

# Capella State School



## 2017 Prep Handbook



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## **WELCOME**

A warm welcome is extended to all parents and children by Capella State School.

We hope you will find your year at Prep to be happy and beneficial for you and your child. We are glad to have the opportunity to work with you, as we believe that education is a combined venture of the child, their parents, the teacher and the community as a whole.

This booklet contains important information for the coming Prep year. We urge you to read it carefully and please feel free to discuss any queries with your child's teacher.

## **Prep**

While beginning Prep can be a little bewildering for children and their parents, students usually settle quickly into the new school routine. Positive attitudes expressed by parents and friends help enormously.

Take the time to talk to your child about their experiences, listen to any of their problems and show your pleasure at their successes. Please don't hesitate to talk to your teacher about any areas of concern.

## **Please notify the school on: 4988 7111 if .....**

- You are going to be delayed
- Someone different will be collecting your child.  
(Children must be delivered into the teacher's care and be collected each day by an adult known to the teacher)
- You are going on holidays or your child is unwell.

## **Health**

Children suffering from a contagious condition may not attend Prep for a period specified by the doctor. This stay away from Prep will allow your child more opportunity to recover fully, as well as preventing the spread of disease. Children who become ill during a session will be rested in a quiet place and a parent or emergency contact will be notified. It is therefore important to keep all contact telephone numbers up to date – this includes those of any friends and family you permit the school to contact in the event of an emergency.

## **Session Times**

Prep operates Monday to Friday between the times of 8.45am and 3.00pm each day. The classroom doors open at 8:30am. Any children who arrive at school before this time are required to stay in the covered area in front of the tuckshop until 8:30am.

Once the door is opened, we encourage parents to stay and work with their children on their morning activities. The children might need to practise writing their name or

saying their sight words. The children love having their parents in the class at this time.

Punctuality in collecting your child is very important, as your child may fret and worry if they are left after the other children have all gone. Teachers often have responsibilities such as bus duties, parent meetings and staff meetings to attend in the afternoons. If you are late and your child is not in the classroom he/she will be waiting in the school office.

Prep students who catch the bus will be escorted over to the bus waiting area to ensure they travel on the correct bus. Writing the letter "B" on your child's hand if she/he is to go home on the bus that day is a simple effective system.

## **What to bring to Prep**

The stationery items noted on the booklist should be delivered to the classroom on the first day of Prep. Students should also bring, in a sturdy bag of reasonable size, the following items:

- a water bottle (every day)
- a piece of fruit for brain break(in a named container)
- a library bag
- a spare set of clothes in a named plastic bag to be left in the student's bag in case of emergencies

(Please remember to mark **all** your child's belongings clearly)

## **Meal Times**

Meal Breaks are held in the lower covered area with the other children in Years 1-2. There are two play/meal times and a Brain Break session each day. 1<sup>st</sup> Break is held from 11am and 2<sup>nd</sup> Break from 1:20pm. We encourage the children to eat a substantial lunch at 1<sup>st</sup> break to help them concentrate during middle session.

Brain Break is a very important part of your child's day at Prep. It is held at 10.00am. Your child will need a piece of fresh fruit or vegetable for their brain break each day.

Tuckshop is available each Friday and on 'Special Tuckshop Days'.

## **What to Wear to Prep**

Prep children are to wear our school uniform. (Polo shirt and shorts are very practical)

**HATS:** - Children must wear broad brimmed hats. (No peaked caps or Cowboys)

**SHOES:** - Children are to wear closed in shoes to Prep. Black Sandshoes/joggers are ideal as the children participate in the school's Physical Education Program and will require running shoes. (Please try to teach your child to do up their shoe laces or get Velcro straps)

## **Birthdays**

We think your child's birthday is special too! We love to celebrate birthdays at Prep. Maybe you would like to bring in a birthday cake for your child to share with classmates.

## **Treasures from Home**

Your child is encouraged to bring to Prep any type of interesting specimen or objects such as rocks, shells, flowers, insects etc, on pre-arranged days. Toys can be broken and lost. They are much safer at home.



## **Sharing Information**

Events in family life can be a major concern or excitement to children and can markedly affect their behaviour. It is important for the home and prep to share information which may affect children. We would appreciate it if parents would inform the teacher of any unusual happenings at home.

## **A Healthy Child is a Happy Child**

School can be very tiring in the first term until children get used to the routine.

Make sure your child has:

- 10-12 hours of sleep every night
- a good, healthy breakfast
- the opportunity to take part in some physical activity each day
- plenty of water

## **Excursions**

From time to time we plan to have educational trips for the children. You will be notified early of the plans, to acquaint you with the itinerary, objectives behind the excursion, supervisory arrangements, arrival and departure times, cost, travel arrangements and items required for the trip.

Parental permission is needed in writing, so it will be necessary to sign and return an excursion permission form for each outing. It will also be necessary for a number of parents to attend each excursion as helpers, so if you can attend occasionally that would be great for us all.

## **Money**

You may be asked to send money in to Prep for excursions, fundraising, bookclub etc. We ask that the correct amount be sent in a sealed envelope which is clearly marked with your child's name, the amount deposited and the purpose. All money needs to be deposited into the white payment box located at the office. To avoid disappointment, please observe any payment cut-off dates. Money may not be accepted after cut-off dates as often firm numbers and payment are required to secure bookings and finalise numbers.

## **Library Borrowing**

A library bag will be required at the beginning of the school year for each child. Children are able to borrow books from our school library each week and will visit the library during sessions for reading as well.

To assist your child with their pre-reading skills it helps to:

- Read to your child each day if possible
- Discuss what has been read
- Sometimes ask your child to predict what may happen next in the story.
- Talk about interesting words that they may not know the meaning of.
- RIPPER Reading information sessions will be available at various times of the year.

When borrowing books, please encourage your child to take care of them, as they are very expensive to replace.

## **Parents in Prep**

Parents play an important and valuable role in the education of their children. ALL parents have a great deal to offer ... YES DADS, YOU TOO!

We encourage you to become actively involved in you child's education by:

- visiting the prep and joining in the program
- offering to share hobbies, interests and expertise
- collecting interesting junk materials for creative play
- reading the school newsletters
- placing your name on the parent roster

Parents are welcome to come and visit and assist with day to day activities. Please refer to the separate guidelines on volunteering when assisting in our classrooms or on excursions.

## Junk Materials

Many important life skills are developed by the children's use of 'junk' materials and thus we need a constant supply of these items.

**Some examples of useful junk are:**

- cardboard/paper
- buttons
- soft wood
- clean egg shells
- greeting cards
- envelopes
- ice cream containers
- corks
- magazines
- wrapping paper
- wool
- bottle tops
- ribbon
- material
- boxes
- cardboard roll inserts
- metallic lolly wrappers
- egg cartons
- newspaper

## What Happens at Capella State School Prep Class?

Capella Prep is a friendly and interesting place where children come to learn informally and formally. They learn about themselves and other people and their world through real life and life-like experiences in preparation for year one. In the Prep year, students have opportunities to learn through play as well as through the Australian Curriculum.

The Prep program is planned to cater for each child's interests and needs. It aims to foster the development of certain abilities, attitudes and skills, which will assist in each child's educational development.

At Capella State Prep children are assisted to:

- develop self-confidence
- accept responsibilities
- make friends
- share and co-operate
- accept rules
- develop physical skills
- become independent
- express themselves through speech, music movement and art
- develop skills in preparation for year one
- develop a **LOVE FOR LEARNING**

## **And Finally .....**

We welcome you and look forward to you getting involved in the life of our school.

Don't hesitate to discuss any queries or worries you may have regarding your child's education. We will try our best to help and we need to work together to gain the best education possible for your child.

When you wish to discuss your child's progress please speak to the teacher.

Younger children are welcome at our prep as long as you are prepared to take responsibility for them. It would be appreciated if you could prevent them from becoming a distraction at group times, when the Prep children are expected to concentrate.

Please also refer to the School Prospectus for further information about our school.