Coolabunia State School

Prep Enrolment Information Booklet - 2017

School Contact Details:
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Phone: 4160 0333
Fax: 4160 0300

** Prep students will commence Term 1 on Monday 23rd January 2017 **
Welcome to the school community of Coolabunia State School. We feel sure that your association with the school will be very rewarding for both you and your child.

Starting school is an important milestone in your child's life. Before the first day you can do many things at home to help your child in readiness for school.

Encourage the use of correct English. 'Baby talk' is a tremendous drawback to a child when learning to read and speak.

Talk to your child encouragingly about school. - 'School is a friendly, interesting place where you will meet friends and learn a lot of new things.'

Having your child equipped with the items from the booklist and dressed in school uniform assists the child to feel a part of the school family.

Allow your child to be responsible for carrying and unpacking his/her school bag putting lunch box in fridge, putting tuckshop orders in the basket, giving notes to the teacher or in the note bag.

Above all, accept your child for what he/she is, and do not expect more from him/her than what he or she can do. Do not compare what your child can do with that of friends.

The Prep Year of Schooling

Students born within the following dates are eligible to enrol for Prep in 2017:

- 1st July 2011 – 30th June 2012
- An enrolment cannot occur until the school sights and copies a FULL BIRTH CERTIFICATE.

Operating Hours

The prep day is the equivalent of a full school day. Students are expected to attend five days per week and for the full length of the school day.

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.

Prep Enrolment Process

1. Parents may place their child on the Prep Student List at any time at the administration office.
2. A lodged application does not mean automatic enrolment, as the school is enrolment managed.
3. Completed enrolment forms will be accepted at the office any time during the year prior to your child beginning Prep.
4. A Parent Information Session will be held early in Term 4. If you have provided your details to the office you will receive an invitation by mail / telephone.
5. Prep enrolment Interviews will be conducted from the beginning of Term 4. The administration will contact parents to make a suitable appointment time.

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 provide a combination of formal and informal environments, 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 at Coolabunia State School**

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.

**Links to KLAS**

<table>
<thead>
<tr>
<th>Early learning areas focus posters</th>
<th>Key learning areas</th>
</tr>
</thead>
</table>
| Social and personal learning  
Social learning  
Personal learning  
Making healthy choices  
Gross-motor  
Fine-motor  
Oral language  
Early literacy  
Early numeracy  
Thinking  
Investigating  
Imagining & responding | History – Australian National Curriculum  
HPE  
HPE  
ENGELSH - Australian National Curriculum  
MATHEMATICS - Australian National Curriculum  
SCIENCE - Australian National Curriculum  
HISTORY – Australian National Curriculum  
TECHNOLOGY  
THE ARTS  
GEOGRAPHY- Australian National Curriculum |
Play
Play is purposeful. In Prep you will see children with building blocks, listening to and telling stories, exploring nature, playing in water, sand and mud and creating with clay, dough, paint and collage materials. These are only a few of the many activities provided which are based on an educational program planned and implemented by the teacher and teacher-aide.

Your child will continue to develop their skills and knowledge through play activities and learning experiences including:

- listening, responding to and giving directions
- understanding and using language to group sort and describe objects and to communicate ideas, feelings and needs
- developing literacy and numeracy through a range of learning contexts
- becoming independent thinkers and problem solvers
- learning how to cooperate with others
- developing motor coordination skills
- participating in real life experiences such as cooking, shopping, gardening

*In play, children make choices, negotiate and collaborate and express their own ideas in a variety of forms.*

Open door policy
School starts at 8:55am, except on Mondays when it begins at 8:45am with Assembly. This gives staff adequate time to prepare their room and attend any meetings that are scheduled before this time.

When children come into the classroom, they are expected to be responsible for their own belongings. Please encourage your child to follow the routine outlined by the teacher. This routine may include:

- putting their bag on the rack
- going to the toilet before the starting bell rings at 8:55am
- moving to the carpeted area and completing a puzzle while they wait for the teacher to start
- putting Communications Book into basket
- putting parent notes / money in the plastic folder.

Travel to and from the classroom
Students who are eligible under current transport guidelines (i.e. outside the Brisbane City Council boundaries) may make an application for travel assistance during the preparatory year.

Children with disabilities will continue to receive transport assistance to the educational program recommended by the Principal Advisor Education Services, which may not be a special education program.

Please notify us, personally or in writing, when anyone other than yourself will be collecting children from the school. School finishes at 3:00pm. If you know that you are going to be late, please contact the school office and notify them of your delay.

*Please remember:*
- children must be collected at 3:00 pm, except for students catching buses.
**Illness**
We advise you to keep your child at home if she/he is not well. Remember that a sick child is better at home with their parents rather than at school feeling unhappy and spreading germs to other children.

**WHAT TO DO IF MY CHILD GETS SICK?**

When a child is too sick to come to school, parents are required to inform the school on the day of absence. A reason must always be supplied - Refer process below:

- Please provide a note of explanation about the child's absence. A note or a telephone call is appreciated

- If your child becomes sick at school you will be contacted. If you are not available your emergency contact person will be rung. **Please keep all contact (home, mobile telephone) numbers up to date.**

- If medication must be taken at school please take special note of information in the School Handbook which deals with the issue of **medication**. Departmental Policy is very strict and must be followed.

**When absences do occur, schools must follow-up and accurately record absence explanations.**

1. Parents are required to **SEND AN EXPLANATORY NOTE** or **CALL THE SCHOOL** no later than the day after the absence.
2. When calling in an absence. Parents are asked to:-
   a. **State their name clearly**
   b. **State their child/ren’s name/s and year level/s**
   c. **State the date and reason for their absence**
3. Should this not occur, your child’s teacher will send an **ABSENCE NOTICE** home. This needs to be completed and returned the **NEXT SCHOOL DAY.**

**Departmental Policy:**

Teachers are permitted to administer medication to your child under certain conditions:

1. The medication has been prescribed by a doctor.
2. The doctor has prescribed the medication to be taken in school hours i.e. the container states the exact time for the medication to be administered.
3. The medication is oral, not injection.
4. The exact dosage is indicated on the container, as well as the name of the child.
5. Advise the school and collect medications when no longer required.

Analgesics, cough syrups etc., which have not been prescribed by a doctor, **WILL NOT BE ADMINISTERED.**

In regard to number (2), medication which is taken 3 times a day, may be able to be taken before school, after school and at night, not necessarily in the middle of the day. Unless the container states the exact time, the teachers will return the medication to the parents. **Before a teacher will administer medication, a parent/guardian is required to complete the form, and RETURN IT, WITH THE MEDICATION, TO YOUR CHILD’S TEACHER or the OFFICE.**

➢ Additional copies of this form, for future use, are held at the school.
# INFECTIOUS DISEASES - TIME OUT

<table>
<thead>
<tr>
<th>Condition</th>
<th>Cases</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox and Shingles (varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in unimmunised people and less in immunised people. (Some remaining scabs are not a reason for continued exclusion)</td>
<td>Exclude children with immune deficiencies (eg. Leukaemia or chemotherapy), otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus Infection (CMV)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella, and viral gastroenteritis, intestinal worms)</td>
<td>Exclude until diarrhoea has stopped</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclude until day after proper treatment has started</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenza type B (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Headlice</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus infection (HIV/AIDS virus)</td>
<td>Exclusion not necessary unless child has secondary infection which requires exclusion in its own right</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate antibiotic treatment has commenced. (Sores on exposed areas must be covered with a watertight dressing).</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza-like illness</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude until at least four days since the onset of rash. Written medical clearance from doctor is required to return to school.</td>
<td>Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school or centre if immunised within 72 hours of contact with the first case.</td>
</tr>
<tr>
<td>Meningitis (viral) (other than meningococcal infection)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until child is well and has received appropriate antibiotics. Written medical clearance from doctor is required to return to school.</td>
<td>Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days after onset of swelling</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm / Tinea / Scabies,</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded. (Female staff of child-bearing age should check their immunity to rubella with their GP)</td>
</tr>
<tr>
<td>Streptococcal sore throat (including scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours or feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until a medical certificate of recovery is received</td>
<td>Not excluded unless advised by public health authority</td>
</tr>
<tr>
<td>Whooping Cough (pertussis)</td>
<td>Exclude until child has received 5 days of appropriate antibiotics or for 21 days from onset of coughing. Written medical clearance from doctor is required to return to school, confirming child is not infectious.</td>
<td>Exclude unimmunised household contacts aged less than seven years, and children who are in close contact who are either less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken five days of a ten day course of antibiotics (erythromycin). If necessary, contact your nearest public health unit for advice.</td>
</tr>
</tbody>
</table>

Recommended minimum exclusion periods for infectious diseases for Schools, Preschools, and Child Care Centres. (Based on the National Health & Medical Research Council Guidelines).
‘EVERY DAY COUNTS AT COOLABUNIA’

Regular student attendance in Prep ensures maximum opportunity to engage in the learning experiences essential for a successful start to each student’s learning journey.

Absences
Please phone the school office if your child will be absent from school. If you know that your child will be away please write a note in the student’s Communication Book to the class teacher informing them of your child’s absence.

Excursions
Educational excursions may mean a change from the normal school day routine. We will let you know in advance and will welcome your company on these occasions.

Sun Safety Policy
The outdoor learning environment is perfect for children to explore their large muscle skills, e.g. running, climbing and hopping. It also promotes body strength, balance, coordination, and supports growth in thinking processes and social learning.

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child’s arrival at school. We recommend that children have their own hat to wear – wide-brimmed hats or legionnaire-style caps being the most appropriate for our climate.

We strongly adhere to the school rule – NO HAT, NO PLAY

Treasures from home
Toys and trinkets from home 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 by the teacher 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 have found that patty cakes are the most ideal and fair way for children to share their special event with their friends.
Please notify the teacher if your family does not celebrate birthdays.
Tuckshop Order System

I. Clearly write the child’s name, class and items ordered on the pre-order forms or white bags sent home – one for morning tea and one for lunch (please indicate which is which).

II. ORDERS DUE the Thursday afternoon before the Monday tuckshop.

III. Include correct change if possible (if not please total the items and write amount of change required on the bag).

IV. Do not sticky tape or staple bag closed – just fold top. Orders can be placed in the Tuckshop Box outside the Principal’s office by Thursday afternoon prior to Tuckshop.

Communication

Newsletters: Newsletters will be sent out informing you about events happening in and around the school community. These are sent home every Friday. If you have any information you wish to share or contribute, please let the staff know.

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.

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!

Each Prep student has a PST Communication book. (Parent/Student/Teacher) This should travel back and forth from home to school every day.

School Website
The school has a website on which we share information about the school, calendar dates, and newsflashes. We strive to update this regularly.
Our web address is www.coolabunss.eq.edu.au

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
- 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).
- discuss with your child their day at Prep
- read to your child every day/night and discuss what you have read

When visiting the Prep classroom to do voluntary work, make sure you sign the Volunteer’s Register at the office.
**Names and labels**
As young children often do not recognise their own belongings, we cannot emphasise enough the need to **label absolutely** everything – bags, shoes, socks, lunch boxes, hats, library bags, clothing.

**What to wear**
At Coolabunia State School children wear the full school uniform which can be purchased from the school office or by contacting the Uniform Coordinator – Fiona Coyne ☎ 4163 3311.

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) at school. Please remember to label each piece of clothing.

Ideally shoes or sandals are worn to school and the children develop the responsibility for taking shoes and socks off and putting them away in the correct place. Shoes are a hazard in outdoor play areas. The children need bare feet to grip as they climb and for sensory development. Parents should notify the staff if there are medical reasons why a child should not remove their shoes.

**Lunch Times**
There are two lunch breaks for students at Coolabunia.

11:00am  At first break students have 15 minutes supervised eating followed by 15 minutes play on the oval, tennis court, undercover area or play equipment.

1:00pm  At second break the first 15 minutes is **supervised eating** and the next 40 minutes is supervised outside play.

**Links within the school**
Outline links with the school – e.g. specialist lessons, perceptual motor programs, transition programs, parade, seasonal special events (e.g. Sports Day)

- A Music Teacher will teach music for 30 minutes every week.
- Physical Education will be taken by a P.E. Teacher for 30 minutes every week.
- Gross Motor Activities will be included in the daily program for Prep students. These will be taken by the teacher and the teacher-aide.
- L.O.T.E (SDE): Japanese– Years 5-6
- Instrumental Music – Years 3-6

**Supporting Education Needs**
As many students and their families have unique needs we offer the services of the following support staff who will assist your child and his/her teacher with strategies to help them experience success:

- Guidance Officer
- Speech Language Pathologist
- Learning Support Teacher
- Behaviour Management Advisory Visiting Teacher
- Hearing Impairment Advisory Visiting Teacher
- Speech Language Impairment Advisory Visiting Teacher
Physical Impairment Advisory Visiting Teacher
- English as a Second Language Advisory Visiting Teacher
- Intellectual Impairment Advisory Visiting Teacher
- Autistic Spectrum Disorder Advisory Visiting Teacher
- Vision Impaired Advisory Teacher

Children may be referred to these services by teachers, administrators or by parent request during their years at Coolabunia.

**Homework**
Students will take home reading books and sight words each week. Prep students will not have written homework – **BUT** – we do encourage you to read to your student every night.

**Library**
Children borrowing from the library in Prep must have a library bag to be able to borrow. Books may be changed daily if desired.

The maximum borrowing time is 2 weeks. If a book is required longer than two weeks, contact the teacher.
## Supporting your child's Early Literacy Development

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading to and with your child each night</td>
<td>This shows that daily reading and spending time together is important.</td>
</tr>
<tr>
<td>Talking about books you read &amp; the people, things &amp; animals in them.</td>
<td></td>
</tr>
<tr>
<td>Talking about everyday print, e.g. “We are going in here now, see the sign, it says Woolworth’s”</td>
<td>Talk about &amp; involve your child in your everyday jobs, e.g. ‘Today I am going to make a cake, let’s look at the recipe.’</td>
</tr>
<tr>
<td>Encourage children to choose favourite books for you to read.</td>
<td>After reading a book, talk about the story. Discussing the pictures and the main ideas in a book helps develop understanding.</td>
</tr>
<tr>
<td>Spending time with your children talking, telling stories, and singing</td>
<td>ACCEPT &amp; PRAISE YOUR CHILD’S ATTEMPTS TO READ</td>
</tr>
<tr>
<td>songs. These are fun and important activities that help children get</td>
<td></td>
</tr>
<tr>
<td>ready for reading.</td>
<td></td>
</tr>
<tr>
<td>Grow plants - pot plants in hanging baskets, mustard and cress seeds or carrot tops.</td>
<td>Make a necklace by stringing beads or macaroni – count how many.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><img src="image" alt="Planting" /></td>
<td><img src="image" alt="Necklace" /></td>
</tr>
<tr>
<td>Encourage healthy nutrition - a piece of fruit for little lunch.</td>
<td>Encourage independence - dressing self, fastening buckles &amp; tying shoe laces.</td>
</tr>
<tr>
<td><img src="image" alt="Fruit" /></td>
<td><img src="image" alt="Independent" /></td>
</tr>
<tr>
<td>A healthy sandwich for lunch.</td>
<td></td>
</tr>
<tr>
<td>Ensure your child can repeat his/her Christian and Surname.</td>
<td>Teach your child your address.</td>
</tr>
<tr>
<td>Your name is ‘____________’</td>
<td>‘I live at ______________’</td>
</tr>
<tr>
<td><img src="image" alt="Name" /></td>
<td><img src="image" alt="Address" /></td>
</tr>
<tr>
<td>Teach your child your telephone number.</td>
<td>Name all of your child's clothing, lunch box, lid and other personal belongings.</td>
</tr>
<tr>
<td>‘My telephone number is ‘ __________’</td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Telephone" /></td>
<td><img src="image" alt="Clothing" /></td>
</tr>
<tr>
<td>It is important to teach your child to get on with others, to say ‘please’ and ‘thank you’, to take turns and to wait politely.</td>
<td>Encourage sun safety by making sure your child wears a broad brimmed hat. Hats must be worn at school when children are at play, P.E. or sport. - <strong>NO Caps</strong></td>
</tr>
<tr>
<td><img src="image" alt="Children" /></td>
<td><img src="image" alt="Sun Safety" /></td>
</tr>
</tbody>
</table>
Supporting Learning

Holding a pencil

During the Preparatory year, children develop their ability to control a pencil and other writing/drawing tools.

Watch how your child holds the pencil so you can prompt them to move to the next developmental stage when they are ready.

Your child may be able to attempt a more mature grip for a short time, but will often go back to using a less mature grip if their strength and control are not fully developed.

It will not help your child to force them to hold a pencil correctly. Their pencil grip will develop over time with encouragement and as they build strength and control.

**Initial grip** – Pencil is held tightly in a fist-like grip. Fingers grip around the pencil with the thumb wrapped or resting on top of fingers. The pencil is often straight up and down.

**Early grip** – One or more fingers and the thumb are wrapped around the pencil or the pencil is held by all finger pads/joints and the thumb joint/pad (not tip). Hand moves stiffly.

**Transitional grip** – The pencil is held between the thumb tip and two or three fingertips/pads. The pencil rests on the ‘webbing’ between the thumb and index finger. The whole hand moves in a stiff action.

**Correct grip** – The pencil is held between the thumb tip and index finger. The pencil rests near the joint of the middle finger. Fingers, hand and wrist move freely.

To help your child develop pencil control:

- provide thick pencils/crayons/pens, then gradually reduce the thickness of the tools;
  e.g. medium thickness and finally standard pencil thickness
- allow your child to build their hand strength;
  E.g. gripping and swinging on monkey bars/ropes, digging with a sandpit shovel, squeezing water from shampoo/detergent bottles and using trigger-spray containers help your child to develop hand and finger control. Allow them to cut and glue small objects, use construction sets, and manipulate puzzle and game pieces.
Handwriting

Please use the printing below (not all capitals) every time you write your child’s name. Your child will then learn to write their name in the same way your child will be taught in school.

Beginner’s Alphabet handwriting chart
Getting Ready for Day 1 / Prep

It is our wish that the first day at prep will be a happy occasion for your child. We will be working hard to make sure everything goes as smoothly as possible. We’ll have lots of smiles and lots of time. Our routine will be simple and consistent until children feel confident and at home.

1. Have your child’s things organised the night before so that the beginning of the day goes smoothly and you do not have to rush.

2. Plan morning tea and lunch with your child and pack food that is healthy and that your child likes.

3. **Being on time is very important to your child.** Coming in late often makes them feel anxious.

4. Be positive and talk about the new things in a happy way.

5. Don’t slip away. Always tell your child you are leaving and that you will be back after a definite event such as lunch time.

6. Be positive when picking children up. Do not ask if they have been good. Ask them about their day, what they’ve done and with whom they’ve played.

7. Encourage your child when they make things to show you. They might look like rubbish, but lots of effort went into them.

8. Make sure you work on toileting – if this is an issue. Managing a student with toileting needs is difficult.

9. Practise taking off and putting on shoes

10. Recognise own name with a capital for first letter only.

**Parent Responsibilities Once School Begins**

- Give your child a regular bed-time (approx. 7:30pm)
- *Read* to and with your child regularly.
- *Have our child read to you.*
- *Listen* to your child.
- Home Reading and sight words.
- Take a proactive role in your child’s learning.
- *Take a genuine interest* in any work your child brings home. Supervise and ensure that home-tasks are done effectively.
- Allow and encourage independence in your child *e.g. carry own school bag.*
First Day of Prep

The first day of Prep will focus on establishing the routines that you child will learn and follow throughout the year. Below is a schedule of what parents can expect to experience on the first day of Prep for your child.

<table>
<thead>
<tr>
<th>Time</th>
<th>School Day</th>
<th>Parent Experiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Arrive at school</td>
<td></td>
</tr>
</tbody>
</table>
| 8:40am | Classroom Doors Open | Help you child to  
- Locate their name badges and attach it to their school shirt  
- Unpack all their items into the labelled boxes in the classroom  
- Identify labelled port rack and place bag on port rack  
- Find a space at a table or on the floor to do a quiet activity jigsaw construction  

The teacher / teacher aide will move around the room to meet and greet parents and children. |
| 8:45am | First Bell | The bell will ring  
- Students are to assemble in the undercover area for a Whole School Assembly.  
- Parents are invited to attend assembly and a Meet & Greet other parents in the Tuckshop.  
- After Assembly parents are asked to make a quick and cheerful goodbye to your child.  
- If your child is upset the teacher or teacher aide will help them settle |
| 3:00pm | Collect students outside classroom | |

We hope you will have an enjoyable and rewarding year with us.

We also look forward to working closely with you to ensure the best possible start in education for your child.

We are looking forward to sharing a happy and productive year.