



Prep Parent Information 2019

Daily Routines

- **Attendance:** It is important! If your child is unable to be at school, please notify us by calling the absentee line on 5495 8350, or using the school app or writing a note telling us of your child's absence. If your child comes late to school, please go to the School Office first to enter your child's details into the computer and then proceed to the classroom. Similarly, if your child needs to leave early please collect a departure card from the School Office and bring it to your teacher.



- **Drop-off and Pick-up:** In the mornings we ask that you wait in the Undercover Area with your child until 8:20am before heading to the classroom. You are welcome to drop your child off at the Undercover Area between 8:00am-8:20am. If you are unable to stay, your child will be escorted to the classroom by a designated adult.

In the afternoons, please wait in the **Undercover Area** until you see your child's class on the verandah outside the Boost room. Your child will be dismissed there. If you are unable to come at 3:00pm, your child will be walked over to the Undercover Area where they will be supervised until 3:30pm.



Saying Goodbye can be both emotional for both you and your child. So try and send your child off with a smile and wave and give them the reassurance that you will see them after school. Distressed children settle very quickly once you are gone. If they cry, it usually lasts no more than a minute after you leave. Please don't feel guilty leaving a crying child with us. If you are still concerned after leaving, please ring us when you get home and we'll let you know how they have settled.



- **Crunch & Sip:** Each day we break midmorning for a short break where the children eat either a piece of fruit or vegetable and have a drink of water. Please label containers/fruit and place in the box near the front door on arrival.



- **Fostering Independence:** Encourage your child to pack and unpack, complete morning tasks independently and carry their own bag.

Weekly Program

- **Specialist Lessons:**

- **Library:** Prep have their library lessons on Tuesday. **Please return library books (in their library bags) by Monday or Tuesday morning.**
- **LOTE:** Prep have their Japanese lesson on Tuesday.
- **Music:** Prep have their lessons on Thursday.
- **P.E. (Physical Education):** Prep have their PE lessons on Thursday.



- **Chapel:** Each Wednesday from mid Term 1 we have a chapel service where we sing and listen to a Bible message. An offering is also held where we raise money for a Service project. Please join us if you are able.

- **Excursions/Incursions:** We will be going on excursions later in the year where we will be asking for volunteers to help assist. More information will be given closer to the date.



Home Learning & Parent Support

- **Green 'Home' Folder:** Please send it to school every day for notes and rosters.
- **Home Learning:** Each day the children will take home 2 readers that they will change the following morning. In the reader bag is a booklet with some suggestions for you to do with your child when reading with them each night and for you to record the books you have read. Sight words will be sent home for your child to learn and will be checked weekly (Starting in Term 2).
- **Topic talks:** Topic talks are part of the curriculum where your child will speak in front of the class on a topic related to our units of learning. We will send home a Topic talk roster with your child at the beginning of each term. Please take note of this and help prepare your child for their talk.
- **Supporting Learning:** Reading is very important. Please read to your child as often as possible. Parents can also support their child's learning by encouraging their children to use lower case letters. Capital letters should only be used for people's names and at the beginning of sentences. Also please ensure that your child is holding their pencil correctly when writing and colouring.
- **Visiting Parents/Helpers:** A helper request note will be going home in the near future. Please indicate which days/times you are able to help. Please sign in at the School Office first before coming to the classroom.



Communication & Information

- **Interviews/Informal Chat about Progress:** Communication is important! Come into the classroom before or after school for a quick chat. Feel free to contact us whenever you have a question or concern. Our phone number is 5495 5899. Our emails are kcrispe@stpaulslps.qld.edu.au and joycekapinga@stpaulslps.qld.edu.au. At the end of Term 1 we will be offering parent/teacher conversations (meeting) and end of Term 2 and 4 report cards will be distributed.
- **Parent Notice Board:** Between the two Prep classrooms will be a noticeboard. Please check this board regularly for information and updates.
- **Seesaw App:** We will be inviting parents to join **Seesaw** so your child can send you examples of their work or what they have been experiencing. More information regarding Seesaw will be given at Parent Information Night.
- **School App:** The school App is available to download from the App store and provides you with valuable information on school events and notices.
- **School Newsletter:** Please remember to check your email and your child's homework folder for the weekly school newsletter which is distributed on Tuesdays.
- **Medication/Minor Accident Advice:** Please notify myself and the office staff if your child requires medication. Please give medication to the office with an action plan and a letter from your Doctor. Puffers can be kept in the Prep building with the appropriate instructions. If you haven't returned your medical information forms, please do so ASAP. Also please let us know if your child has any medical concerns, allergies or dietary requirements.



Additional Information

- **Food and Routines:** Foods containing peanuts or tree nuts are not allowed at school. Please do not pack snack bars, LCMs, chips, lollies and biscuits as we encourage healthy eating. We encourage you to pack fresh fruit, yoghurt, cheese, vegetables, sandwiches, etc., as well as an icepack in your child's lunch box to prevent food from spoiling.



- **Tuckshop:** Is available to preps on Wednesdays, Thursdays and Fridays for Morning Tea and Lunch. Orders are to be placed online. Links are available on the school App and webpage.

- **Clothing:** Please keep a spare set of clothes in your child's bag every day in case your child has an accident. If your child needs a change, we have some articles of clothing that we will lend. The supply is very limited so please wash and return as soon as possible.



- **Name Items:** Please label EVERYTHING including your child's **shoes and socks**.

- **Box Construction:** Please bring in boxes, foil, paper, plastic wrap rolls etc. The children love to use these items for construction.

- **Birthdays:** Every child's birthday is important! If you would like to bring in something to celebrate, many parents have found that sending in cupcakes or ice blocks are easier to share than one big cake.



Your child is important to us! We will always treat your child with lots of love, respect and understanding. We are looking forward to working alongside you this year.

THE PREP TEAM

Joyce Kapinga, Katrina Crispe, Donna Armstrong, Melita Currie & Peta Hare

