



MANDURAH  
BAPTIST COLLEGE

BE STRONG & COURAGEOUS



# 2025 Pre Kindergarten Handbook

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# Welcome from Head of Primary

*When we speak of children, we must remember that in each case a promise, a future and irreplaceable life is at stake.*

It is my pleasure to welcome you to Mandurah Baptist College Primary School - a vibrant, compassionate and caring community where staff, parents and children grow and learn together.

Our core College values of Faith, Growth, Relationships, Excellence and Integrity provide the framework for teaching and learning at Mandurah Baptist College Primary School. With a commitment to excellence in all areas - intellectual, physical, emotional, social and spiritual - it is our aim to help children build strong foundations that will equip them well in the future while encouraging the development of lifelong learning habits.

In the following pages you will find information that will assist you in understanding the day-to-day management and operation of our Primary School. Should you require any further information or wish to discuss any concerns, please do not hesitate to contact us. We welcome your enquiries. MBC staff consider it a privilege to journey with you as together we seek to create an environment that encourages, nurtures and challenges your child to become the very best they can be!

*Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

**Rob Gratton** | Head of Primary



# General College Information

## Mission

To provide an excellent education in a Christian context, developing life ready students who reflect the character of Jesus.

## Vision

To be the school of choice in the Mandurah region, deeply grounded in our Christian faith, renowned for our holistic approach, excellent educational opportunities and pastoral care.

## Core Values

Our Core Values as a College are;

- **Faith**  
We are committed to becoming more like Christ in all we do.
- **Growth**  
We are committed to continuously learning, improving, innovating and striving to know and reach our potential.
- **Relationships**  
We are committed to each other, caring for and protecting the MBC community.
- **Excellence**  
Excellence honours our calling and we are therefore committed to best practice and creating value for the MBC community.
- **Integrity**  
We are committed to knowing and doing what is right and behaving in a way that sets an example for the community around us.

## College Aim

The aim of the College is to provide a comprehensive curriculum which caters for the individual needs of all students and that fosters a lifelong desire for learning and excellence. During their time with us, students are encouraged to develop:

- A love for learning and always striving to their maximum potential.
- Life skills and knowledge about utilising personal talents.
- Self-discipline.
- Respect for self and others.
- A personal awareness of God and the application of biblical principles.

## The Founding of Mandurah Baptist College

Mandurah Baptist College was founded by the Board of Directors in 2005 after the successful establishment of Winthrop and Somerville Baptist Colleges. At its commencement, the College comprised 86 students, five teachers, one administration staff member and three classrooms. The College now caters for students from Pre Kindergarten to Year 12 with over 1400 students.

## Motto

The College motto is "Be strong and courageous".

## Contact

Mandurah Baptist College  
22 Catalina Drive  
Lakelands  
WA 6180

Telephone: (08) 9583 7000  
Website: [www.mbc.wa.edu.au](http://www.mbc.wa.edu.au)  
Email: [admin@mbc.wa.edu.au](mailto:admin@mbc.wa.edu.au)

Postal: PO Box 4116  
Mandurah North  
WA 6210

### **Pastoral Care and Behaviour Management**

Staff at Mandurah Baptist College are committed to building positive and meaningful relationships with students to optimise each child's learning potential. A strong Pastoral Care program operates throughout the College for the care and nurturing of our students. The Primary School has a Chaplain and a Psychologist should you have any concerns or issues you would like to bring to their attention. Please speak to your child's teacher or call the office on (08) 9583 7070 to make an appointment.

Appropriate behaviour is expected, taught and affirmed using the 123 Magic program. Boundaries and expectations for behaviour are clearly defined and explained to students. Consistent consequences are enforced. Where appropriate, students are involved in determining boundaries and consequences, thereby encouraging them to take responsibility for their actions.

Each member of the staff and student community has the right to feel comfortable and safe at school. To this end there is no tolerance for the following:

- Vandalism
- Harassment – verbal, physical, bullying, cyber
- Possession and / or sale of illegal substances, materials or implements

For more detailed information, full policies regarding student management, bullying and pastoral care are available from the Principal on request.

### **PK-12 Newsletter**

The Pre K-12 Newsletter is sent to parents/guardians fortnightly throughout the term via the College App.

### **MBC App**

The College app is used to communicate directly with parents/guardians. It works on both smart phones and smart devices (such as iPads and Android Tablets). Installation instructions are available from the South Administration Office.

### **Parents and Friends**

Parents are very welcome to be part of Parent and Friends (P&F) at Mandurah Baptist College. The College will notify parents of when the P&F meetings will be held.

### **Custody Arrangements**

The College must be notified in writing of any changes to your child's custody arrangements. If a shared Parenting Plan is in place, please provide the College with any paperwork relevant so communication rules can be put in place.

### **College Administration – Primary**

The South Administration Block is open Monday to Friday, excluding Public Holidays. The office hours are 8.00am to 4.00pm with any variations of opening times communicated to families.

### **Storypark**

Storypark is used to document and communicate your child's learning in the early years.



# Statement of Philosophy



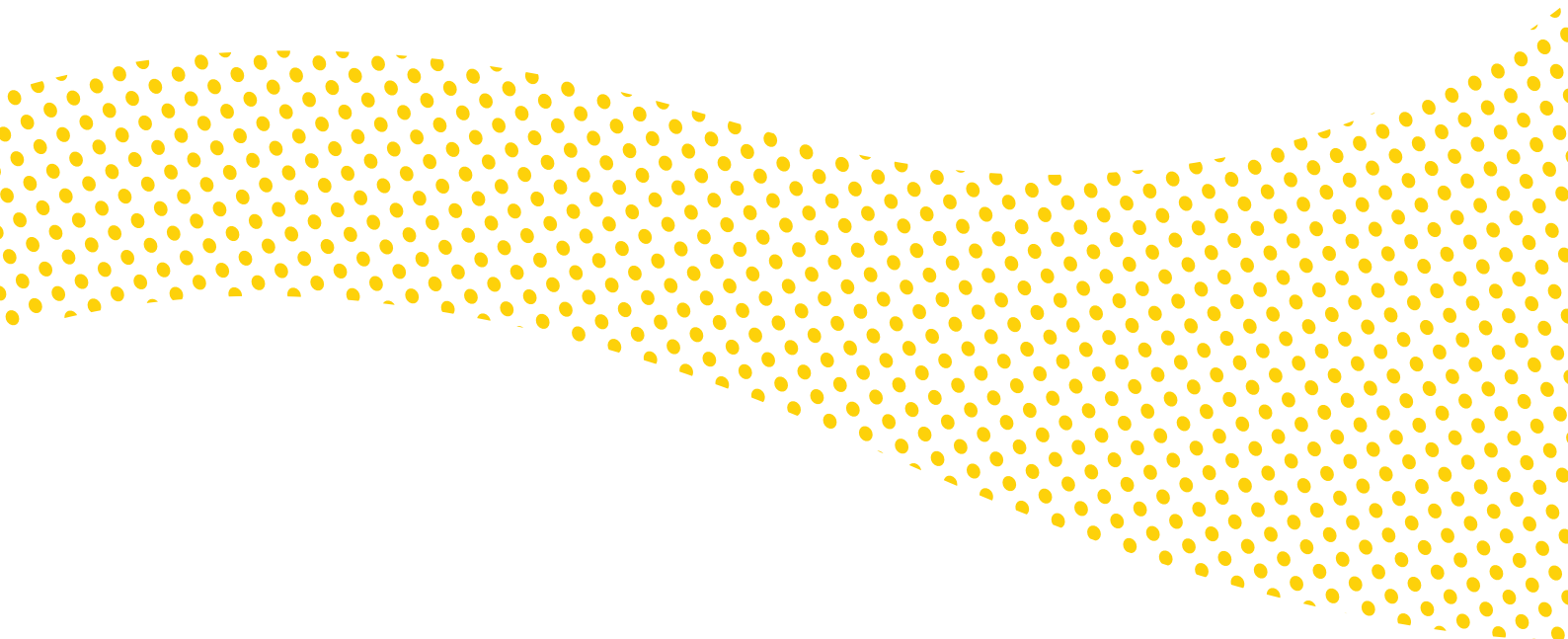
The Mandurah Baptist College (MBC) Early Childhood Education (ECE) Statement of Philosophy outlines the principles under which our College operates from Pre Kindergarten through to Year 2.

Our Statement of Philosophy reflects the principles of the National Quality Framework, the Early Years Framework, the Western Australian Curriculum and Assessment Outline, the Pre Kindergarten Curriculum Guidelines and the mission, values and motto of Mandurah Baptist College. It guides the decisions, policies and daily practices of all staff working within the early years at MBC and assists in planning, implementing and evaluating quality experiences for all children.

Our Statement of Philosophy underpins consistency and continuity in working with children and their families from their entry into the College at Pre Kindergarten to the end of Year 2. It guides the development of shared, common and clear goals and helps create a united staff team.

Our Statement of Philosophy is a fluid and 'living' document that changes as new insights are gained and practice is evaluated. It is reviewed annually.

To read our most current Statement of Philosophy please visit our College website at [www.mbc.wa.edu.au](http://www.mbc.wa.edu.au) and choose 'Our School' then select 'ELC & Primary School' and then 'Teaching and Learning'.



# Curriculum





At MBC we are guided by the Early Years Learning Framework when planning our learning experiences in Pre Kindergarten. As such, our curriculum is not based around set subjects such as Mathematics, Science and English, rather integrated through inquiry and play. Fundamental to this framework is a view of children's lives as characterised by *belonging, being and becoming*.

There are five key learning areas that form the foundations of the Early Years Learning Framework :

### **Identity**

Children will be encouraged to act with increasing autonomy and inter dependence whilst feeling safe, secure, accepted and supported. They will build knowledge and confidence in their self-identities whilst being encouraged to interact with care, empathy and respect towards others.

### **Connecting and Contributing**

Children will work together to develop their skills for communication and inquiry in relation to themselves and their world. They will learn to explore diversity and respond with respect towards people and the environment.

### **Wellbeing**

Children will become strong in their social and emotional wellbeing whilst becoming increasingly more responsible for their own health and physical wellbeing.

### **Learning and Thinking**

Children will develop a positive disposition for learning and in so doing develop a range of skills and processes for learning and thinking. They will engage in creative and inventive ways of thinking whilst extending numeracy in a personally meaningful way.

### **Communicating**

Children will interact verbally and non-verbally with others for a range of purposes whilst extending their literacy practices in a personally meaningful way. They will understand how symbols and patterns work and express their ideas and make meaning using a range of media. Children will explore resources, tools and information communication technologies to represent ideas and their thinking.

## **Assessment**

We believe that every child's educational journey is unique. In Pre Kindergarten we use a digital program called Storypark which allows us to connect home and school and creates a supportive environment for your child's transition into the school setting. Ongoing feedback is provided to parents and guardians of Pre Kindergarten children through Storypark. This feedback, in the form of annotated photographs or short videos, demonstrates to parents how their child is progressing in terms of the key ideas and content as set out in the Early Years Learning Framework. Formal written reports are not provided in Pre Kindergarten.

Students will participate in a screening process for speech and other developmental milestones which will inform our Educators to know how to support your child at school. Parent Teacher meetings will be held in Term 1. These meetings provide an opportunity for teachers to discuss with parents how their child is settling into Pre Kindergarten and identify areas of strength. At this time, any concerns about your child's development will also be discussed, along with any referrals for additional support or therapy.

Parents and guardians are also regularly encouraged to contact the College if they require further information about their child's progress.

# General Pre Kindergarten Information



## Pre Kindergarten Orientation Program

A 'Stay and Play' session will be held in the Pre Kindergarten classroom during Term 4. This is a session where children and their parents are invited to join the Pre Kindergarten staff for a morning of play, familiarisation, and connection. A Parent Information session will be held in the classroom during this morning; this session will also include a Question and Answer session so you and your child can feel fully prepared for the year ahead.

Details regarding the Pre Kindergarten Orientation Program will be emailed to parents in Term 3 prior to their starting year.

## School Hours

Doors to the Pre Kindergarten classroom will open at 8.30am, with the program commencing at 9.00am. The Pre Kindergarten day will conclude at 2.50pm.

## Pre Kindergarten Days

Pre Kindergarten A – Monday and Wednesday

Pre Kindergarten B – Tuesday and Thursday

*Please note, the above days are subject to change depending on program interest and/or demand.*

## Daily Pre Kindergarten Routines

A timetable can be found on the classroom door at the commencement of the year. In Pre Kindergarten we follow a timetable to establish routine. However, we are very flexible within our day and love taking advantage of incidental learning opportunities.

On arrival we would like your child to:

- Hang their bag on their hook.
- Put lunch boxes, hats and pillows into locker.
- Engage in play with either you or their friends, until the bell is rung.

Routines:

- Worship
- Indoor learning
- Fruit (morning tea)
- Outside learning
- Lunch
- Rest time
- Outdoor learning and play
- Indoor learning
- Story time/reflections of the day
- Goodbye

Children have the opportunity to access a variety of activities each day. Activities will vary daily and include indoor and outdoor play, cooking, story reading, painting, craft activities, songs, games and much more. Educators will work with us each day to ensure that children are catered for according to their needs and abilities.

As a Baptist College we teach and model the Christian faith in many and varied ways - morning devotions, Bible stories, prayer time and grace before meals. We help children to develop in the following domains - intellectual, physical, social, emotional, spiritual and creative. The development of their identity is central to all of these. Play is highly valued in our Early Years programs at MBC, and as such is integrated into our days.

## What to bring on the first day...and the next

- **A Cushion:** A small cushion (approximately 20cm x 20cm) with your child's name on for rest time. This cushion will be taken home at the end of each day. Children may bring a small stuffed animal for comfort during rest time, but we please ask that dummies be left at home.
- **Hat:** The children are required to wear a College hat every day for outside play. Please ensure that your child's name is clearly written inside the hat.
- **Lunch Box and Water Bottle:** Children are required to bring their own lunch and a piece of fruit each day, packed in clearly labelled containers. Water bottles should also be clearly labelled and will be placed on a trolley outside the classroom, where children can access them throughout the day. Lunch boxes are to be stored inside the Pre Kindergarten classroom in designated cubbies. To ensure the safety and wellbeing of all children, **please do not send any nut or nut based products.** We aim to reduce the risk for children with allergies, and we appreciate your support in helping us maintain a safe environment. We kindly ask that you do not send bottles of milk or food that requires heating. Please pack foods that are ready to eat and suitable for room temperature.
- **Allergies and Medical Requirements:** If your child requires medication which needs to be kept at school, then we will need a doctor's medical action plan for the classroom. Any students on a Medical Action Plan will need to have these provided to the College along with any medication prior to commencement.

- **Uniform:** The children are to wear the Mandurah Baptist College Pre Kindergarten uniform as described in the College's Uniform Policy document. Long hair should be tied back with plain navy, gold or black hair ties. Please ensure that all uniform items are clearly labelled with your child's name. Refer to [page 15](#) for further uniform policies.
- **Spare Clothes:** In case of an 'accident' please supply your child with a normal set of spare clothes in their bag. To make it less obvious to the other children, navy pants and T-shirt would be preferred.

## Getting Started

### Name Recognition

It is very helpful if children answer to their names. Some children recognise their first name but may need help to become familiar with their surname. Next, teach your child to recognise their name when it is written, so that they can begin to locate their name tags and belongings.

### Toileting Requirements for Pre Kindergarten

To support a smooth and successful transition into our Pre Kindergarten program, all children must be independently toilet trained prior to commencement. This means that your child should no longer be wearing nappies and must be able to manage their toileting needs with minimal assistance.

### Toilet Routine

You can help your child prepare for a school routine by establishing consistent toileting habits at home. It is essential that your child:

- Can recognise when they need to use the toilet and go independently
- Is able to manage basic hygiene tasks such as wiping, flushing the toilet after use, and washing their hands
- Can redress themselves afterwards with minimal help

These self-care skills are an important part of school readiness and promote your child's independence and confidence in the classroom.

### Why Toilet Training is Important

Ensuring your child is fully toilet trained is not only crucial for their personal development but also for the smooth running of our classroom programs. We understand that occasional accidents can happen, and our educators will support your child with care and discretion. However, if a child has ongoing toileting issues, we will arrange a meeting with families to discuss the best plan moving forward to support the child's needs.

**We appreciate your support in preparing your child for a confident and successful start to Pre Kindergarten.**

### ELC Gates

The Early Learning Centre (ELC) gates will be locked each day from 9.05 am to 2.45pm. Should you need to come collect your child within these times, all parents/visitors will need to enter the College via the front office and sign in before proceeding to either of the ELC classrooms.

### Parent 'Stay & Play'

A parent roster will be set up once our Pre Kindergarten students have settled into a routine. A roster indicating times and availabilities will be provided in the classroom. All rostered helpers will need to sign in at the South Administration Block before coming to the ELC to help and then sign out at the South Administration Block when leaving.

### Volunteers

Anyone who volunteers at the College in any capacity (classroom help, excursions, sport carnivals etc.) is required to sign in at the office. Information specific to the role may be required. Please check with Reception.

### Volunteer Working With Children Check Card

All volunteers who are over 18 years of age and who are not a parent of a student in the College must have a Working with Children Check (WWCC) Card to be able to carry out volunteer work in the College. This means that all other relatives, including grandparents, need to gain a Working with Children Check Card to be able to volunteer at the College.

If the person has a current WWCC Card it will be necessary for them to bring their WWCC Card with them when they volunteer so that their card can be sighted by office staff and details recorded. Grandparents and extended family members will not be able to volunteer or attend special days at the College without either a WWCC Application Receipt or a current WWCC Card.

## Toys

Unless children are requested to bring a specific toy for a learning activity please leave all toys at home. They can cause negative peer pressure and inappropriate play. No responsibility can be taken for lost or broken toys. Comfort items (such as teddies) are welcome to help settle children if required.

Pre Kindergarten is a war-toy free zone and violent role play games are discouraged.

## Birthdays

We enjoy making children feel special as they celebrate birthdays. You are most welcome to send a cake to share on your child's birthday. The most manageable method is to send a small iced cup cake for each child. If you have party invitations please give them directly to the teachers to discretely put in folders or arrange hand-out off school grounds.

***\*\*Please note that we highly discourage ALL NUTS & NUT PRODUCTS for the safety of our students with severe allergies.***

## Medication

If your child needs to take any medication during the school day, (e.g. antibiotics) the parent/guardian must complete an Authority to Administer Medication form through the front office. Parents may also come to Pre Kindergarten during the day and administer medication to their child.



# Student Drop Off & Pick Up Information



### Arriving at School

If you arrive early and the classroom door is shut or outside gate is locked, we want you to know that we are preparing for the day and would appreciate that you wait until the door or gate is open. Once the door is open, please bring your child into the classroom rather than letting them come in by themselves (for safety reasons) and in case we need to speak with you.

Throughout the year in Pre Kindergarten we would love your child to grow in greater independence. To help us foster this, please encourage them to put their drink bottle, lunch box, pillow and folder where they belong, by themselves.

Children with their parents can move onto a book, puzzle or 'early birds' activity located on the tables. Once children hear the bell, this is the signal to put away their activities and for parents to give a clear and defined goodbye. This allows children to become secure that you will always let them know when you are leaving.

### Leaving your child

Some children may experience some separation anxiety and become distressed at their parents leaving them, however, sometimes the best (and hardest) way is to simply leave your child with the teachers, wave goodbye and leave. We will contact you if your child is inconsolable.

### Child Collection Arrangement

An Authority to Pick-Up Form will be sent out at the commencement of the year for you to list people who may collect your child. We have this policy in place to protect you and your child and feel that any inconvenience caused is worthwhile to ensure your child's safety.

At the end of each day the children will be seated on the mat ready to go home. When the door opens, we will dismiss each child when we see you. This allows for a safe handover to you. Children will NOT be allowed to leave with an adult or sibling other than the parent or carer nominated on the child's 'Authority to Pick Up/Drop Off' form at the beginning of the year, or unless parents have notified the College in writing. Please note that all Pre Kindergarten students must be collected by an approved adult carer.

If someone different is to pick up your child from Pre Kindergarten, we ask that you notify us beforehand by informing the Administration Office.

The Pre Kindergarten day ends at 2.50pm, which is when we will start dismissing children one at a time directly to parents and care givers. We appreciate you making the effort to be punctual, to reduce any worry from your child. If you are running late, please inform the Primary Administration and we will take your child to the South Administration Block to wait.

### Late Arrival or Early Pick Up

When a parent or caregiver is required to collect a student from the College during school hours, and upon their return, please report to the South Administration Block. You will be required to sign a register indicating that the child has been taken from the school premises or returned to class. This is the same requirement should a student arrive late to school, after the commencement bell, or should a student need to leave early, before the official end of the school day.

### Absentees

Accurate record keeping of school attendance is a legal requirement for the College, therefore all absences must be notified. When unexpected absences occur or if your child is unwell, please **make a call by 9.00am on the day that your child is away to the South Administration Block (08) 9583 7070**. The College can also be notified via email or the College App of any student absences. Upon their return to school, a note signed by the Parent/Guardian must be given to the relevant teacher. A medical certificate may be required to explain prolonged absences.

# Uniform





Mandurah Baptist College has established a uniform code which states that all students who attend the College will be required to wear College uniform. This contributes to:

- The fostering and enhancement of the public image of the College;
- Improving morale, team spirit and pride in the College;
- Ensuring that students are safely dressed for College activities;
- Encouraging equity among students, reducing rivalry;
- Identifying non-College children on campus.

All children are required to wear the College uniform in a manner which is a credit to the student and the College.

### **Uniform Shop**

The Uniform Shop stocks the complete range of Mandurah Baptist College uniform requirements with the exception of footwear.

### **General Opening Hours**

Monday to Friday  
8.15am to 9.30am  
1.00pm to 3.30pm

Any variations or additional opening times will be communicated to parents/guardians via the College app. The Uniform Shop is located in the carpark between the North and South Administration blocks and can be contacted on (08) 9583 7004 or pop in a talk to our friendly staff.

Please see the Uniform Policy located on our website [here](#) for more information.



# Health, Safety & Wellbeing



## Immunisation

The College is not permitted to enrol a child in the school before the child's compulsory education period unless the child has the required up-to-date immunisation-related documentation or is exempt. Please refer to the Department of Health website for more information.

The College will only enrol a child:

- whose AIR Immunisation History Statement (no more than two (2) months old) is 'up to date';
- who if following an approved catch-up schedule as indicated on the child's AIR Immunisation History Form (no more than six (6) months old);
- who has a valid immunisation certificate issued or declared by the Chief Health Officer; or
- if satisfied the child is exempt because of particular family circumstances.

If your child has further immunisations after enrolment, please provide an updated Immunisation History Statement prior to their start/commencement date.

## Illness

Although it may be inconvenient, please do not send children to Pre Kindergarten if they are sick. Remember the impact on other families. If your child is ill, or absent, a signed note should be given to the teacher when your child returns. The following illnesses require exclusion from school:

- Chicken Pox
- Head Lice
- Mumps
- School Sores
- Cold Sores
- Diarrhea
- Influenza
- Vomiting
- Measles
- Ringworms

## Infectious Diseases

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

- 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 stages are set for your information:

**Chicken Pox:** Exclude from school. Re-admit when sufficiently recovered. Some remaining scabs are not an indication for continued exclusion. Contacts: do not exclude.

**Measles:** Exclude from school. Re-admit on medical certificate of recovery, or 7 days after appearance of the rash if well. Contacts: do not exclude immunised contacts. Non-immunised contacts should be excluded for 13 days after the appearance of rash in the last case identified in the school.

**Mumps:** Exclude from school. Re-admit on medical certificate of recovery. Contacts: do not exclude.

**Ringworm:** Exclude from school. 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. Re-admit on recovery.

**Scabies:** Exclude from school until effective treatment has been instituted. Family contacts will probably be infested and should be treated.

**Nits-Pediculosis:** Exclude from school until effective treatment has been instituted and most nits removed from hair. Contacts: family contacts will probably be infested and should be treated. Weekly checking is recommended.

**School Sores: Impetigo:** Exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

**Slap cheek:** Children with slap cheek are not required to be excluded from school. By the time slap cheek has been identified, the child is no longer contagious.

**Gastroenteritis:** The faeces and vomit of a person with gastroenteritis are usually infectious from the time the person begins feeling ill until at least 48 hours after symptoms have stopped. Keep children home from school for at least 24 hours after symptoms have stopped.

More information on these and other communicable diseases are available on the WA Health Departments website.

## Student Support Services

The Primary School is committed to building and maintaining positive and meaningful relationships with students and MBC families to optimise each child's learning potential and their wellbeing. The Primary School does have a chaplain and school psychologist who are available to support the educational, social and emotional wellbeing of our students. Should you or your child have any concerns or issues you would like to bring to the chaplain or psychologists attention, please feel free to ring on 9583 7070, or you can email directly to our chaplain Mark Fulwood on [markf@mbc.wa.edu.au](mailto:markf@mbc.wa.edu.au) or our school psychologists Mrs Tina Gratton on [tinag@mbc.wa.edu.au](mailto:tinag@mbc.wa.edu.au) or Mrs Nici van Eck-Viljoen on [niciv@mbc.wa.edu.au](mailto:niciv@mbc.wa.edu.au).



# Complaints Policy



Mandurah Baptist College is a community and as such there will be times when parents/guardians will wish to make suggestions, may have a complaint or raise a concern that needs addressing. Mandurah Baptist College takes these issues seriously and welcomes such feedback.

***A complaint will be treated as an expression of genuine dissatisfaction that needs a response.***

Mandurah Baptist College wishes to ensure that:

1. Parents/Guardians have an understanding of how to make a complaint should the need or situation arise.
2. Mandurah Baptist College responds within a reasonable time frame and in a courteous and efficient manner.
3. Parents/Guardians understand that they are listened to and that complaints are viewed as serious.
4. Action is taken where appropriate.

Mandurah Baptist College Complaints Policy and Procedure can be found here on the College website [here](#).

