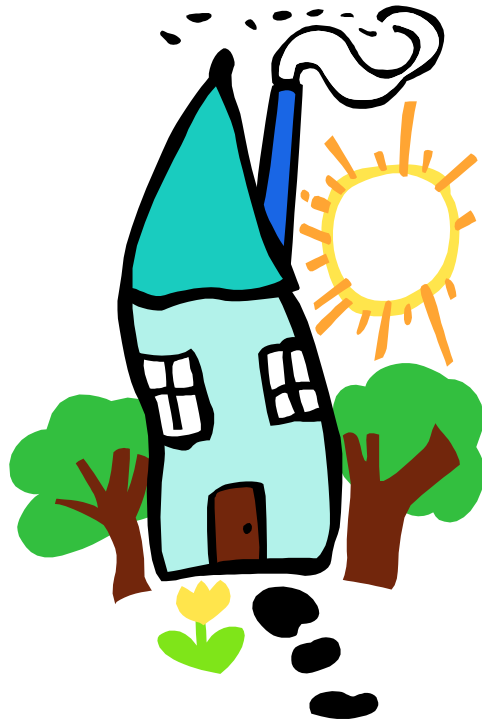


# MOORE PARK BEACH STATE SCHOOL PREP



## PARENT INFORMATION BOOKLET 2024



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MOORE PARK BEACH QLD 4670  
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## **WELCOME**

We would like to extend a warm welcome to all new parents and children to our great school.

We welcome you and your family to the Preparatory Class at Moore Park Beach State School and we hope that your year will be a very enjoyable and beneficial one.

This booklet is designed to provide helpful information about the programs and procedures that contribute to making our class a happy and enriching environment for your child.

Our aim is to create a relaxed, secure and supportive environment in which children are encouraged to develop to their full potential.

To your child, Prep will be a whole new world, full of exciting things to do. Here your child will find new friends to share experiences with, and adults who understand, care and create the foundation for future academic success.

Education is enhanced when family/community members are involved. As such we encourage you to be a part of our program and join us for what I trust will be a rewarding and happy Prep year.

We are looking forward to working with you, your child and your family.

## **PHILOSOPHY**

“Children are the central focus of the early childhood curriculum at all times”.

All children are individuals with special and unique characteristics of their own. They have different rates of development which have been influenced by their family, experiences and their previous experiences in their wider community. Factors such as personal abilities, interests, learning styles, gender and culture are taken into account when we develop our Prep program.

Our aim is to provide a secure, flexible, relaxed environment where each child can learn through a variety of contexts, at their own pace and at their own level of development which gives purpose and motivation. With support and encouragement, appropriate experiences are provided for individual children’s interests and needs to foster the foundations for lifelong learning. We are committed to providing an individually and developmentally appropriate, child-centred learning program that emerges from interaction between the child, the staff and the family.



## **DESCRIPTION OF PROGRAM**

The Prep Program is developed by a qualified early childhood Teacher and implemented with the assistance of a Teacher Aide. The Teacher is responsible for the organisation, curriculum content and conduct of the group. For all matters concerning your child, please consult your child's Teacher.

Prep provides the foundation for children to succeed at school by developing:

- social and emotional competence, with a focus on social and personal learning
- health and physical wellbeing, particularly in making healthy choices, and gross and fine-motor development
- language and literacy development and communication, focusing on oral language and early literacy
- early mathematical understandings, with emphasis on early numeracy
- active learning processes with a focus on thinking, investigating, and imagining and responding
- positive dispositions to learning

These factors have been used to organise the key learning areas for Prep.

The key learning areas are:

- Social & personal learning
- Health & physical learning
- Language learning & communication
- Early mathematical understandings
- Active learning processes

Five main contexts for learning and development in Prep are:

- Play (all types – physical, dramatic, constructive, manipulative etc.)
- Real-life situations (eg. Cooking, excursions)
- Investigations (eg. Examining characteristics of insects, how to create with clay)
- Routines and transitions (eg. Lunch time, moving from one activity to another)
- Focused learning and teaching (eg. Teacher directed lessons such as language sessions)

### **National Curriculum**

Prep is the foundation year for implementing the Australian National Curriculum. In 2019, the subjects of English, Mathematics, Science, Humanities, The Arts, Technologies and Health and Physical Education, will be taught using the Australian National Curriculum.

**Science** – The three content strands are:

- Science understanding
- Science inquiry skills
- Science as a human endeavour

**Mathematics** – The three content strands are:

- Number and Algebra
- Measurement and geometry
- Statistics and Probability

**English** – The three content strands are:

- Language
- Literature
- Literacy

**Humanities and Social Sciences** – The three content strands are:

- Historical knowledge
- Historical understanding
- Historical skills

The two content strands are:

- Geographical knowledge and understanding
- Geographical inquiry and skills

**Health and Physical Education** – The two content strands are

- Personal, social and community health
- Movement and physical activity

## **MOST DAYS WILL INCLUDE:**

OUTDOOR TIME - During this time children will be involved in activities that promote physical development and have time to select activities of their own choosing.

INDOOR TIME - Children will participate in explicit teaching sessions, whole group and small group experiences and have numerous opportunities for free choice activities.

## **SESSION TIMES**

Prep is a full-time program. Prep commences at 8.50am and concludes at 3.00pm every week day.

## **TERMS AND SEMESTERS FOR 2024**

- Term 1: Monday 22 January 2024 – Thursday 28 March 2024
- Term 2: Monday 15 April 2024 – Friday 21 June 2024
- Term 3: Monday 8 July 2024 – Friday 13 September 2024
- Term 4: Monday 30 September 2024 – Friday 13 December 2024

## **ARRIVAL AND DEPARTURE**

Students are encouraged to arrive at 8.30am or soon after. Prior to 8.30am, Prep staff will be preparing for the day. Students who arrive prior to 8.30 a.m. will be required to sit on the seats outside the office.

Punctuality is important. Being on time means children can start the day in a relaxed mood and participate fully in the program (ie. Morning session). It is important for the smooth running of Prep that students do not arrive late. Late arrivals disrupt the other children and also upset your own child. When you arrive, please help your child to put their equipment and lunches away. Encourage children to do these tasks themselves so they develop independence.

Prep finishes at 3.00pm each day. Your child may become distressed if they are left waiting for any length of time at the end of the day. It would be appreciated if you would notify the school if you are going to be delayed.

## **ABSENCE FROM PREP**

If your child is unwell, or for some other reason is unable to attend Prep, parents are asked to notify the school. A phone call (41306 111) is appreciated or you can text 0426 306 222 or email the school to our dedicated email inbox [absences@mooreparkbeachss.eq.edu.au](mailto:absences@mooreparkbeachss.eq.edu.au) . Absences need to be explained. The school is required to contact parents if the absence is unexplained. It is important for your child to attend Prep regularly so that they do not miss out on important learning experiences.

## **BUS CHILDREN**

We ask that children be brought into the Prep classroom by a bus buddy in the upper school (organised by the school principal). Please see me to make suitable and safe arrangements. Bus children will stay 'inside' the classroom doing quiet activities (ie. Books/puzzles) prior to the commencement of the school day.



## **CONTACTING THE SCHOOL**

We are unable to come to the phone during class time, so please leave messages at the office and we will contact you as soon as we are able to. Communication between parents and teachers is important. Informal chats are good way of communicating, however please understand that in the mornings we have preparation for the day to complete and may not be able to talk for long. It is often beneficial to arrange an interview with us. Sometimes a short note is a productive way of giving us a message.



## **HOMEWORK**

In Term 1, Prep children may be given the occasional task to do at home (such as bringing a photo of their family from home to talk about).

From Term 2 onwards, the Prep children have home reading for homework, starting with learning letters and sounds, and reading basic readers.

Information about homework will be outlined in the Prep newsletters.

## **REST TIME**

After lunch each day in Term 1, time will be allocated for rest. The children are required to lie on their towel quietly during this rest period. Those children who wish to sleep will be allowed to do so, whilst others will need to just lie quietly. As we move further into the year, after the Easter break, the children will no longer have a rest time on a towel but rather will have ten minutes quiet time after Big Lunch. You will need to supply a towel. Please send the towel in a cloth bag for hygienic storage. Towels will be sent home for laundering every fortnight.



## **UNIFORM**

The Prep uniform is a school shirt, black shorts/skorts or skirt. A green checked dress or shirt is an alternate uniform choice. In the cooler months black tracksuit pants and a black school jumper can be worn. Socks/shoes or sandals are expected (**no thongs or slip-ons are allowed**). A Legionnaires hat will be provided. You may purchase new uniforms from Shawline Embroidery, 17 Walker Street Bundaberg (4153 1505).

- **PLEASE CLEARLY NAME ALL YOUR CHILD'S BELONGINGS BEFORE THEY ARE BROUGHT TO SCHOOL.**

## **FOOD**

Good nutrition plays an important part in the growth of young children. A nutritious, fulfilling morning tea and lunch (eg. Sandwiches, wraps, etc) and lunch will help your child to be more productive during the day. Foods for lunch boxes could include:

Sandwiches	Cold meats	Fresh, canned or dried fruit
Bread Rolls	Yoghurt	Pita Pocket
Raw vegetables	Pikelets	Boiled eggs
Cheese	Bread	Muffins



We encourage independence whilst eating as this prepares children for school.

Water is readily available and the children are encouraged to drink anytime during the day at the bubblers. Children drink water for morning tea. You are requested to supply a plastic cup/mug for this reason. You may also send a drink bottle (no soft drinks are allowed).

We do not encourage sending lollies, chips, chocolates or roll-ups as these are not supplying your child with the nutrients best suited to productivity. These foods often cause children's behaviour to deteriorate and also causes them to become run down by the end of the day.

Please pack a reasonable amount of food (not too much or too little). Meal times are also valuable social learning times and social interaction will be encouraged. Staff will supervise children and encourage them to do more eating and less chatting at times. Please keep in mind that children's appetites fluctuate and staff are not able to make children eat if they are not hungry or if they are slower eaters.

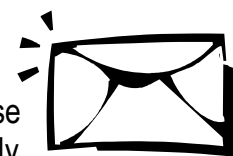
The children will have morning tea in the prep classroom and lunch outdoors with the rest of the school.

## **FOOD ALLERGIES**

We have regular cooking activities with the children and they will get to eat their creations. Please let us know of any food or drink allergies that affect your child. We will accommodate these special needs by altering recipes or ingredients.

## **MONEY**

You will need to send money to Prep occasionally for excursions or shows etc. Please send all money in a sealed envelope with your child's name, amount and reason clearly indicated on the front of the envelope. All money is to be handed in at the office in the Blue Box.



## **LIBRARY**

Children will have the opportunity to borrow books from the school library. Children will need a library bag and are asked to return their books each week. Books are a powerful learning aid for young children and can be a great source of enjoyment. We encourage you to share the enjoyment of learning and discovering through books with your child. Modelling reading is one of the most powerful learning strategies you can provide. Lost or damaged books will need to be replaced.



## **TREASURES FROM HOME**

Whilst we do not wish to dampen your child's enthusiasm, we would appreciate it if toys from home were limited to those received on a special occasion (birthdays). Toys from home can get lost or broken at school so as a rule we ask that these are left at home. However, we encourage children to share their interests and experiences and arrangements will be made to bring along 'special' items for morning talk.

## **BIRTHDAYS**

Birthdays are special. Children may wish to celebrate their special day at Prep by bringing shop packaged individual serves of cake or iceblocks.

## **EXCURSIONS AND SPECIAL PERFORMANCES**

Several excursions and visiting performances are planned for the year. These aim at broadening the children's experiences. You will be given plenty of notice prior to the excursion or performance, and will need to fill out a permission slip should you wish your child to attend.



## **HEALTH POLICY**

A child suffering from infectious childhood diseases must be excluded from Prep for the times specified on the schedule shown. The school reserves the right to exclude a child from attendance if, in its discretion, it appears the child may have a disease contagious to other children. It is very important that you notify the school of all contagious diseases so that we can be on the look out for symptoms in other children.

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)



**PLEASE DO NOT SEND A SICK CHILD TO PREP.**

**PARENTS WILL BE PHONED TO PICK UP A SICK CHILD.**

If your child has been vomiting or has had diarrhoea they should not be sent to Prep. Teachers will ask the parents to take the child home again if they are brought to Prep when they are unwell.

In the event of a child becoming ill during the day, they will be removed from the group to rest in a quiet place or in the office sickroom. The parent or other contact listed will be notified so that the child may be taken home. Parents will be asked to fill out a form detailing children's allergies, special needs etc., and emergency contact details at the start of the year. Please let the office know of any changes to this information.

It is vitally important that we have up-to-date contact telephone numbers at all times.

In cases of minor ailments, parents are asked to use their own judgement about whether a child is fit to attend. If in doubt, it is best to keep them at home.



## **MEDICATION**

Medication can only be administered by the school staff provided written permission by parent/guardian is given. "Medication Forms" must be completed before medication is administered. These forms are available at the school office and will be issued as the need arises.

All medication must be handed to the office in the container in which it was provided, along with the prescribed medication routine.

## **JUNK! JUNK! JUNK!**

Many important skills are developed by the child's use of junk materials. Therefore, we need a constant supply of all sorts of junk to use in our class activities.

**BOXES:** Match, shirt, cereal, cardboard cylinders, toilet rolls

**PAPER:** Cardboard, magazines, cards, wrapping paper, foil, computer paper, cellophane, grocery bags, old stamps

**CONTAINERS:** Ice-cream, yoghurt, margarine, large and small plastic bottles, takeaway food containers, pressure pack lids, squirty bottles

**OTHER MATERIALS:** Bottle tops, plumbing pipes, sawdust, soft wood shavings, paddle-pop sticks, string, ribbon, lace, buttons, pipe cleaners, pliable wire, tiles, lino/vinyl pieces, wool, material/fabric scraps, nails, bolts, sandpaper, cotton reels, washed egg shells, old clean socks, pantyhose, bark seeds, corks



**DRAMATIC PLAY:** Dresses, shirts, pants, aprons, ties, sashes, hats, scarves, belts, bags, shoes, old cooking utensils, jewellery, plastic plates, cups, cutlery, plastic jars and containers, baby clothes or accessories.

**OUTSIDE PLAY:** Wooden crates, drums, tyres, cable reels, rope, plastic buckets, pieces of sheer curtaining or mosquito netting, old sheets or curtains.

Please make sure all junk is clean. For health and safety reasons, please do not send in milk containers, medicine packets or jars, tin cans, glass or polystyrene packing pieces.

### **IF IN DOUBT, DON'T THROW IT OUT!**

(In fact 'anything' you may have could be of use to us)

## **ALPHABET AND NUMBER**

Prep children often love to experiment with writing – forming letters, numbers and copying their names. We have attached a copy of the beginners alphabet/numbers, and an illustration of the correct pencil grasp. Encouraging the correct formation of letters and numbers at home will greatly assist your child in the school environment. If you are teaching your child to write their name, encourage the use of an upper case for first letter and lower case for the remainder of letters.



## **ASSESSMENT AND REPORTING**

Parents are encouraged to regularly ask about their child's progress at Prep. Any concerns that teachers may have about a child's development will be shared with parents and together we will discuss how to best support your child. If more specialised assistance is required, the teachers may suggest a referral to other specialists including paediatricians, speech pathologists, occupational therapists, etc. Teachers are then able to take on board suggestions from these professionals to further assist the child's development. The children's learning and development will be documented in the children's portfolios which you will receive at the end of each semester.

## **PARENT INVOLVEMENT**

Parents play an important and valued role in the education of their child. It is widely recognised that family involvement in educational programs enhances learning outcomes for children. You are encouraged and welcome to be involved in your child's education. You can help by:

- Visiting and joining in the program where appropriate eg. presentations
- Reading newsletters and other notes
- Asking questions and offering suggestions
- Offering help in areas of hobbies and interests you may have
- Collecting junk materials
- Giving staff a word of encouragement every now and then
- Discussing any problems or concerns with the teacher
- Supporting the staff in encouraging your child to follow classroom goals
- Supporting and encouraging your child in their development
- Becoming an active member of the P & C Association

## **SHARING INFORMATION**

Events in family life such as major illnesses, visits of grandparents or other relatives, an accident or bereavement in relation to friends or pets, can be a major concern or excitement for children, and may markedly affect their behaviour. It is important for the home and school to share information which may influence the child's behaviour in any way.

We would be most appreciative if parents would inform the TEACHER of any unusual occurrences of this nature. We will endeavour to keep you informed of all school events of interest.

Please DO NOT discuss your child or others in the hearing of anyone else. Some children who over-hear such conversations gain distorted and incorrect ideas of their parents' opinions. A high self-esteem is an important goal of our prep program. Please help us to reach this aim with your child.

We ensure that our communication with parents and details about individual children remains confidential. We expect too that parents will respect the privacy of staff members, children and families. It is not appropriate nor will we engage in discussion with a parent about another person's child or their behaviour or progress. Parents who are helping in the Prep in any way are also expected to abide by this expectation. It is not appropriate to talk to other parents about any one else's child.

## **IF YOU HAVE A CONCERN**

In Prep there is a possibility that some practises and routines may cause concern. Our aim is to run a Prep program that caters to each child. As you can imagine this can be quite challenging to accomplish. We therefore have set up a program that we have found usually caters to the majority of children. Some routines are necessary or required and are not negotiable, whilst some routines can be altered. We ask for your co-operation with the classroom routines that we have set in place and if you do have any concerns please come and see us.

Many misunderstandings that occur between staff and parents at school are usually caused by a lack of communication. We ask that if you have a concern, inquiry or complaint, come and speak with the teacher first. We have found this to be the quickest and most satisfactory way of resolving a problem. After speaking with a teacher, if you don't feel a satisfactory conclusion has been reached, then you are encouraged to speak with the Principal.

## HINTS FOR HELPING YOUR CHILD TO SETTLE INTO PREP

- Plan the morning so that you are not in a hurry or your child may feel unsettled. Try to drop off your child and leave after you have ensured your child has unpacked their belongings and settled into an activity.
- Make sure you say goodbye to your child and assure them that you will see them soon. Don't prolong the farewell.
- If your child gets upset, then please say goodbye, assure them that you will be back to pick them up and leave them with a staff member. In nearly all cases children settle into an activity and stop crying once you have left. Please feel free to ring the office later in the morning to make sure they have settled.
- Be on time to collect your child. A few minutes is a long time for a child who is waiting. When you collect your child show them how pleased you are to see them.
- Please take a real interest in your child's work. Encourage them to tell you about what they have made or what they have done during the day.
- Don't be surprised if your child is exhausted. As they are participating in so many things and with so many people, they will often arrive home very tired from Prep. Make this a quiet time when they can enjoy a snack and a few minutes to unwind.
- Don't be surprised if after a few weeks of Prep, your child is no longer as enthusiastic about going to Prep. This is very normal behaviour. Once the novelty wears off, many children attempt not to go. Some also begin to think they might be missing out on doing things at home with Mum or Dad. Our advice is to keep talking about Prep positively and don't catastrophise the situation. It is usually unwise to let students stay home "just this once". This creates a precedent which is difficult to break.



## A FINAL NOTE

We welcome you and your family to Moore Park Beach State School. I look forward to working with you to ensure that the children have a happy and rewarding Prep year. Here at Prep we value your interest, participation, and thoughts. Please join with us and share in the fun and excitement experienced at Prep.

## FIRST DAY

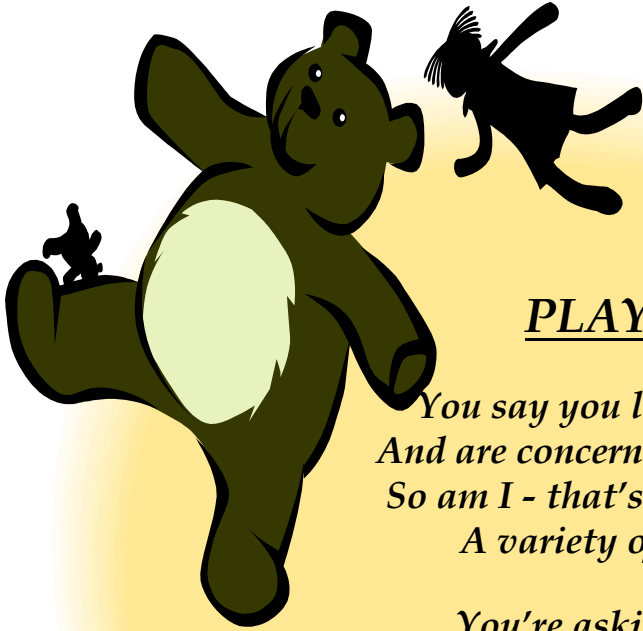
Let your child know you will settle them into an activity. When sessions begin it is important for you to leave. Reassure students that you will return at the end of the session and then leave. They may show emotion at the initial break, but prolonging your departure is harder emotionally for the child.

“For your child the novelty of Prep will take away some of the hurt experienced by leaving you. School is just as much about the parent adjusting to letting go of the child”.

Should you have any queries regarding Prep policies, or your child's progress, please don't hesitate to talk to us.

We look forward to a strong and effective learning relationship with all families. Please see us if you have any concerns or need support to ensure your child achieves success. Our motto is learning and growing together.





## PLAY TODAY

*You say you love your children,  
And are concerned they learn today?  
So am I - that's why I'm, providing  
A variety of kinds of play.*

*You're asking me the value  
Of blocks and other such play?  
Your children are solving problems  
They will use that skill everyday.*

*You're asking what's the value  
Of having your children play?  
Your daughter's creating a tower;  
She may be a builder some day.*

*You're saying you don't want your son  
To play in the 'sissy' way?  
He's learning to cuddle a doll;  
He may be a father some day.*

*You're questioning the interest centre;  
They just look like useless play?  
Your children are making choices  
They'll be on their own some day.*

*You're worried your children aren't  
learning;  
And later they'll have to pay?  
They're learning a pattern for learning;  
For they'll be learners always.*



*By Leila P Fagg*