PREP HANDBOOK 2013
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We welcome your family to Golden Beach Prep 2013
Prep Routines

**Prep Address & Phone Numbers**

Address  34 Gregory Street, Golden Beach  QLD  4551

Phone Number  07 5437 4333 (Primary School Office)
               07 5437 4360 (Absence line)

**Prep Times**

Monday to Friday  9:00 am to 2:45 pm  Term One
               9:00 am to 3:00 pm  Terms Two, Three and Four

Doors open at the 8:45am bell.
Children need to be ready to start their day by the 8:55am bell with the roll marked at 9:00am.

*All Prep children must be brought to and collected from the classroom by an adult.*

A sign in/out book will be located at the door for the adult to sign their child in. If at any time you arrange for someone else to collect your child, please notify us of that arrangement. Please let us know if your child is going to be absent by phoning the school absence line.

If students arrive late or need to be picked up early, parents need to see the school office and request a late or early note. Students can not be dropped off or released from the classroom without the office note. This ensures the safety of your child and makes sure records of student’s attendance is accurate.

You are encouraged to spend some time in the classroom with your child before Prep begins each day. Teachers set out puzzles, games and other activities to work on with your child before school starts.

**What is Prep?**

Children attend Prep 5 full days a week and they are involved in an active, engaging Inquiry Based program. Our program provides opportunity for students to create and investigate based on their own interests, as well as blocks of time set aside for teacher-directed focussed Teaching and Learning sessions. Students work individually, in small groups and in whole class lessons. The framework for the programme is the Australian Curriculum. Student’s learning and development will be monitored using the Australian Curriculum Achievement Standards.
As early childhood teachers we create five main contexts for learning and development and children have the opportunity to learn within these five contexts in both the indoor and outdoor environments at Prep. Larger blocks of time are set aside for the children to be engaged in **active learning through play**, **real-life situations** and **investigations** with **meaningful routines and transitions** and **focused learning and teaching lessons** placed throughout the day. The five contexts for learning are:

<table>
<thead>
<tr>
<th>Contexts for learning</th>
<th>Examples</th>
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| **Play**              | • Socio-dramatic play (setting up a shop)  
• Fantasy (creating props for a spaceship)  
• Exploratory (looking at an object through a magnifier)  
• Manipulative (Puzzles, constructions, making a necklace)  
• Physical (Running, hopping, skipping, climbing, moving through obstacle courses)  
• Games with rules (Board games, card games, outdoor games) |
| **Real-life situations** | • Cooking  
• Gardening  
• Reading & writing texts for real purposes  
• Conducting experiments  
• Making artworks  
• Attending performances/Having visitors come to Prep |
| **Investigations** | • Generating questions & finding answers  
• Creating maps/diagrams to communicate ideas to others  
• Ways to use art materials  
• Examining how things work  
• Testing ways to move their bodies and other objects  
• Taking turns, negotiating and resolving conflicts within play |
| **Routines and transitions** | • Meal times  
• Toiletting times  
• Tidying up the environment  
• Relaxation  
• Games/songs to move from one phase to another |
| **Focused learning and teaching** | Focused learning and teaching episodes are planned by the teacher and spontaneously occur through child or adult initiated events. The teacher guides learning, where children are actively interacting with people, objects and representations to demonstrate their understandings. |

The children will have access to **Physical Education**, **Music** and **Library specialist lessons**. We will be a part of school parades, visiting shows, sports day and other whole school events.
Parent Information

Parents in Prep
You play an important and valued role in the education of your child. We appreciate your help in the following ways.

• Assisting with group work, excursions and special occasions. – This will help you to understand what and how your child is learning in Prep.
• Attend Parent Information Sessions.
• Supporting and encouraging your child and their school work and home work.
• Making a time to discuss any problems or worries
• Sharing interests or hobbies with us i.e. cooking, gardening, pottery etc.
• Collecting junk materials

Sharing Information
All information shared is regarded as confidential. As the year progresses, please inform us of any events that may affect your child’s behaviour. Changes in family life, such as major illness, visitors, accidents, upsets or disruption to the family routine, can be a major concern or excitement for children and we would appreciate it if you could share this information with us so we can best plan for your child’s needs.

How can you help us?
• Stay informed
• Read the daily messages on the sign in book and white board
• Check your child’s notice pocket daily
• Be involved with Parent help. The best way to know what is happening is to be a part of the day
• Ask questions
• Collect collage materials-

Things to collect:

SCRAP PAPER
(printed one side)
Food packets/tins
Plastic food
Stethoscopes
Corks
Ribbon
Lace
Gift wrap
Pipe cleaners
Cellophane

Feathers
Bottle tops
Paper plates
Table cloths
Carpet/vinyl samples
Paper
Plastic containers

Hessian
Cardboard Boxes
Cardboard Tubes
Dowelling rods
Plastic containers (various)
Leather pieces
Buttons
Birthdays
You are most welcome to bring along a cake or patty cakes (25) to Prep to celebrate your child’s birthday. Please let us know if your family doesn’t celebrate birthdays.

Treasures from Home
These are easily lost or broken within the Prep setting. We will be having a ‘News Bag’ which will be sent home with the children throughout the year so that they will have the opportunity to bring in and talk about something they have from home.

Accidents
If an accident occurs, first aid staff will monitor your child’s health. In an emergency every effort will be made to contact parents or guardians. PLEASE KEEP US UP TO DATE WITH ANY CHANGES IN ADDRESS OR PHONE NUMBERS – FOR YOU AND YOUR EMERGENCY CONTACTS.

Medication
If a child requires medication to be administered during school hours, WRITTEN PERMISSION MUST be given to the teacher from the parent before any medication can be given. The medication is given to the school office and will be administered by office staff. The medication container must show:
• Name of medication
• Date of issue
• Issuing Doctor’s name
• Dosage

Health Policy
Parents are requested to keep their children at home when they have an infectious illness. Should a child become ill during the day the parent will be notified. Please notify us if your child has been exposed to any communicable disease.

Money collection
Any money sent to Prep must be put in an envelope clearly labelled with the name and purpose and placed in the money box at the school office.

Fire Drills/Emergency Evacuations
These are generally carried out once a term. The children will learn the procedure they will follow in the event of an emergency.

Head Lice
Parents are asked to frequently inspect their child’s head for head lice. If a case is reported in the room all parents will receive a letter notifying them that it has been reported.

Excursions and Visitors
We will be going on excursions throughout the year to enhance the program for the children and visitors will also come to the school. Parents will be notified of any change in routines.
**Healthy Lunch Boxes**
Help your child make healthy choices about food by providing a lunch box with as many natural foods as possible. **Please – No chocolates or lollies.**

**Levy**
During the beginning of Term 1, parents will be invoiced for $____ which covers all classroom materials for the year.

**Requirements**
- School uniform
- Broad brimmed hat
- Shoes and socks
- School Bag (With lunch box including lunch and afternoon tea)
- Library Bag
- Spare Clothes (including undies to be kept in school bag)
- One single bed fitted sheet in a Bag (No pillows or toys) **Rest is a short quiet time during term one only. Students will then move to quiet reading at this time.**

*(PLEASE ENSURE THAT ALL THE ABOVE ITEMS ARE CLEARLY MARKED WITH YOUR CHILD’S NAME)*

**We welcome you to Golden Beach Prep for 2013.**
**We anticipate that this year will be an exciting one for everyone!**
**Get involved and be a part of your child’s education. It is the most important role you will play in their schooling life.**
Today your child may progress - in learning:

To think more critically,
To communicate more effectively,
To cope more readily with environmental demands,
To accept failure, appreciate beauty,
They may have increased their vocabulary,
Accepted a challenge, lost a fear,
Gained in confidence, independence and self-respect.

Your child may not be able to tell you this
but they are all signs of DEVELOPMENT.