



St. Joseph's Catholic Primary School

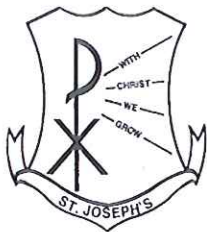
Prep Handbook 2015

Catholic Primary School



aiming higher
achieving more





Welcome to Prep at St. Joseph's.

2015

The Preparatory year is a full-time program that runs 5 days per week from 8:15 am – 2:45 pm each day. While Prep is not compulsory, children are expected to attend full-time to gain the most benefit from the year.

Our classrooms are tailor made to suit your children's needs and to ensure we cater for maximum flexibility and adaptability. Each room has an interactive whiteboard, PC's, TV's, fridges and have refrigerated air conditioning.

Application for Enrolment

Children entering Prep must be five (5) years of age by 30 June in the year they enrol in Prep. For enrolment in Prep for 2014, the child must be born between 1 July 2009 and 30 June 2010.

An application form must be completed in respect of every child for whom enrolment is sought. Before an application can be considered, the following conditions must be met –

- Parents must arrange an interview with the Principal.
- Parents must be prepared to accept the conditions of enrolment (Stated on the enrolment form) with respect to each child.
- A copy of the Baptismal and Birth Certificate must be provided.
- Enrolment does not automatically follow as a result of an application.

Office Administration

Our school secretaries are Mrs Melissa Fahl and Mrs Di Wilson. All inquiries regarding classroom needs, uniforms, school fess, etc can be directed to them.

All receipts and replies will be forwarded to you through your child.

School Numbers

School	07 4957 3355
School Fax Number	07 4957 4540
Mr. Shane Hair – Principal	
Parish	07 4957 4864
Parish Centre	07 4957 4855
Fr Peter Tonti – Parish Priest	

Street & Postal Address

4 Canberra Street	
North Mackay	4740

P.O. Box 3077	
North Mackay	4740

E-mail

School Office:	snm@rok.catholic.edu.au
Finance Secretary:	diane_wilson@rok.catholic.edu.au
Principal:	shane_hair@rok.catholic.edu.au
Prep Teacher:	zoe_rippingale@rok.catholic.edu.au anna_phillips@rok.catholic.edu.au

SCHOOL CALENDAR – 2014

Term 1	27/01/2015	-	2/04/2015
Term 2	20/04/2015	-	26/06/2015
Term 3	13/07/2015	-	18/09/2015
Term 4	06/10/2015	-	04/12/2015

The Program

Developed from the Australian Curriculum, the Prep program at St Joseph's is essentially about:

- supporting play as a context for learning
- understanding each child as an individual
- developing supportive partnerships
- providing flexible learning environment
- assisting children in exploring the world around them and the way in which they learn

Staff plan to connect the experiences of home and school, prior educational experiences and child care placements as appropriate. In prep, children will be actively involved in learning in different ways. By selecting topics which interest them, children will work with teachers to explore, observe and discuss every day experiences. They will be encouraged to develop independence and personal organisational skills, and to work with other children and adults.

In prep children will be:

- using blocks and manipulative equipment
- developing early mathematical concepts and skills
- drawing and painting to encourage oral language, reading and writing skills
- initiating and participating in dramatic play to build understanding of the world
- writing stories and copying signs as part of their play
- playing and investigating independently, in pairs, in small groups and as a whole class
- participating in outdoor activities
- actively making choices about what and how they learn
- investigating and learning how to find out about their interests
- planning with the teacher using a plan-do-reflect model
- participating in music and language experiences
- experimenting with the use of information and communication technology

Play is a very important part of prep. Children learn when they play. You may see the following types of play in prep:

Types of Play	Examples
Socio-dramatic	Children setting up and running a flower shop
Fantasy	Children creating props for space adventures
Exploratory	Using blocks to investigate weight, height, number, shape and balance
Manipulative	Completing puzzles, making necklaces from collage materials
Physical	Running, hopping, skipping, climbing, moving through obstacle courses
Games with Rules	Playing board and card games, outdoor games, child created games with rules

Religious Education

Religious Education is an integral part of our daily activities. Christian values are modelled and encouraged and form the basis of all actions and relationships. God's creation is recognised in people and nature. In addition, a special time is set aside each day for prayer, discussion, stories and songs. The children will also gradually take part in whole school liturgies, celebrations and hymn singing.

Staggered Start

We will continue to have a staggered start to the Prep year in 2015.

Because of the numbers that have enrolled with our Prep classes we have found it necessary to stagger the start of our prep students over the first two days of Term One. As such, half the class, split alphabetically, will attend on Tuesday 27th January and the second half of the class will attend on Wednesday 28th January.

We will join together as a whole class on Thursday 29th January and onwards.

This will allow us to introduce prep students to the class environment and school routines in a more supportive and controlled manner. You will receive a welcome letter at the end of the year which will inform you of your child's prep class, teacher and which day your child will start Prep in 2015.

The Daily Timetable

Between 8:15 am and 2:45 pm your child will be involved in:

- Indoor time for planning and investigations
- Teaching and Learning activities that focus on developing all learning areas including Literacy, Numeracy, Science, History, Geography and Religion.
- Outdoor activity time to develop gross motor skills
- Group music, language and story sessions
- Specialist lessons in Health and Physical Education and Technology
- Visits to the library, church and buddy class
- Lunch and Afternoon Tea breaks
- Rest periods as needed

Morning Routines

Prep teachers like to have regular contact with parents. When the prep students arrive at 8.15am they will participate in unstructured activities with parents/carers within the room. It is our preference that children be accompanied to the room by a family member/friend/carer to build a smooth transition between home and school life, and enable us to develop relationships between parents, teachers and students.

During the time between 8.15am and 8.35am prep students may need to be prompted to:

- put their bag away
- place their lunch box & water bottle in the fridge
- visit the toilet before the school day starts
- participate in the informal activities set out around the room

At the end of the school day (2.45pm) teachers will dismiss students to the collection point. Please try to collect your child as soon as possible to avoid unnecessary stress for your child. Any uncollected students will be taken to the office to await collection.

Your Child's Progress

Parents are welcome to chat to the teacher informally about their child's progress throughout the year. Formal parent/ teacher interviews are scheduled at the end of Terms 1 and 3. Report Cards will be sent home at the end of Term 2 and Term 4.

Assembly

The school conducts two assemblies each week, one on Monday morning and another on Friday morning both starting at 8:35am.

Uniform

The St. Joseph's Sports Shirt is to be worn on Class P.E & Tech lesson day.

The St. Joseph's Prep Shirt is to be worn on every other school day.

Our school Prep shirts can be ordered through our Prep assistants and then collected the week before school begins in 2015.

All the following Items may be purchased from Marvic Uniforms:

Boys:

- St Joseph's Sports Shirt
- Bottle Green Stubbies
- Black Shoes
- White Socks
- 1 St Joseph's Hat

Winter (St. Joseph's bottle green jumper with zipper, track pants)

Girls:

- St Joseph's Sports Shirt
- Bottle Green Shorts/ Skort
- Black Shoes
- White Socks
- 1 St Joseph's Hat

Winter (St. Joseph's bottle green jumper with zipper, track pants)

PLEASE LABEL ALL CLOTHING ITEMS CLEARLY

Sun Safe Policy

St. Joseph's is a SunSmart school and therefore have adopted the No hat, No play policy. Students must always wear a hat when involved in outdoor activities. Sunscreen is also provided for the students to wear to help provide extra protection.

Library

It is important to establish good library habits with young children as the library will become a central source of information during their school years. We would like you to help us encourage the children to think of books as precious objects which need to be cared for by carrying books to and from preschool in a library bag.

We realise that accidents happen so if books become torn please **DO NOT** mend them with sticky tape. We have special tape available in the school library. Borrowing from the school library will commence in Term One.

Lunch and Afternoon Tea

Lunch and Afternoon Tea will be eaten in the Prep eating area. As one of our goals is to encourage healthy eating habits, please assist us by sending along nutritious food for your child. Treat foods such as cakes, sweet biscuits, lollies and packaged bars should not be included in lunch boxes. Please send along a spoon or fork with your child if required

Lunch 10.45am – 11.25am (First Break)

Suggestions for the lunch box: Sandwiches, mini quiches, salads, baked beans, yoghurt, cheese slices, chicken wings, mince patties, ryvitas with vegemite, chopped fresh fruit. Also include a cold drink bottle (be wary of the high sugar content of cordial and fruit juice).

Afternoon Tea 1.30pm – 1.55pm (Second Break)

More Suggestions for the lunchbox: Cheese, Savoury biscuits, popcorn, boiled egg, carrots, dates, yoghurt, fresh fruit, fruit loaf.

Tuckshop

A price list is sent home at the beginning of the year and updated as required. Tuckshop will be available for **lunch** on **Monday, Wednesdays and Fridays**.

- Use a brown paper bag clearly marked with your **child's name, class, order** and **money enclosed**.
- No ice-blocks, lollies or slush puppies can be ordered as the children are not yet responsible enough to handle the money without supervision.

Tuckshop Volunteers

“We need your help!!”

Do you like meeting people?? Do like a chat?? Do you like Coffee, Tea or Softdrink??

Do you Bake??

Are you able to commit yourself to 3-4 hours once a month!!

That is all you need to do!!

As each year comes to an end, our grade 7 students move on to High School and we lose some of our fabulous and valuable volunteers. It is a little bit sad, as over time you build some great friendships. We therefore need to encourage new Mum's, Grandma's or even Dad's, who are willing to commit themselves to 1 day of only 3-4hrs a month. To continue this service for our students, your children, that is all you need to do **“3-4 hours a month”**. Who knows you may even have some fun!!

As, I'm sure you are aware, here at St Joseph's we are a very family & community orientated school. We are also not too large that you, as a parent, and your children, are “just numbers” within the school system. Teachers get to know your child, you get to know teachers and I'd like to believe that we are all here to help each other out in times of need.

For me, being part of the “Tuckshop Team” has given me many opportunities to meet other parents as well as having quite a few laughs. You also get to find out what is happening within the school. Your children absolutely love seeing you here in “their” tuckshop, helping out and then... as they get older... they try to ignore you and it gets to be our fun time...

Linda Coleman, our Tuckshop Convenor, has her youngest child in Year 3 in 2015. Please take some time and have a chat with her. She would absolutely love to have you on board for the 2014 year (& thereafter)!! If you would like to speak with Linda at a later date, please call her on 0428 644 491 or 4954 3664.

Cheers,

Margie Coburn (A “Tuckshop Mum”)

Birthdays

To celebrate this special occasion, you may like to bring along a birthday cake or a batch of patty cakes for your child to share with their Prep friends.

Baker's Day

When the children have settled in we will have a Baker's Day once each week. Every child will have a turn during the semester to bring along a batch of home baked goodies to sell to the other children for 50c. These could include muffins, patty cakes, slices and biscuits. This activity is terrific for children's self-esteem as they feel special when it's their turn to be the baker. They also learn the value of money and to be responsible for it.

Show & Tell

Show & Tell will begin in Week Two of Term One. Your child will be allocated a day to present their show and tell items each week. We may also have weekly themes for your child's show and tell to be based around. There are many things that can be shown or talked about for each theme – photos, paintings, craft, objects, etc. A roster with your child's allocated days and weekly themes will be sent home during the first week of school in Term One.

Toys

It is appreciated if children not bring their own toys to prep as it can lead to jealousy or breakage. The staff cannot assume responsibility for loss or breakage.

Message Pockets

Please check your child's message pocket at the start or end of each day. All your child's notes, newsletters and artwork are placed in these pockets. All children being picked up at after-school care will have their notes in their bag.

Rest

Although Prep does not include a formal rest session please advise us if your child is becoming very tired at the end of the day and we will endeavour to provide a time when he/she may have some quiet rest time. The prep program incorporates some less active time after breaks to meet student needs.

Your Trash is our Treasure

You can help us by collecting the following:

- | | | |
|------------------------|---------------------|------------------------------|
| * soft timber off-cuts | * computer paper | * wool, string, ribbon, lace |
| * cardboard | * foam (meat trays) | * fridge boxes |
| * pressure pack lids | * spray bottles | * wrapping paper |
| * material | * cereal boxes | * buttons |

You can also help us to extend the children's play by collecting the following items for dramatic play:

- | | | |
|-------------------|--------------------------|--------------------|
| * bags | * sunglasses | * scarves |
| * shoes | * jewellery | * uniforms |
| * gloves | * old cosmetic items | * rollers |
| * belts | * razors (minus blades) | * hats |
| * floaty material | * hairdressing equipment | * office equipment |
| * costumes | | |

Administration of Medication

In order to comply with government regulations we are required to comply with the following procedures for the administration of any medicines to students during the school day.

1. The school secretary can only administer medication on receipt of a written and signed request from you as parent. Forms are available from the school office and our website to make this easier for you.
2. The medication is to have a **pharmacist label** which clearly specifies the times and dosage of the medication to be administered.

The medication is to be kept by the school secretary and not by the student. An exception is permitted, in selected cases, in relation to inhalers used for asthma. The school and teacher need to be notified in writing if your child needs to have an inhaler with them constantly throughout the school day.

School Health Policy

- ♦ All sores and cuts should be treated and covered.
- ♦ Children with infectious diseases such as measles, mumps, chicken pox, and conjunctivitis, should remain at home until well.
- ♦ School sores (or impetigo) are highly contagious. The condition is characterised by collections of small, crusting blisters that usually form on the face or limbs. Impetigo blisters and crusts are filled with bacteria. As the skin is usually itchy, the child scratches and spreads the infection from under their fingernails to other areas of the body or to another person. A child with school sores needs to be kept home from school until appropriate treatment has begun and the sores on exposed areas are covered with a waterproof dressing.
- ♦ Please keep your child's fingernails short.
- ♦ Head Lice is a cause of concern and frustration for parents, teachers and children. If you follow these steps, once a week, the control of head lice will be greatly improved:

- Step 1** Comb inexpensive hair conditioner on to **dry, brushed (detangled) hair**. This stuns the lice and makes it difficult for them to grip the hair or run around;
- Step 2** Wipe the conditioner from the comb onto a paper towel or tissue;
- Step 3** Look on the tissue and on the comb for lice and eggs;
- Step 4** If lice or eggs are found, the child should be treated;
- Step 5** If the child has been treated recently and only hatched eggs are found, you may not have to treat since the eggs could be from the old infection.

If head lice are detected in your child's hair please use an appropriate treatment before sending your child to school. Appropriate treatment for head lice is treatment that removes live lice, if your child re-attends school with live lice they will need to be excluded until the live lice have been removed.

- ♦ If your child has a constantly running nose or the sneezes we would appreciate it if they were kept at home until that stage of the cold has passed, as this is when they are the most infectious.
- ♦ If it is necessary for your child to take medication during the day, a medication authorisation form will need to be filled out and handed into the office with the medication. Medication will be administered by our admin assistants, medication cannot be administered by the classroom teacher.
- ♦ If your child becomes ill during the day we will rest the child and contact you or another contact listed on your enrolment form, so that the child can be taken home. **It is therefore essential that we have your current telephone number.**

Outside Hours School Care Program

St Joseph's offers three Outside Hours School Care Programs:

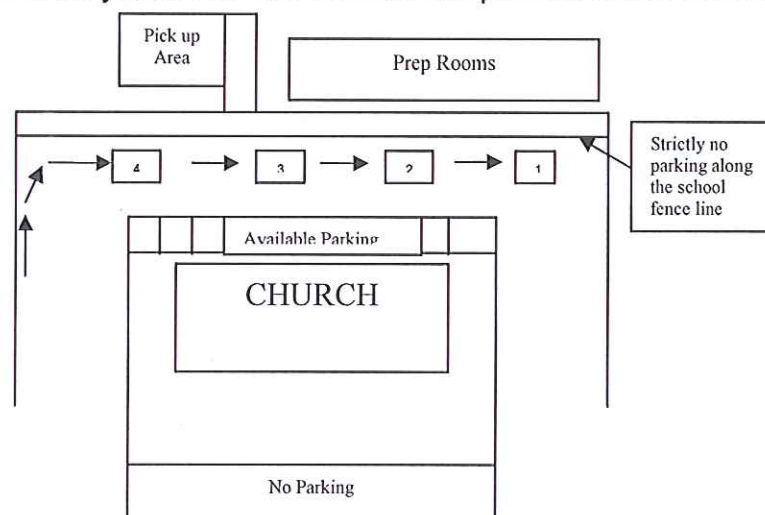
- Before School Care: operates from 6.45am to morning bell time (8.35am) each school weekday. This program does include breakfast.
- After School Care: operates from 3.00pm to 6.00pm each school weekday. This program includes afternoon tea, homework and leisure/ craft activities.
- Vacation Care: operates from 6.45am to 6.00pm on holidays (except public holidays and pupil free days). This program has a variety of different activities, for example art & craft, sport, movies etc and includes breakfast & afternoon tea.

All enquiries and applications can be organised through the Outside hours School Care Coordinator's, Deborah Gillham & Lynda Waye, they can be contacted on 0417 710 251 for more details.

Pick Up / Drop Off Rules

From 8:00am to 9:00am and 2:30pm to 3:30pm cars should not be parked nose into the school fence as cars will need to drive parallel to the fence at drop off and pick up times.

A painted yellow line will indicate the path for cars to follow.



PICK UP

- Cars will follow the yellow line painted on the gutter.
- Cars will proceed past the gate and park towards the end of the Prep building in pick up locations 1, 2, 3 and 4 as identified. Families are encouraged to proceed to the far pick up location at these times to ease bottle neck congestion. As cars proceed from the parks, families are to proceed again to the far park.
- Children will wait in the pick up area until directed to move to a pick up location. A teacher will be directing children into cars from these 4 locations. If your child has not arrived and a preceding car has left, please forward on to the next park to allow other cars to join the queue. **We ask that cars stay in the queue and only move to a free park once the car immediately in front, has left.**
- Parents are reminded that this is a pick-up / drop-off area and should not park and leave their car. Parents will be asked to park their car in the parks facing the church if they have been waiting more than 5 minutes for their child.
- Children will be supervised in entering their car. They will wait behind the yellow line until their car has ceased moving. Please assist us in training and educating your child on these new procedures to encourage safe and timely departure after pick-up
- For efficiency in the pick up area and for the safety of your child, please ensure that your name label is clearly displayed on the passenger side windscreen.
- If for some reason you do not have a name label, please proceed to a pick up position, a teacher will approach you when you have parked and enquire as to who you are waiting for.

- **PLEASE NOTE:** Families are asked not to park at the gate to wave to or gain attention of their child, this will cause delays, and teachers are on duty for the purpose of directing your child to your car.
- The last two car parks against our fence line are not to be used for parking before or during pick up. These car parks have been removed to allow for better flow of traffic during this highly congested time.

DROP OFF

- Parents are to drop their children off at car park 4, which is closest to the gate. This will allow you to watch them walk through the gate into the school. Parents are then asked to quickly move off.
- Parents are welcome to park facing the church and walk their children into the school grounds.

PLEASE BE AWARE WHEN USING THE CAR PARK:

- The church car park is used throughout the day, from early morning until late at night for various activities and there are often parishioners moving from the church to the parish. Please keep your speed limit to 5km/hour.
- That the parks in front of the church in Grendon St. should be left vacant for parish vehicles. Children are not supervised at the front of the church and should not wait for their cars there.
- That cars are often leaving and entering the parish car park next to the church and space needs to be left for these cars to move.

Preparing Your Child

One of the major goals for the year is to develop independence and how to be responsible for one's own belongings. Please encourage children to put their own port, and lunchbox away. Rehearse this at home with your child.

Other things you can do to help prepare your child:

- Practise putting shoes on and off
- Start learning how to tie their own shoelaces
- Practise eating and drinking without help (opening lunch boxes, wrapping and unwrapping food, taking lids off drink bottles, removing straws from poppers, opening tins, using spoons etc.)
- Distinguishing between foods eaten for lunch and afternoon tea
- Using a handkerchief or tissue
- Toileting independently and wash hands
- Using playground equipment safely
- Carrying own bag
- Identifying belongings
- Familiarising the child with the school environment ie. Drive past and talk about the start of the prep year and how excited you are for your child. Tell your child how they will get to school and how they will get home, talk positively about prep and the teacher.
- Emphasising how to play safely and make good choices, including not hurting others or solving problems with physical means.