qualified Early Childhood Teacher and Emily Roberts, a qualified Education Assistant will run the program.

The maximum class size is 20 and once each session has reached its capacity there will be no more places available. Children must have already turned three before commencing. Children will be able to commence the term following their birthday. Children that turn three later in the year can be placed on a waiting list and will be notified when a place becomes available once they have turned three.

Parents please be aware that enrolment into our 3 Year Old Program does not guarantee your child a place for Kindergarten for the following year; you will still need to go through the normal enrolment process for Kindergarten.

Aims of the 3 Year Old Education Program

The National Early Years Learning Framework forms the foundation of the Outcomes and Aims of our 3 Year Old Program. In accordance with this Framework our practices and program will promote the following 5 Key Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

Education Aims in Early Childhood

The aims of early childhood education are:

- Promote College readiness in the child, their family and school.
- To assist each child to develop a positive sense of self and to develop morally and spiritually.
- Encourage self-help and independence in young children.
- Enhance the development of the whole child across the physical, social, emotional, language, and cognitive and spiritual domains.
- Assist children to develop a positive self-image and self-efficacy.
- Encourage parent participation in the College environment.
- Provide an aesthetically pleasing environment that encourages learning in the young child.
- Create a safe, secure and nurturing physical and human environment.
- To acknowledge, value and celebrate each child’s individuality.
• Make available support to parents in relation to the child’s development.
• Include flexibility in the program, which allows for the individual needs of each child.
• Provide a developmentally appropriate program for children.
• To assist children to develop fine & gross motor skills (through such activities as craft, painting, drawing, writing, cutting, play and dance).
• To promote learning through play and other experiences to develop cognitive understandings and to encourage imagination.

Developmentally Appropriate Practice

Developmentally appropriate practice is when an early childhood professional provides a program that nurtures all aspects of a child’s development. The 3 Year Old Education Program at St John Bosco recognises, acknowledges and includes:

• Each child developing at a different rate and that their learning takes place in different ways and at different rates.
• Beginning with the child’s existing skills, strengths and interests and building upon these.
• Allowing each child the time to develop, master and practise new skills and knowledge.
• Encouraging the free movement both indoors and outdoors in the program.
• Allowing each child time for quiet reflection.
• Experiences that provide opportunity for exploration at each child’s pace.
• Stimulating curiosity and wonder in each child.
• Promoting creativity across a variety of areas including art, music and movement.
• Encouraging children’s developing independence.
• The significance of the family as first teacher of the child.
• Utilising all forms of play as the vehicle for learning and teaching.

Arrival / Dismissal Procedures

Parents and children are asked to wait outside the centre when arriving. The doors will be opened at 8:45am.

Students and their siblings are not allowed to use the outdoor equipment before or after sessions. Please discourage your children from doing so.

Parents are required to pick their children up from the
classroom door at the end of the session. No child will be allowed to leave the centre unless accompanied by an adult. If Day Care or another adult is picking up your child, please provide written authorisation with your signed consent in the communication book inside the classroom (Studio 3) door.

Please make sure that you arrive promptly when collecting your child at the end of the session to limit any distress to the child.

Enrolment Details

Please make sure that the administration and teacher have current details, such as address, telephone number, emergency contact numbers and any relevant medical information. Please notify the College administration and the 3 Year Old Education Program staff of any change to address, phone numbers etc. Enrolment details must be kept up to date.

What to Bring to the 3 Year Old Education Program

- A hat (clearly labelled with your child’s name).
- A backpack that they can manage.
- A piece of fruit or vegetable (celery, carrot, capsicum, cucumber, etc) packed separate to lunch for Morning Tea. We encourage healthy eating.
- Their own lunch. Please ensure that their lunch is healthy and your child is able to manage what is packed for them independently. Lunch boxes should be clearly labelled and the contents of them are to be nut-free.
- A spill proof drink bottle containing only water.
- A change of clothes and underwear need to be brought to every session (in case of an accident or wet during water play).

When you arrive, please help your child to place their morning tea in the white baskets outside and their drink bottle on the grey drink trolley. They can bring their lunch box and hat inside and place them in their cubby hole.

What to Wear

We ask parents to send their child in comfortable, casual clothes, which will allow them to join in all activities and to go to the toilet independently. Alternatively the College sports uniform is available for those wanting that option.

Hats must be worn during all outside activities throughout the year. The ‘NO HAT, NO SUN’ rule will be enforced, and hats will not be shared. Please put sunscreen on your child before College begins.
Please clearly label all items of clothing with your child’s name, especially hats, jumpers and shoes and socks to limit loss of clothing & distress to your child.

Foot Wear

Think of safety first when placing shoes on your child. We recommend shoes or sandals (not thongs) suitable for the range of activities your child will engage in at 3 Year Old Education Program Children are encouraged to put their own shoes back on at the end of the session.

Birthdays

Parents are advised not to send in any treats or party favours on their child’s birthday. Rest assured we will certainly celebrate them and their special day in the classroom. In this way, families are released of the cost of providing items for the whole class which can be an unnecessary cost and not affordable for all families.

Parents and the 3 Year Old Education Program

We value parent involvement and hope that parents and grandparents are able to participate in the fun learning experience along with the children.

A parent help roster will be established during the second term and operate throughout the year. As the purpose of the parent help roster is to provide an opportunity for parents and children to work together in the 3 Year Old Education Program setting, we ask that babies and toddlers do not accompany parents whilst they are on roster.

If parents wish to discuss the progress of their child with the teacher, an appointment should be made. To avoid distraction, children should not be present at these interviews.
Roster Duties

- Join in the activities with the children, always allowing the child to complete the activities themselves.
- Model speaking, listening, reading and writing for the children.
- Help the children get the most from their learning experiences by listening, talking, questioning and encouraging.
- Assist with outdoor activities and packing away indoor and outdoor equipment.
- Supervise the children while they play.
- MOST OF ALL COME IN AND JOIN IN THE FUN!

Notice Board

Stay informed by reading the notice board, as this is our most effective way to communicate directly. Please inform administration of your email address so that you can receive notifications from the College. The children will have their own pigeon hole in which notes and ‘work‘ will be placed. This is to be checked at every session.

Sharing Knowledge

We welcome parents/grandparents willing to share their work, interests or hobbies with the children. Some ideas include playing a musical instrument, cooking, collections (rocks, shells, dolls) and community work (police, fire fighter, doctor).

Illness

For the sake of your child and the health of others, please do not send your child to the 3 Year Old Program if they are sick or unwell. In the case of infectious diseases (measles, chicken pox, head lice, eye discharge etc) please ask about quarantine periods. If your child suffers from asthma or allergies please notify us on enrolment so that we are aware of your child’s condition. If your child becomes ill while in our care you will be notified immediately. Please make sure your contact details are kept up to date so that you are easily contactable.

‘Allergy Aware’ College

St John Bosco College is an ‘Allergy Aware College’ due to a number of students with life threatening allergies, therefore all foods containing nuts (for example peanut butter, Nutella, fruit and nut bars etc) are not allowed at the College. Please check ingredients listed on muesli bars as most contain almonds or other nuts.
A. Positive Classroom Environment.

The teacher will foster a positive class environment, which will encourage children's learning in the following ways:

1. Building positive relationships with children and amongst children.
3. Listening effectively.
4. Responding in ways that enhance positive feelings of self worth in the children.
5. Establishing classroom responsibilities with the children.

B. Managing Student Behaviour.

In the event that a child’s behaviour is disruptive and needs correcting, the following steps will be taken by the teacher:

1. Redirect the child, reminding the child, in positive terms, the expected behaviour.
2. A “cooling off” period may be needed so the child can calm down.
3. Contact with the parent may be made if necessary.
Below is a list of resources that would be helpful to us in the 3 Year Old Education Program. We would be grateful if you could provide any items of the list below.

<table>
<thead>
<tr>
<th>Braids</th>
<th>Fur</th>
<th>Fringes</th>
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<tbody>
<tr>
<td>Buttons</td>
<td>Beads</td>
<td>Confetti</td>
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<tr>
<td>Crepe paper</td>
<td>Cellophane</td>
<td>Paper cups</td>
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<tr>
<td>Greeting cards</td>
<td>Carpet squares</td>
<td>Gift wrapping</td>
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<tr>
<td>Gum-nuts</td>
<td>Dried leaves</td>
<td>Patty pans</td>
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<tr>
<td>Old clocks</td>
<td>Nuts &amp; bolts</td>
<td>Screws</td>
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<tr>
<td>Old jewellery</td>
<td>Plastic coat-hangers</td>
<td>Tyre inner tubes</td>
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<tr>
<td>Paper plates</td>
<td>Paper doilies</td>
<td>Silver paper</td>
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<tr>
<td>Ribbons</td>
<td>Raffia</td>
<td>Knitting yarns</td>
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<tr>
<td>Round dowelling</td>
<td>Rubber bands</td>
<td>Pine cones</td>
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<tr>
<td>Sand paper</td>
<td>Calendars</td>
<td>Corrugated paper</td>
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<td>Sequins</td>
<td>Leather</td>
<td>Lace</td>
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<tr>
<td>Sheep wool</td>
<td>Corks</td>
<td>Straw</td>
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<tr>
<td>Shells</td>
<td>Cotton reels</td>
<td>Pebbles</td>
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<td>Shirt boxes</td>
<td>Shoe boxes</td>
<td>Small tray</td>
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<tr>
<td>Sponge</td>
<td>Curtain rings</td>
<td>Socks</td>
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<tr>
<td>Straws</td>
<td>Pipe cleaners</td>
<td>Felt</td>
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<tr>
<td>String</td>
<td>Pantyhose</td>
<td>Clothes pegs</td>
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<tr>
<td>String bags</td>
<td>Soap</td>
<td>Wood shavings</td>
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<tr>
<td>Tissue paper</td>
<td>Suitable magazines</td>
<td>Washers</td>
</tr>
<tr>
<td>Twigs</td>
<td>Bark</td>
<td>Ceramic tiles</td>
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<tr>
<td>Fabrics (remnants, sheets, pillow slips)</td>
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<tr>
<td>Tubes from paper towels (not toilet rolls)</td>
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<tr>
<td>Wall paper pattern books,</td>
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<td>Plastic tops (from pressure pack sprays),</td>
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<tr>
<td>Soft plastic covered wire, cartons (not cigarette boxes, egg cartons, match boxes, prescription or pet food boxes).</td>
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- Please check the ingredients list on food packages and ensure they are ‘Nut Free’.
- Please make sure items are clean and dry.

We look forward to a very happy and rewarding year.