



# Prep Handbook



# Isabella State School Prep

We would like to welcome you and your family to Isabella State School. We hope that your family's involvement in PREP is both rewarding and enjoyable.

As you know, the Foundation year is an important step in your child's education. It is well documented to be the most significant time in a child's life where their experiences not only affect cognitive, social and physical development, but also deeply influence dispositions to learning and importantly of how the children view themselves as learners.

Our Early Years Curriculum Guidelines incorporates factors to aid in your child's personal success.

These include:

- Social and emotional competence with a focus on social learning and independence;
- Health and physical wellbeing, particularly in making healthy choices and gross and fine-motor development;
- Using an Explicit teaching model to provide the solid foundations for Literacy and Numeracy development
- Active Inquiry based learning processes with a focus on thinking, investigating and imagining and responding; and
- Positive dispositions to learning.

At Isabella State School we view children as capable learners and using an Explicit Teaching framework, we emphasise and encourage active learning, problem-solving, effective communication, creativity, social adjustment and importantly, participation.

We are building a community of learners, enhanced by open communication between teachers, parents & caregivers, colleagues and other professionals. When planning for children's individual needs we welcome and value all of the information that families can contribute about their child.

We look forward to developing a partnership with your family on this educational journey and are excited in adding our own school motto of "REACHING GREAT HEIGHTS" into well planned practice.

Kind Regards  
The PREP Team 😊



# Prep Essentials

## Arrival and Departure

The PREP day begins promptly at 8.45 am when the classroom doors open and finishes at 3 pm.

It is a requirement at Isabella State School that all children be brought into the PREP Classrooms and collected from inside the room by a parent or other responsible adult nominated by the parent. Children must not be left unattended in front of the classroom.

Parent/caregivers collecting children *prior to the 3pm bell* are **required to sign their child out in the Early Departure Register at the office.**

Punctuality is essential when picking up your child from PREP as the children rely on your arrival. In the situation where you are late we are required to escort your child to the school administration where they will wait for you.

The office staff will supervise your child while they are trying to contact you. Please attempt to avoid this situation. We do however realise that some instances are unavoidable.

If you cannot collect your child personally, please inform the PREP staff by ringing or writing to let us know who will be doing so. Your child is not permitted to leave PREP with someone unless you have informed us.

## **Attendance**

PREP is a 5-day per week program. Your child is expected to attend on a regular basis once enrolled. Inconsistent attendance affects your child's learning and social skills.

## **Absences**

If you are going on holidays or your child is ill please inform the school as soon as possible. Call the Student absence line 40408760 and leave a message or text 0429827484. A letter explaining the absence upon returning to school is also required.

## **Behaviour Management**

In PREP we implement and support the Whole School Behavioural Management Plan. Please refer to the Isabella State School Enrolment Package for our guiding principles.

## **Booklist**

Book list requirements/ arrangements will be available to you later in the year.



## Further Requirements:

- A plastic water bottle - for water only (clearly named)
- Lunchbox. We have fridges in each class so a non-insulated lunch box is preferred.
- A school bag that is big enough for the children to manage independently. Adding a key ring to help your child identify their bag, when all bags look the same.
- A wide brim hat - to help instil healthy sun safe habits early. The rule of the school is HAT ON - PLAY ON. School hats are available from the uniform shop. So your child can recognise their hat instantly, please decorate with a motif, e.g. - butterfly, train, etc. Write their name under the brim with bubble paint.
- Shoes - Students must wear shoes to school (*closed in shoes preferred*). Shoes with velcro are the most suitable for Prep.
- Spare clothes - One set of underpants and spare bottoms in a plastic bag is essential at PREP. Please leave these in your child's bag - again all named. If clothes are provided by the school it is an expectation that these be returned clean at your earliest convenience.



## **Health Policy**

Unless your child has a diagnosed condition it is an expectation that your child is independent when using the toilet and dressing themselves prior to commencing prep. Please note that you will be contacted to support your child with their toileting needs if mishaps occur on a regular basis.

Children with infectious diseases must be excluded from PREP for specific periods of time. In cases of minor ailments, parents are asked to use their own judgement about whether a child is fit to attend PREP.

If your child becomes ill at PREP, care will be overseen in the sick bay (situated in the Administration Building) where you will be contacted as soon as possible. If you are unreachable we will phone your emergency contact person with our concerns.

If your child has a specific health problem, please discuss this with the teacher, so that she can support them in a manner that is most helpful for him/her.

## **Administering medicine at PREP**

Education Queensland has ruled that medication may **ONLY** be given to children at school strictly in accordance with instructions by the pupil's medical practitioner and with the written consent of the parents.

**NO** Naturopathic medication or paracetamol/cough medicines can be administered by the staff unless prescribed by a doctor.

We will need:

- Your written permission to administer the medication
- The medication with the pharmacist's written instructions - noting exact dosage
- Specific time at which medication is to be administered

Where a child requires ongoing medication e.g. Inhaler therapy for asthma or emergency medication (i.e. for a child allergic to bee stings) the requirements are:

- Written permission from the parent
- Letter from the doctor detailing what the medication is specifically for
- exact dosage and specific time to be administered

**\*\*Please note that all medication is to be kept in the Administration Building and is administered by Administration staff.**

## **Information Sessions and Parent Communication**

Opportunities for parents to visit in PREP will arise throughout the year. You will be encouraged to participate in these occasions and at any time you have the need to speak with the teachers regarding your child - we will be only too happy to respond to enquiries.





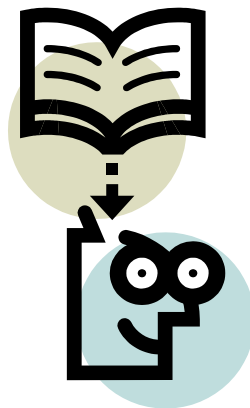
## Child Interests and Relevant Information

It is vital that all parents fill this form in accurately and with detail, to enable us to gain a valuable insight in to your child's interests and needs. This form is also used in determining classroom placements and to assist us in our planning of the PREP Program. It also provides us with information that we may never get to know or, otherwise, take a long period of time to establish. We value your input and look forward to viewing all of this important information.

### Library

PREP children will have access to our school library. Your child will therefore need a **STRONG, WATERPROOF**, library bag with **DRAWSTRING TOP** to protect the valuable books. This is a requirement of the library staff and inability to provide the correct bag will delay children from borrowing from the library. These are available through the uniform shop.

Please note that lost books or books not returned must be paid for. Families will be invoiced for the replacement cost.



## Eating times

A child's early years are important for physical and mental development. The food eaten by children in PREP often equals a large portion of the food they eat over the whole day. It is therefore important that children eat nutritious foods whilst at school.

Chips, Sweets and lollies are NOT a part of our healthy eating plan. Please send along healthy food and drink for your child.

Send along a spoon if your child requires one. Also, some containers, lids and packages are too difficult for children to open, so if they are unable to do it at home please refrain from sending it to school. Practice these skills prior to coming to school. Children managing their own lunches is what we are striving to achieve.

The children will have their water bottle and they are able to refill it during the day.

We have three eating times in Prep in Term 1 - a brain break (fruit only), 1st and 2nd lunch. After Term 1 it is the regular lunch breaks only.



## **Tuckshop**

Establishing positive eating routines (with the focus on making healthy choices) is part of the Prep curriculum. Please consider the healthy food guideline when ordering tuckshop. Tuckshop can be ordered on a bag system. Please only send money in a tuckshop bag with your child's name, food order and class clearly written. Prep students are not encouraged to order over the counter during lunch hours.

## **Parents and Caregivers visiting PREP**

We would love to encourage you to visit PREP when you have a spare moment. The children enjoy seeing a member of their family or caregiver, where they can spend time together in their classroom.

However, during the first term we would appreciate time to settle the children into routines.

Please see us and we will make arrangements following that time.

Parents play the most important role in fostering their childrens' learning. Reading to and talking with your children fosters the development of their speech, language, early literacy and social understandings. Providing opportunities for physical play and taking time to do activities together that develop the small hand muscles (cooking, drawing, play dough) will complement the Prep Program and help your children to get ready for the more formalised tasks required of them as their education progresses.

We welcome your involvement in the Prep classes by:

- Sharing information about your child to assist us to meet his or her needs
- Supporting the parent group or taking on a more active role in it
- Reading the noticeboard and contributing items of interest to it
- Collecting clean recyclable materials for use in the program
- Providing supervision on excursions and at special events
- Joining in the program and spending a morning working with your child
- Sharing your own hobbies with us - music, writing, art, craft, cooking, carpentry, gardening.....

## **Reporting**

Reporting to parents will be conducted in accordance with the whole school, where enough notice will be given as to the times and dates these will occur. Any matters of concern can be directed to the teacher by appointment.

## **Treasures from home**

While we do not wish to dampen your child's enthusiasm, we would appreciate it if ALL TOYS are left at home. Treasures can be lost or broken - and are safer at home.

Opportunities to share special belongings will occur throughout the year, and notice will be given when it is time for your child to share these.

Your child is however encouraged to bring in to PREP any type of interesting specimen or object - rock, shells, flowers, non toxic plants, non-toxic insects etc, to enrich our science program. Sharing of experiences is also an important part of our day.

## Uniforms

Isabella State School seeks parents support in **ensuring all students are wearing full school uniform including appropriate footwear at all times**. The wearing of full school uniform conveys a sense of self pride in students and in their school. It also fosters a sense of belonging and promotes the safety of our students.

**BOYS:** School navy & jade polo shirt with collar and school logo  
School navy blue shorts  
School broad-brimmed hat, navy with white trim  
Suitable footwear - joggers/sandals

**GIRLS:** School navy & jade polo shirt with collar and school logo  
School navy blue shorts  
School broad brimmed hat, navy with white trim  
Suitable footwear - joggers/sandals  
*and/or*  
Princess line style dress in school material

Stockists: School Uniform Shop (managed by Isabella State School P&C)



## Hints for the First Day

It is our wish that the first day of PREP will be a happy one for your child. We will be working hard to make sure that everything goes as smoothly as possible. We'll have lots of smiles and time to get to know each other.

Our routines will be simple and consistent until the children feel confident with their new environment.

Here are just a few hints to make the first few days go smoothly:



Be positive. Talk about the new things in a happy way.



Familiarise children with staff names.



Always tell your child when you are leaving and that you will be back at the end of the PREP day (when all of the other parents come back).



Once leaving, go as quickly as possible - children in most cases settle down after that initial departure from mum or dad.

**We Welcome You!!**

We are looking forward to sharing a happy and beneficial year with your family.

# NOTES

(updated May 2016)