Welcome to Prep

We are very pleased to be sharing in your child’s education. We believe that education is a combined venture between children, carers, teachers and the community. It is important, therefore that a co-operative teacher/carer relationship is established. Please do not hesitate to contact us to make a mutually suitable time to discuss matters as soon as they arise.

Regards
Toogoolawah State School

General Information

Session Times: 8.50 am – 2.55 pm

Address: Gardner Street
Toogoolawah QLD 4313

Phone: School (07) 54 234 111
Prep (07) 5423 4125

2014 School Calendar

Term 1 28 January – 04 April
Term 2 22 April – 27 June
Term 3 14 July – 19 September
Term 4 7 October – 12 December

There is a weekly assembly for the whole school at the activities hall which the Prep students also attend.
Book List

A4 paper - 2 reams
5 Scrap Book - blank pages (1 uncovered – to be cut)
1 Roll-up Crayons (set of 12)- no names please
5 Pencils – Triangular grip – no names please
2 Glue stick (large)
1 Plastic document wallet (with clip)
1 Top load attaché file with fabric gusset $6.99
2 A4 Year 1 Line exercise books
1 Headphones - NOT earbuds

FROM SCHOOL
1 Portfolio Display folder – Early Years Learning Record ($11.50)
1 Scribble to Script Handwriting Book 1 ($10.50)
1 RE activity book ($3.50)
1 Waterproof Library Bag - see Uniform Store ($8.50)

ADDITIONAL ITEMS
Tissues 2 Boxes 1 per semester
Raincoat (To be kept in school bag at all times)

Costs
Curriculum Levy: - $12 per term. This payment assists in the purchase of items for the use in the Prep classroom. The following list includes but does not cover in its entirety the items purchased:

- Class stationery
  - Sticky Tape
  - Glue
  - Card
  - Coloured Paper
  - Laminating Pouches
  - Pencils
  - Crayons
  - Staples

- Library Books - Standard order
- Cooking Supplies
- Craft Supplies
- CD Purchases
- Games
- Printer Ink
- Sheets & Laundering
- Sunscreen

There will be other small costs for learning experiences such as: Arts Link shows, excursions, and swimming.
**Attendance**

Children must be brought to and collected from the Prep by a responsible adult known to the teacher, however if your child travels by bus or attends Daycare, alternate pick up and drop off arrangements will be made.

If at any time you arrange for someone else to collect your child please inform us of that arrangement beforehand.

There is a sign out sheet at the entrance to be filled in upon collection of your child each day.

As Prep provides a full-time program and is the first official year of schooling in the Australian Curriculum, your child will benefit most and settle into the Prep routine more quickly if they attend daily, and arrive on time.

Commencement of the school day - Doors open at 8.40am. Parents are welcome to come in and settle their child, and set up a time to meet with the teacher if needed. Teaching commences at 8.50am and students settle best into their learning if parents have said their good-byes by then.

Conclusion of the school day - Children are dismissed at 2.55pm to an adult.

Children must not be left unattended in the foyer or yard.
Children’s Requirements

- A bag large enough to carry all belongings. The most suitable bag for Prep (especially if our child travels by bus) is a back-pack, which is able to expand to fit extra belongings, such as drawings, books etc. Please avoid bags which have a tote handle as this can be difficult for the younger child to manage and it can become a tripping hazard for others who are walking nearby.

- A sun safe hat – available from the Uniform Shop

- A library bag (preferable waterproof to protect against unexpected spills) – available from uniform shop

- A spare set of **clearly named clothes** in a plastic bag, to be left at Prep during the year. N.B. These will need to be changed to suit the season.

- Swimming clothes plus towel, clearly named (including sun shirt). Swimming is part of the PE program in term 4.

- A light raincoat – bulky raincoats take up too much room and the children need to keep this coat in their bags everyday. It is preferable to avoid umbrellas as students can struggle to avoid bumping into others with the pointy ends of the umbrella.

- First Break – Children will need sandwiches, yoghurt or salad, plus a drink of juice, milk or water. A full size water bottle is preferable.

- Second Break – Children will need to bring a snack such as fruit, carrot, cheese, boiled eggs or sultanas.

- We encourage independence at Prep therefore please ensure foods are easily accessible by the children

- Highly processed and pre-packaged foods should be limited as this tends to make children have short bursts of energy followed by fatigue. They tend to be less able to concentrate and cannot focus as easily. We encourage and teach the children about healthy eating and your co-operation in providing healthy food helps the children realise the importance of developing good eating habits. We also find that children throw away a lot of pre-packaged foods; the most eaten foods are sandwiches and home cooking.
Clothing

The school uniform is the choice of clothing for Prep. This includes a sun safe hat. Students are not permitted to play without a sun safe hat. These items can be purchased from the School Uniform shop. The most appropriate footwear for a prep child to wear are closed in shoes. Running shoes and sand shoes provide the students with the best flexibility and safety.

PLEASE MARK ALL ITEMS BELONGING TO YOUR CHILD CLEARLY WITH THEIR NAME.
(Anything that can be taken off needs a name on it please)

Health

Children with infectious childhood diseases must be excluded from Prep for the length of time specified by your Doctor or by Health Department ruling. Please notify the Prep immediately if your child has been exposed to any communicable diseases e.g. Chicken Pox, School Sores (Impetigo).

In cases of minor ailments, carers are asked to use their own judgment as to whether a child is fit to attend. If your child has been sick the previous night, they are not to attend Prep the next day as children need 24 hours to recover from vomiting and diarrhoea. Even if they say they feel better and want to come they really do need the time at home to recuperate.

Medicine: If it is necessary for a child to have medicine whilst at Prep, you must fill out a Medicine Administration Form. Medicine must be in a prescribed bottle with your child’s name on the medication and a label stating time and dose of medication. For on going medicines such as asthma inhalers, a general form can be filled out that will cover your child for the year.
Sharing Information

An easy way to communicate between home and school is via the message book. Simply date and jot down your message for us to check. We will initial the message and respond accordingly.

To keep in touch with what’s going on in and around the school, please read; notice boards, weekly newsletters and notes which are sent home in the student’s ‘pouches’.

Events in family life such as illnesses, visits, holidays, accidents and additions to the family can cause major concern or excitement for children and affect their behaviour. It would therefore be appreciated if parents could keep us informed.

Treasures From Home

Our curriculum demands a focused timetable which limits opportunity for general show and tell.

Due to the limited focus times and topics for such sharing, such opportunities will be communicated to you, for example ‘sound of the week’.
Safety Rules

To ensure the smooth running of our program and to keep safe we reinforce a small number of rules. These include:

- Walk inside at all times.
- Use quiet voices inside.
- Keep our hands and feet to ourselves.
- Use equipment, i.e. scissors, climbing equipment, as instructed.
- Look after our equipment and treat it with care and respect.

Please make sure that the safety gate at the front of prep is kept closed.

Birthdays

Birthdays are very special occasions. You are welcome to bring along a batch – (enough for the whole class) of cupcakes for your child. Alternatively send a cake, ensuring it is of an adequate size to share amongst the whole class.
## The Educational Program

Prep learning programs now use a connection between both the Early Years Curriculum Guidelines (EYCG) and the Australian Curriculum. This occurs as follows:

<table>
<thead>
<tr>
<th>Early Learning Areas (EYCG)</th>
<th>Specific focus within Early Learning Areas</th>
<th>Key Learning Areas (Australian Curriculum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social &amp; Personal Learning</td>
<td>• Social Learning&lt;br&gt;• Personal Learning</td>
<td>• Studies of Society and the Environment (SOSE)&lt;br&gt;• History – C2C&lt;br&gt;• Geography – C2C&lt;br&gt;• Health and Physical Education (HPE)</td>
</tr>
<tr>
<td>Health &amp; Physical Learning</td>
<td>• Making healthy choices&lt;br&gt;• Gross Motor&lt;br&gt;• Fine Motor</td>
<td>• HPE</td>
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<tr>
<td>English</td>
<td>• Oral Language&lt;br&gt;• Early Literacy</td>
<td>• English – C2C</td>
</tr>
<tr>
<td>Mathematics</td>
<td>• Early Numeracy</td>
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</tr>
<tr>
<td>Active Learning Processes</td>
<td>• Thinking&lt;br&gt;• Investigating&lt;br&gt;• Imagining and responding</td>
<td>• Science – C2C&lt;br&gt;• SOSE&lt;br&gt;• Technology&lt;br&gt;• The Arts</td>
</tr>
</tbody>
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*C Curriculum to the classroom (C2C)*
Children learn through:

- Focused learning and teaching
- Real-life situations
- Investigations
- Routines and transitions
- Play

**Perceptual Motor Program (PMP):**

Our weekly Perceptual Motor Program works on both Fine and Gross Motor skills. We cover a broad range of activities some of which are listed below. We welcome Parent / Carer assistance during these sessions.

- Blocks Play
- Construction
- Puzzles
- Painting
- Sewing
- Art and Craft
- Threading
- Weaving
- Sand Play
- Water play
- Climbing
- Table games
- Drawing
- Ball Games
- Carpentry
- Cutting
- Music/Movement
- Outdoor Games
- Manipulative Play
Specialist Teachers & Support Programs

Prep students will visit the main school campus every week for specialist lessons including PE, Music, Information Communication Technology, and Library borrowing.

Speech Therapist: The school has a visiting Speech Therapist. Due to the large demands in the school we don’t get to use the speech therapist unless our problems are severe.

Dental Clinic: Permission forms allowing children to access the school dental clinic will be sent home closer to the time the clinic arrives at school. We visit the clinic as a class but children have to be accompanied by their carers. We do not take them for their appointments. Dental visits depend upon the availability of the dental van and usually occur within a two year time frame.

Rest Time/Quiet Time

Rest/Quiet time is an essential part of a full time Prep program. This is put into the program according to the students needs. Each student will be loaned a set of sheets in a sheet bag. These will be sent home at the end of each week to be washed and need to be returned each Monday.
Parent Participation

Parents play an important and valued role in the education of their child, and so we welcome parents to become involved in their child’s education.

Parents can help by:
- Visiting the Prep and joining in the program.
- Reading the notice boards and newsletter.
- Supporting and encouraging your child to develop a feeling of self-worth.
- Discussing any problems or worries with your child’s teacher.
- Offering to share any hobbies, interests or expertise you may have with the children e.g. pottery, cooking, instruments, sewing.
- Assisting with the maintenance and beautification of the grounds and class resources.

Every Friday the Prep and Year 1 students are involved in a gross and fine motor development program as previously mentioned. This program not only develops motor skills, but also encourages mixed social interactions. For this program to run, we require regular volunteers. Due to the high support level needed for each activity, we ask that toddlers not be involved in this activity. Without volunteers this program would not be successful. A volunteer sheet will be sent out each term.
P & C Association

Each month, the school has a Parents and Citizens meeting to organise finances, fundraising, social events, excursions, maintenance and purchasing of equipment and working bees. Prep parents are encouraged to be part of the P & C Association as they provide funds for Prep.

All parents are welcome to attend these meetings. They are held the second Monday of every month at 7 p.m. in the staffroom of the Administration Block. Please come along and become involved.

Maintenance Jobs

Each year, equipment needs to be repaired and there are many jobs that need to be done. It helps our limited budget if parents can help support us with the maintenance, enabling us to spend the budget on more urgent areas. We can supply the equipment eg paint and varnish, if you can volunteer your labour and time to complete the jobs. Please let the Prep teacher know if you are able to assist.

Some routine maintenance jobs include:

Outdoor activity table - sanded and repainted
Gardens – weeded and replanted
Easels - sanded and revarnished
Outdoor planks - sanded and revarnished
Outdoor blocks - sanded and revarnished
Carpentry table - sanded and revarnished
Equipment mended – puzzles etc

We also hold working bees to help with jobs around the Prep as jobs arise. There will be some odd jobs that can be able to be taken home.

Please help us to keep our centre looking great and the equipment safe.
Preparing Your Child For Prep

Below are some ideas to assist you in giving your child/ren a head start towards becoming ready, independent, confident and happy for Prep:

- Name your child’s school items - saves you time and money
- When discussing school make sure it is POSITIVE, HAPPY, GENUINE, EAGER
- Have a substantial breakfast each day, as the children will find it a long time before Lunch Break (10:30) and Snack Time (1:10).
- Pack all food into a lunch box (pack separate packages in the lunchbox to ensure all food isn’t eaten at morning tea, and cut up any fruit that your child would like cut). Include a water bottle.
- Allow time on the holidays to explore how to use a lunchbox and how to open:
  - Lids
  - Poppers/straws
  - Yoghurt and Go-ghurt (which children find particularly tricky)
  - Drink bottles
  - Muesli bar wrappers (perhaps cut the top off at home)
  - Sandwich wrappers
- Give children the chance to eat like this at home
- Include spoons if needed
- Talk about which food to choose for Lunch Break (e.g. sandwich, yoghurt and fruit)
- Practise putting rubbish into the bin and closing containers and lunch boxes themselves
- Shoes - velcro, buckles and zips versus laces, and allow children to put them on and take them off. Begin teaching them how to tie shoe laces e.g. “Loop, swoop and pull!!!”
- Provide a big bag. Perhaps attach a bag tag to make the bag easy to identify for your child.
- Ensure hats are, **clearly named**
- Include a spare set of clothes in a labelled shopping bag for ‘unforeseen accidents’ - we will remove these and keep them at Prep.
- Include a raincoat in the front pocket of school bags - to be prepared for any rain
- Involve your child in the:
  - Shopping for and covering of books
  - Naming of school items
  - Packing / unpacking their own school bag
  - Carrying of their own school bag
First Day of School

- Be on time
- Be positive and calm
- Try to have all of your child’s things (bring everything on the list as we will collect and store)
- Let your child carry their bag
- When the door opens come in and introduce yourself and child to your Teacher and Teacher’s Aide
- Find out from your teacher what to do with your child’s belongings
- Settle your child at an activity
- Pre-warn your child that you must go when the teacher says. Don’t delay or stay!!!
- Some children will cry, but usually stop in a short while
- Remember to tell them that you are coming back in the afternoon
- Wait outside Prep at the end of the school day - when the door is opened come in to collect your child from the classroom and sign them out upon departure.
- For Prep students at the beginning of the year, there are three choices:
  1. Pick up from classroom by a nominated adult
  2. Bus (children walked to bus line by an adult. Bus details are required)
     Bus buddies will be arranged as required.
  3. Child care (children walked to a nominated collection point by an adult - details required)
- Alterations to Going Home Arrangements: if in case of an emergency and you need to change your child’s usual going home arrangements, please notify the office prior to 2pm and they will forward the message to the class teacher
- Alterations to Going Home Arrangements that are known in advance can be communicated via your child’s ‘message book’.