Important Information

Address:              Hawker Approach  
                      Busselton WA 6280

Principal:            Mr Ted Kosicki

Head of Early Childhood:  Mrs Kathryn Campbell

Pre-Kindergarten Teacher:  Mrs Helen Mullen
Pre-Kindergarten Education Assistant:  Mrs Linda Humphrey

Reception:              9752 5252

Session times:          TUESDAY  
                        LGG: 9:00am-11:30am
                        THURSDAY:  
                        LGM: 9:00am-11:30am

Location:              GMAS Little Georgies Room  
                        Early Childhood Centre
Philosophy

Little Georgies has embraced the Early Years Learning Framework (EYLF), which ensures your child receives a quality educational program in an early childhood setting. We appreciate that this is a vital time for them to learn and develop.

Our philosophy is for all children to experience play-based learning that is engaging and builds success for life.

Little Georgies staff will work in partnership with you, your children’s first and most influential educators, to develop learning programs responsive to children’s ideas, interests, strengths and abilities, and promote learning through play.

The EYLF describes childhood as a time 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 living 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. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Play is a very important part of Little Georgies. Through play, young children explore and learn to understand the world around them, as they come to communicate, discover, imagine and create. When children are playing, they are showing what they have learned and what they are trying to understand.

By embracing and using the EYLF, Little Georgies will guide your child’s play by carefully designing intentional activities and providing stimulating indoor and outdoor learning environments.
Little Georgies Learning Goals:

We will assist your child in developing:

- A strong sense of identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in their learning; and
- Effective communication skills.

Little Georgies staff will observe your child’s learning, so they can build on it and plan the next steps. They will do this by listening, watching and talking to your child. We will keep in touch with you regularly to discuss your child’s progress.

By working together, parents and Little Georgies staff can enhance your child’s learning and wellbeing.

Daily Prayer:

In keeping with our Anglican ethos, each session, the children will share a prayer before morning tea.

Helper’s Roster:

As part of your commitment to the program, we require one helper for each session. This is vitally important, as it allows for the smooth running of the session and also provides an opportunity for you or the helper, to share your child’s experience in the Early Learning Program. This is most valuable and will contribute to the success of the program.

It is well known that children learn best when they have secure relationships with caring adults. When they develop trusting relationships, they feel more confident and able to explore and learn. Having a helper in the classroom assists the children to feel emotionally secure and allows them to interact positively with others and gradually learn to take responsibility for themselves.

Parental Involvement:

As the most important person in your child’s life, you can make a difference by talking regularly with Little Georgies staff and asking about your child’s learning. We greatly value communication and provide a weekly newsletter to provide information about the Pre-kindergarten program, upcoming events and relevant material about children’s learning and parenting support.
Arrivals and Departures

Please sign the attendance book as soon as you arrive at Little Georgies. Our session begins at 9am, so parents are welcome to arrive anytime before this, to allow your child time to unpack and settle.

Parents or the authorised person are encouraged to sign the attendance book at the beginning and end of each session. If you need to take your child out for an appointment and then bring them back again, please remember to sign them out, and then in again. This is so we have a record of the number of children at Little Georgies in case of emergency.

Emergency Contact:

All families are encouraged to provide at least two emergency contact people and their phone numbers before your child commences the program. It is essential that these details are accurate and up to date. If these contact people or numbers change, please advise staff as soon as possible.

Absentees:

If your child is absent from a session for whatever reason, please advise the teacher, if possible, or phone Student Services on 97525270 and they will direct the call to the Early Learning Centre.

Hours of Session:

LGG (Session 1): Tuesday 9:00am- 11: 30am
LGM (Session 2): Thursday 9:00am- 11:30am

School Term Dates 2014

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<tr>
<th>Term</th>
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<tr>
<td>Term 1</td>
<td>Monday February 2^{nd} - Thursday, April 2^{nd}</td>
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<tr>
<td>Term 2</td>
<td>Wednesday April 22^{nd} - Friday, July 3^{rd}</td>
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<tr>
<td>Term 3</td>
<td>Tuesday July 21^{st} - Friday, September 25^{th}</td>
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<td>Term 4</td>
<td>Tuesday October 13th - Monday 7^{th} December</td>
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Little Georgies Induction Day
Friday January 30^{th}, 2015

Updated January 2015
To be revised December 2015
**Enrolment:**

Before a child can be admitted to “Little Georgies”, the enrolment form must be completed and all documentation provided. Little Georgies MUST be 3 years old and are encouraged to be able to independently toilet themselves.

**Bag:**

A clearly named bag should be brought each day, to bring things to and from Little Georgies.

**Food:**

Children are encouraged to bring a clearly named water bottle and plastic container with a piece of fruit and healthy snack. Our formal snack break will be mid-way through the session, however, when the children indicate they are hungry, they will be able to have a snack. All children should have sufficient water for the session. To encourage independence, your child will be encouraged to open their water bottle and food container themselves, however, we are here to help if needed. We encourage students to bring healthy food and snacks at break time as GMAS has a Healthy Eating Policy, because of this, we discourage lollies, chips or chocolate etc. As we may have students who have an allergy to peanuts, please try not to send any food containing nuts.

**Clothing:**

Children will need to wear clothing that is unrestrictive and easy for them to manage. Children will be involved in lots of messy activities, both inside and outside the classroom. Children are allowed to remove their shoes during outdoor play. Velcro fasteners are encouraged on shoes, to assist students when putting shoes back on.

**Birthdays:**

Children can celebrate their birthday at Little Georgies by bringing along a cake to share. Small cupcakes are a great idea. Sweets, chips etc. are not encouraged due to our Healthy Eating Policy.
Things to Bring:

These items are necessary in Little Georgies:

- Labelled drink bottle
- Labelled hat
- Change of clothes (for ‘messy’ play/toileting accidents)
- Small container of healthy snacks
- Piece of fruit.

Emergency Procedure:

All staff will participate in regular emergency evacuation procedure practices.

Hygiene:

Children are encouraged to wash their hands thoroughly before eating and after toileting. This is modelled to the children.

Illness:

If children become ill at school, parents will be notified immediately. Proper care will be taken of your child until he/she is able to be collected. If parents cannot be contacted, the emergency contact person will be notified.

If children are on medication, staff must be notified and details recorded in the Medication Book that staff and parents then have to sign. When medication is given to a child, details of dosage, time administered and by whom will be recorded in the Medication Book by the staff member. A second staff member will check the dosage and also sign the Medication Book.

If a child has an accident, staff will administer First Aid. A record of all accidents is kept and will be signed by a staff member and acknowledged by the person collecting the child.

Parents must advise GMAS if their child has an infectious disease. Children who have been vomiting or suffering diarrhoea must have at least 24 hours rest from Pre-Kindergarten since the last attack. No sick child should be sent to school. A list of exclusion information is available on request at the Early Learning Centre.
**Medications:**

Prescribed medication will only be administered when the Early Learning Centre has precise written authorisation. All relevant sections of the Medication record Book must be completed. All medication must be handed to a staff member and **NEVER** left in a child’s bag.

Staff will only administer prescribed medication that is the original container bearing the original label, in the child’s name, and only the prescribed dosage. GMAS must receive clear and detailed written information about the need for and use of preventative and emergency medication (e.g. asthma). A special form is available for this purpose.

**Infectious Diseases:**

To prevent the spread of infectious diseases and H.I.V., children use their own eating and drinking utensils. Staff uses disposable gloves to treat all incidents that entail bodily fluids.

**Separation Anxiety:**

If your child has difficulties separating from you, you are welcome to stay until we begin our Mat Session. We like to work in partnership with you to build your child’s confidence and to make them feel as comfortable as possible. It is necessary for you to leave, so we can begin this process. If your child remains upset, staff will contact you.

**Materials:**

A great deal of artwork which children are involved in requires recycled ‘junk’ materials. At times we will request items to bring for the Recycle Box. Some of these items include:

- Cards
- Boxes and packets (large and small)
- Material scraps
- Buttons and beads
- Cardboard
- Lace and ribbon
- Foam meat trays
- Wrapping paper
- Tops (bottles, containers, spray cans)
- Lids (ice cream, margarine)

*Updated January 2015*

*To be revised December 2015*
- Recycled materials (Plastic containers, cylinders – no toilet rolls please)
- Soft wood for carpentry
- Old saucepans, pots, pans for sand and water play
- Paper suitable for painting/gluing/cutting

**Newsletters:**

Newsletters are posted on the GMAS website every Friday afternoon during the term.
http://www.gmas.wa.edu.au/woag1.htm

**Parental Concerns:**

Communication between home and Little Georgies is such an important aspect of your child’s learning. Please feel free to talk with staff about any concerns you have regarding programs or procedures. Any ongoing concerns can be directed to the Head of Early Childhood, Mrs Kathryn Campbell at kca@gmas.wa.edu.au

**Sunscreen:**

All children are required to wear a clearly named broad brimmed hat for outdoor play. SPF 30+ sunscreen should be applied before each session. If sunscreen has not been applied, you will need to sign the authority for staff to assist in the application of sunscreen on your child. If your child has a particular sensitivity to sunscreen, please provide an alternative, which has been clearly labelled with your child’s name.

**Toys:**

Toys can potentially cause problems in the Early Learning Centre, so, because of this reason, we discourage children from bringing them in. We do however invite them to bring in items of interest such as books and things they may have collected, to share with the rest of the group.

**Assessment:**

There is no formal assessment for the Little Georgies Program. This will begin in Kindergarten. Staff are always happy to discuss your child’s progress at Little Georgies at any time.
Communication:

To make any year at GMAS successful requires strong, open lines of communication between home and school. We see your child’s education and wellbeing as a very important partnership. To ensure we move consistently towards the same goals for your child's Pre-Kindergarten journey, we need to communicate honestly and openly with each other. If there are any uncertainties or concerns, please do not hesitate to contact us, either by speaking after a session, phoning or emailing. hmu@gmas.wa.edu.au

We are so looking forward to working with you and your family to ensure that your child has the best possible start to their schooling at GMAS, in Little Georgies.

Thank you for making the decision to join our GMAS School Community.

Mrs Helen Mullen  
Pre-Kindergarten Teacher

Mrs Linda Humphrey  
Pre-Kindergarten Education Assistant