



**Get set
for
Prep!**

**What you need to know to
help you start at
Caravonica State School
Prep class 2007!**

PREP SCHOOL HOURS

The Prep hours are the same as the rest of the school ie: 9-3pm. However, to allow the children to settle in during the first week of school, the finishing time will be 1:30pm **FOR THE FIRST WEEK ONLY!**

DROPPING OFF AND PICKING UP OF CHILDREN



All children must be brought to prep and collected by a responsible adult known to the teacher.

Please notify us if you are going to be delayed in collecting your child.

Children worry if they are left. If the person who regularly collects the child is unable to do so on a particular day, please inform us by telephone or note, as to who is collecting your child.

The *Early Years Curriculum Guidelines* are designed for a five days per week program. Therefore, parents and carers should be encouraged to have students attend for the full five days to gain full benefit from the program.

We ask that all parents and children enter the prep room through the main doors of the ground floor unit and the outside door of the upstairs unit. The doors will be opened at 8:45am for a 9:00am start each day.



The time before and after the prep day is time for the staff to prepare materials, tidy away, talk to parents and attend meetings.

START OF DAY

Upon entering the building, prep children are encouraged to:

- place their lunch boxes directly into the fridge
- place their water bottle in the nominated space
- place their handtowels on their nominated hooks (Prep 1 room only)
- place their bags on the port rack



Upon completion of these jobs, which foster routine and independence, the children will be requested to spend time, doing puzzles or reading books until the bell rings to start the Prep day. Parents are very welcome to stay for this short time if possible.



PLEASE NOTE: All children need to be collected promptly from school each day. Anxiety occurs readily for any child if he or she is the only one remaining at school the end of the day.

EARLY YEARS CURRICULUM

Our Prep year is a new learning environment with exciting things to do, see, touch and experience. Your child will find friends to share with and teachers who respect them as capable and competent learners. Learning involves developing a relationship of trust. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore to their individual potential.

We utilise the EARLY YEARS CURRICULUM GUIDELINES that incorporate the following:

- supporting play as a context for learning
- understanding each child as an individual
- developing supportive partnerships
- providing flexible learning environments
- assisting children in exploring the world around them and the ways in which they learn.



We do not provide a formal learning situation but an informal one where the children learn through their inquiry into the materials provided, their play, and their contact with the school staff, parents, other children and community members.

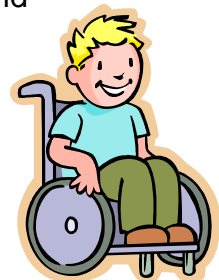


EARLY YEARS (PREP) PROGRAM

Everything your child does within our school has a purpose for learning. If you have any questions or concerns, please don't hesitate to ask us.


The following factors have been identified to contribute to success in learning:

- social and emotional competence with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices, gross-motor and fine-motor development
- language learning and communication focusing on oral language and early literacy
- early mathematical understandings with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, imagining and responding
- positive dispositions to learning.



CHILDREN'S REQUIREMENTS

PLEASE CLEARLY NAME EVERYTHING

- **A MEDIUM-SIZED PORT/BAG** for carrying belongings
- **A SUITABLE HAT** Broad brim hat for skin protection. We strongly adhere to the "no hat, no outside play" rule. Caps are not acceptable head wear. Sunscreen can be applied before arriving at prep or use of the school bottle of sunscreen is also available.
- **LUNCH AND AFTERNOON TEA** - We encourage healthy eating at prep to promote active brains! Food such as fruit, sandwiches, cheese, salads, carrot or celery sticks are great! 25 padded lunch bags are hard to fit into the fridge so lunch boxes would be kindly appreciated. Please do not pack chocolate, sweet biscuits, soft drinks, roll ups etc as your child will be disappointed if we ask them to take them home. 
- **DRINKS** - Each child will require their own drink bottle. This will be LOCATED appropriately for access throughout the day. Your child may also bring other drinks for morning tea and lunch in a separate bottle. These can be water, fruit juice only. Please leave cordial, flavoured milks and fizzy drinks for special home occasions.
- **HAND TOWEL** - Needs to be available for your child's use only. It is sent home at the end of each week for washing.
- **A SET OF SPARE CLOTHES** - A spare set of clothes will be required to be kept in your child's bag in case of accidents. These will need to be in a plastic bag with your child's name marked clearly on the clothes and bag.
- **LIBRARY BAG** - This will be required in term 2 (after the Easter holidays!) Children will be able to borrow from the school library.
- **A SCRAPBOOK** - We will collect and compile a wonderful memory of your child's year at prep to be given to you at the end of the year.
- **A DOCUMENT WALLET** - This will be used for newsletters and notes to travel to and from home!
- **A DOCUMENT FOLDER** - This will be used to keep your child's folio materials.

TREASURES FROM HOME

Toys and trinkets from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home.

Any toys that find their way to school will be cared for in the office until the end of the day. Staff cannot assume responsibility for any loss or breakage.

BIRTHDAYS AND OTHER CELEBRATIONS

Everyone loves a birthday and other special celebrations, as these are wonderful ways to build understanding about each other. We celebrate this special event by singing "Happy Birthday" to them and giving them extra attention on their day!

If you do wish to bring along a birthday cake, we have found that patty cakes are the most ideal and fair way for children to share their special event with their friends. Please note that we adopt a 'nut free policy' for all food items shared at school. Please check with us for any food allergies within the group prior to the special day!

COMMUNICATION

MESSAGES: Please read the noticeboards regularly to keep in touch with the children's activities, items of interest and generally, what's happening at school. It is your child's and your own responsibility to check that you are receiving messages within an appropriate time frame.

NEWSLETTERS: Newsletters will be sent home every Monday informing you about events happening in and around the school community.

SHARING INFORMATION: Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so affect their behaviour at home and/or at school. It is important for the home and school to share information that may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

EMAIL CONTACT: Sometimes it is difficult, due to work commitments, to drop into the prep room. Please feel free to email us to discuss how your child is developing.

Jenni McDonald's email contact is jmcdo108@eq.edu.au

Please feel free to discuss any problems or queries with your teacher that you may have about your child's progress, the school or the program. We look forward to working with your child and yourself in building a supportive partnership!

PARENTS IN THE PREP CLASS

As parents, you play a vital role in the education of your children and therefore, we welcome you to become involved in our classroom.

You can help by:

- ☺ visiting the classroom and joining in the program (from March to December).
- ☺ offering to share hobbies, interests,
- ☺ ideas and any special expertise.
- ☺ discussing any problems or concerns with the teachers.
- ☺ collecting junk, doing small jobs at home (e.g. cutting up collage).



NAMES AND LABELS

As young children often do not recognise their own belongings, we cannot emphasise enough the **NEED TO LABEL ABSOLUTELY EVERYTHING** - ports, shoes, washers, lunch boxes, hats, library bags, clothing - everything!!

WHAT TO WEAR

Caravonica Prep students will wear the same uniform as the rest of the school.
School polo shirt - can only be purchased from the school uniform shop
Black shorts (girls may wear a black skirt)

Sometimes a child may have an accident, which means that the clothes are too dirty to wear. In anticipation of such accidents, we ask you to leave a marked plastic bag containing an old outfit (including underwear) in your child's bag. Please remember to label each piece of clothing.

Shoes or sandals are to be worn to school and the children will develop the responsibility for taking shoes and socks off and putting them away in the correct place. For different activities the children need bare feet to grip as they climb and for sensory development.

**We look forward to having a great year with you
and your child!**