Prep 2015
Enoggera State School

Parent Information Pack

Includes
- Starting Prep
Starting Prep

What to expect on the first day of Prep

Classroom doors open around 8:30am on the first day of Prep to allow parents and children to get ready before the bell rings. Please help your child find a place to put their bag on the port rack (there are no designated spaces). Fruit break and water bottles are to be placed in the labelled tubs/on the table.

Please bring all items on the booklist. Books need to be named but not covered and all other items are shared amongst the children so there is no need to be label them. The teacher will show you where to place these items. Please help your child put their name tag on.

When the children are settled and the bell has rung, parents will be encouraged to leave the classroom. While your child may have attended Pre-Prep or other care and been very comfortable saying goodbye, they may get upset on the first day of Prep. Please be aware that with so many adults and children around, the first morning can be overwhelming, which is why we ask you to say goodbye to your child and then go and enjoy the morning tea provided by the P&C outside the Library. Children generally settle quickly and enjoy the rest of their day. You are welcome to ring up later to see how your child is going.

How to help prepare your child for the first day of Prep

Talk to your child about what will happen when they arrive at school, that you will say goodbye and return to pick them up everyday. Assist your child in feeling positive about starting school and discuss any concerns they may have. Please include them in the preparation of their fruit break, lunch and afternoon tea to ensure they are happy with the choices and are also aware of what to eat at each break. It is also helpful to ensure they can open and close their school bag, lunch box and food items etc.

What to expect in the first weeks of Prep

A lot of learning and adjustment takes place in the first weeks of Prep which can be quite exhausting for children. You may find that your child is very tired, throwing tantrums or saying that they don't want to come to school. Support them through this period of adjustment by listening to them and acknowledging what they have said. Children may also come to you saying they have no friends or they get in trouble. Please remember that these issues are seen through a child’s perspective. Often what is perceived by a child to be a big issue is not actually the case. The children frequently play and eat alongside one another in the first weeks and may take some
time to form a friendship group. Children may see that they got into trouble; but in the eyes of the class teacher, we are assisting children in developing appropriate behaviours that enable themselves and others to attend to learning activities. This may not be an issue that needs to be addressed with you, the parent, if it is being effectively managed within the classroom. We again encourage you to listen and acknowledge what has been said by your child. At times it may be helpful to assist them in focusing on something else, rather than maintain focus on a small problem that can be perceived as a larger issue if it is discussed at length.

**School Times**

Prep Classrooms open from 8.30am to allow children time to settle and say goodbye. Children usually have activities to complete such as tracing their name, doing puzzles or reading stories with their parents.

The school bell rings at 8.55am for school to start. We usually gather together on the carpet and then say goodbye to the parents.

Lunch 11.00a.m.-11.45a.m. Eating time is for 15 minutes then play is for 30 minutes.

2nd Break/Afternoon Tea 1.15p.m.-1.40p.m. Eating time is for 15 minutes, then play for is 10 minutes.

School finishes at 3.00p.m. Parents come to the classroom at 3.00pm where the door will be opened. All children wait on the carpet until an adult collects them.

**Communication**

Each child will have a pocket where class notices will be placed. We encourage these to be emptied daily. Teachers will also place notices up on the noticeboard or write in their sign in book.

It is great for each class to establish a class liaison to send out emails or provide information to the class group from the P&C etc. If you are interested in being a class liaison please let your class teacher know.

**Prep classes**

Class lists will be completed by the end of this year and a welcome letter will be posted out introducing your child’s teacher to your family.
A Parent’s Guide to Prep

A - Z

Absence - If your child is absent please send an email the school at absences@emanagerass.eq.edu.au or phone the absence line on 3350 1340 to give the reason for his/her absence. The Department of Education and Training requires staff to follow up on three or more days of unexplained absences.

Accidents - Please ensure your child has a spare uniform and underwear in a ziplock bag that remains in their school bag. If your child has a toileting accident at school, their wet clothes will be put into a plastic bag and placed in their school bag. If your child soils their pants, you will be phoned by the school and asked to assist them; in most instances a shower is required.

Arrival - We open the doors at approximately 8:15 to enable jobs to be completed before the bell rings at 8:30am. We ask that you assist your child to complete these jobs, and as the year progresses, encourage your child to do these jobs independently.

- Bag on rack
- Freez in tub
- Water bottle in tub/ on the table
- Lunch box in fridge/ on in bag
- Any homework folders in the box

Once the jobs are completed please say goodbye to your child, and they will come and sit on the carpet ready to start their day. Feel free to leave when your child is settled in the classroom even if the bell has not rung. If tables and displays are set up please encourage your children and younger siblings to stay away from these activities.

As we progress through the year we will have different play spaces set up from our planning and investigation times. We request that younger children be encouraged to stay away from these areas.

Assembly - Every Monday morning a whole school parade is held starting from 8.00am in the Emmanuel Uniting Church next to the school. Parents are welcome to attend these assemblies.

Attendance - While Prep is a non-compulsory school year, regular attendance is expected to allow your child to have access to an environment that fosters learning and development through play-based and inquiry-based learning and teaching.

Awards - Each week “Student of the Week” awards are given out on assembly and throughout the year each child will receive an award.
Bags - School bags should be big enough to fit all the essentials for school: lunchbox, drink bottle, hat, spare clothing, and when needed a folder, library book and jumper.

Belongings - Please write your child’s name on everything: lunchboxes, water bottles, hats, shoes, clothes. At this age, belongings often have a way of ending up in someone else’s bag; if they are labelled, they can be returned to the appropriate owner.

Birthdays - In our prep rooms we celebrate birthdays. We ask that parents send along enough small cupcakes for the class. If your child has allergies to food we ask that you send a container of cupcakes, that your child can eat, which can be frozen and given out when birthdays are celebrated.

Buddy Program - Each student in Prep is buddied up with an older student in the leadership class. The classes meet fortnightly in the Prep classroom and participate in activities such as reading, fine motor and preparation for special events, e.g. Mother’s Day or Father’s Day.

Communication - Please feel free to approach us in the mornings; even if we look busy please don’t hesitate to talk to us about issues or concerns. However, if you require a lengthy discussion we are more than happy to make a time with you after school or you can approach us on the verandah after the children have been dismissed.

Confidentiality - When helping in the classroom as a Parent Helper, we expect that you treat all matters that occur in the classroom with confidentiality. We stress that Parent Helpers should not inform other parents of what is observed, in particular, regarding any child’s behaviour or skill. At times your child may also inform you of things occurring in the classroom in regards to other children’s behaviour; we ask that you do not inform that child’s parents. It is the role of the class teacher to determine if and when a parent is informed of such matters related to their child. If you are concerned about anything you observe at school, particularly in the classroom, or in relation to the students, please let us know directly. Parent Helpers are required to sign in and out at the office on the Volunteer Register. You are also required to sign a document to say that you have read the Volunteer Handbook.

Donation of Materials - Throughout the year we need your help to keep our college trolleys and box collections well stocked.

Things that you can donate:
- Boxes from food e.g. cereal boxes (Please ensure that boxes are free from food crumbs)
- Cardboard tubes e.g. from paper towels
- Egg cartons
- Gift boxes
- Ribbon e.g. from birthday presents
- Paper cut-outs e.g. from scrapbooking punches
While we appreciate your donations we do not have a use for:
- Toilet rolls
- Pieces of cardboard from food packages

**End of Day** - Prep at Enoggera State School finishes at 3:00pm. If you arrive at school before this time, please wait under the building. This area is least distracting to all other classes who will be finishing their learning for the day. When the bell rings we ask that you come to the Prep classroom. We will be there to assist children as they leave the classrooms. Children will not be allowed to leave the Prep room until a parent or caregiver has arrived. Please do not come on to the verandahs, as this can be distracting for children as we finish our day of learning and discovery.

**Equipment** - Playing on equipment before and after school is not allowed. Although many parents are present this rule is in place more so for the safety of unsupervised children.

**Excursions** - You will always be notified in writing either through the school newsletter or a special Prep letter of these events. Money and the permission form must be placed in an envelope and deposited in the collection slot at the office. Please write on the envelope:
- Your child's name
- Class
- What the money is for
- Amount in envelope
- Signed permission form

**First Aid** - If your child is injured or ill at school they will receive treatment within the classroom and will be sent to the office for treatment if an incident occurs during lunchtime. Parents will be contacted if necessary.

**Food and Drink** - We encourage you to discuss with your children their options for lunch and fruit break daily. It can be very difficult to encourage children to eat if they do not like their lunch for the day. Please ensure children can open their packaged food. If they cannot may we suggest you cut a small slit in the packet and show your child where you have cut it. Please only put water in the bottles placed in the water tub. If you would like to send a different drink such as a juice popper for lunch, this can be placed in children's lunchboxes. Don't forget spoons for yoghurt etc. Please be aware we have children at the school with food allergies that can lead to anaphylaxis. Please do not send any food with nuts in it.

**Fridge** - If your child’s class has a fridge they are able to put their lunchboxes in the fridge.
Fruit Bat - Fruit bat provides time for a short break in the morning session. Our goal is for children to have a healthy, fresh, small snack that will provide energy to sustain them until morning tea. If your child does not feel like fruit on a particular day, alternatives such as rice or soy crackers, pretzels, or dried fruit are acceptable. Please put your child's fruit bat in a clearly labelled container. There will be tubs on the verandah/in the classroom for children to put their fruit bat into on arrival at school. Please note that Fruit Bat is only a small snack in the morning so please send small portions only.

Hats - Children must wear a broad brimmed or bucket hat. Caps are not permitted as they do not provide appropriate coverage of the neck and ears. If children do not have a hat they cannot play and must remain seated under the building during lunchtime. If your child’s hat is lost they can wear a different hat until the school hat is found or a replacement is purchased.

Head Lice - Please read the attached document “Managing Head Lice at Home”.

Independence - It is important that your child learns to function independently at school. You can help by gradually allowing them more responsibility for tasks, such as unpacking their bags at school in the morning. Children should also be able to dress and undress themselves, especially in Term 4 when we commence swimming. Children are also encouraged to wear shoes with Velcro so they are able to take their shoes off and put them back on independently.

Library - Children attend one library lesson a week. During library lessons children will be taught how to use the library and will be allowed to borrow a library book. To enable your child to borrow a library book each week, please ensure
- they have a library bag
- they return their borrowed library book in their library bag to the classroom on the day of the library lesson

Lunch Times
- Fruit break approximately 1:00pm
- Morning Tea 11:00 – 11:30am
- Lunch 11:15 - 1:00pm
At both breaks children must remain seated for the first fifteen minutes to ensure they eat before playing. They are able to remain seated if they have not finished eating within the fifteen minute time frame and can then play when ready.

Lunchtime Play - The Preps have a designated playground and are expected to play in their area. They are also able to access the sandpit and the Library.

Medication Register - If your child has medicine that they must take at school, a Medication form must be obtained from the office, filled out and returned to the office with your child’s
medicine. Please note, staff can only administer medication that has a chemist label with dosage (including Paradol etc.) and in the original packaging. For hygiene purposes we ask you to please send a syringe or medicine cup for us to use for your child. Medicine is kept in the fridge in the office.

**Music** - Children attend one music lesson a week. During these lessons they learn about rhythm and beat through song, movement and playing some percussion instruments.

**Non-Contact Time** - All teachers receive Non-Contact Time each week for the purpose of planning and preparation. During this time another teacher takes the children for a specialist lesson such as Music, Drama or Physical Education (P.E).

**Parent Helpers** - When the children have settled into Prep we will be asking for parent helpers. Parents will be asked to assist us at times when children are in groups. As a parent helper we give you an activity to do with a small group that may or may not contain your child every time. We see parent helpers as an important contribution to our learning community, it is not a time for you to work solely with your child, and your involvement benefits all children. If you have a particular expertise, for example in art, please let us know. We can then try to incorporate this into our roster, using your skills. Parent Helpers are required to sign in and out at the office on the Volunteer Register. You are also required to sign a document to say that you have read the Volunteer Handbook.

**Physical Education** - Children attend a P.E lesson a week during which time they learn a variety of skills. In the lead up to events such as the Cross Country or Athletics Carnival children learn and practise the relevant activity. Swimming lessons commence in the onsite pool in Term 1. We also attend gymnastics lessons in Term 3 and 4 at the YMCA Gymnastics across the road.

**Reporting Process** - There will be two parent-teacher interviews held throughout the year, one in Term 1 and one in Term 3, as well as two written report cards, Term 2 and Term 4. An information session will be run to explain how to interpret your child’s report card in Term 2.

**Rest Time** - Each day children have a short rest time of five to ten minutes, to help calm them from lunch and give them a short break before continuing with their learning. Relaxing music is played or a story is read.

**Spare Clothing** - Please ensure your child has a spare pair of underpants, socks and a spare uniform shirt and pants in their bag in case they have an accident. It has been found that in the early stages of Prep, even children who have been toilet trained for years can have an accident as they become so engrossed in the learning taking place or attempt to ‘hold on’ until breaks.
Sun Safety - To protect your child’s skin from the sun, we ask that you ensure they have sunscreen on before arriving at school. Sunscreen will also be available in the classroom. We ask that you teach your child to put on their own sunscreen so they make effective use of sunscreen in the classroom.

Toileting - Children are encouraged to use the toilets during breaks. At the beginning of the year we have designated times when the whole class will visit the toilet during the sessions. As the year progresses if children need to go to the toilet during class they are able to go with another child. We ask that you ensure your child has been to the toilet at school before coming to class each morning.

Uniforms - As children move up in year levels it is expected that they wear their sport uniform on P.E. days only. To enable children to become familiar with school expectations, we encourage you to only send your child in their sport uniform on P.E days. The other days please ensure your child has their full school uniform including black shoes, preferably velcro. Please ensure collar length hair is tied back everyday with appropriate accessories (royal blue colour is preferred).

You Can Do It – Enoggera State School students participate in the You Can Do It program. This is a social, emotional wellbeing program based on the 5 keys of confidence, resilience, persistence, organization and getting along.

Zzzzzzzzzzzzzzz - a good sleeping routine is vital for all of us.
HEAD LICE INFORMATION

DESCRIPTION - Head lice are small, wingless, egg laying insects found on the human head. They grow to about 3.5mm (the size of a sesame seed or pin head). Head lice live on the hair and feed by sucking blood from the scalp. They are pale grey in colour before feeding and reddish brown after feeding. Live eggs are glued to the hair shaft within a distance of 1.5 cm from the scalp. They hatch in 7-10 days as young lice (nymphs). It takes up to ten days for the nymphs to become mature lice and begin laying eggs. Adults are larger than nymphs and a mature female lays up to eight eggs per day.

SYMPTOMS - Detection of adult lice or nymphs on the scalp is the best way to determine if head lice are present. While most people with head lice will not develop an itch, a small number of people develop an itch due to an allergic reaction to the saliva of the louse. Scratching can give rise to secondary bacterial infections on the scalp.

TRANSMISSION - Head lice do not jump or fly. They are spread mainly by direct head to head contact. They have strong claws and move by swinging from hair to hair. This can happen when people play, cuddle or work closely together.

Head lice are a very common problem in schools and institutions everywhere in the world. Anyone can get head lice. They affect all socio-economic groups and are not a sign of poor hygiene. They have no preference for ethnic background, hair colour, hair type or age. All parents should check their children and other family members for head lice regularly as early detection decreases treatment time and helps break the breeding cycle.

The most effective way to detect head lice is by using the hair conditioner and combing method. You will need white-coloured hair conditioner, an ordinary comb, a fine tooth head lice comb and white tissue/kitchen towel.

- Apply enough conditioner to dry hair to completely cover the scalp and hair from roots to tips.
- Use an ordinary comb to detangle hair and evenly distribute the conditioner. Comb hair from root to tips using a fine tooth head lice comb.
- After each stroke, wipe the comb onto a white tissue, checking the comb and tissue for head lice.
- Comb the whole head, checking for lice.
- Put all tissues in a plastic bag, tie the top and put the bag in a rubbish bin.

All members of the family/household should be checked once per week using this method as long as infestation remains within the household.

OTHER TREATMENTS - There are four groups of treatment agents available in different forms (i.e. shampoo, mousse, and lotion) which can be obtained from chemists without prescription. No chemical treatment kills all the eggs. A second treatment should be applied 7-10 days after the initial treatment to kill the nymphs that have hatched from the eggs remaining from the first treatment.

PREVENTION - While there is no need to vacuum, wash or treat with insecticide any furniture, clothing, bedding (except pillowcases), toys, carpets or hats, the following actions can be taken to help prevent infestation/re-infestation:

- Avoid head to head contact with other persons.
- Keep long hair tied back or in plaits, especially at school.
- Do not share brushes, combs, or pillows.
- Treat all household members whose head lice have been detected.
- Keep hair short, particularly during an outbreak. It is easier to detect and treat head lice in short hair.
- Notify your school so that others can be alerted to the problem and can check for head lice and arrange treatment if necessary.