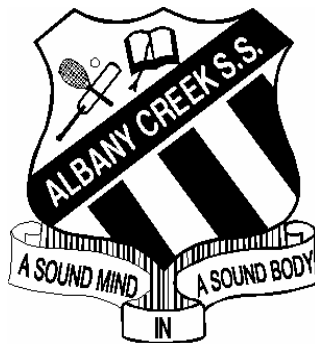


# Albany Creek State School

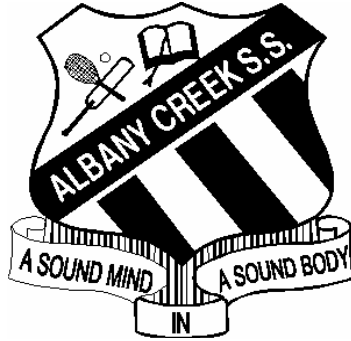


## Preparatory Year Handbook

2007

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## FOREWORD

The time has arrived for your child to attend Preparatory Year and this creates a great change for your child and your family. You will no doubt have many questions you would like to ask, especially if this is the first time you have had a child at School. We believe that you, the child's parents, are a most important link in the educational chain and that together we can make your child's experience of Prep and School an excellent and enjoyable one.

Education is a very human process. Parents, children and teachers need to be able to talk a lot, laugh a lot, and think a lot together in the learning process.

A sincere welcome is extended to you. It is hoped that your association with Albany Creek State School will be a pleasant one for your child and for the whole family.

Michelle Royle  
Deputy Principal

## WELCOME

We are pleased to welcome you to Albany Creek State School Preparatory Year.

Prep is the first year of the Early Phase of Learning which spans from Prep to Year 3.

It is envisaged that the Albany Creek State School Prep Centre will consist of 3 units in 2007 and 5 units from 2008. Each class of 25 children will be in the care of a university trained teacher with teacher aide assistance.

## THE PREPARATORY YEAR PROGRAM...

is planned to help each child develop knowledge, skills and attitudes that will foster his/her development and promote life long learning through:

- thinking and problem solving
- communicating in a range of media: language, music, movement, art, play
- forming basic concepts in literacy and numeracy
- developing positive self-esteem and an interest in the well-being of others
- making friends, sharing, cooperating and learning how to work and play as a member of a group
- developing physical skills that promote large and small muscle development
- having fun
- looking forward to future learning at Albany Creek State School with eager anticipation.

The program is play-based and child-centred, and is based on the Early Years Learning Areas of:

- social and personal learning
- health and physical learning
- language learning and communication
- early mathematical understandings
- active learning processes.

These areas link with the Key Learning Areas of the Primary School curriculum.

**ADMINISTRATION TEAM**

PRINCIPAL	Mr Rob Pearce
DEPUTY PRINCIPAL	Mr Duncan Robertson
DEPUTY PRINCIPAL	Mrs Michelle Royle
A/DEPUTY PRINCIPAL	Ms Buffy Lavery
A/REGISTRAR	Mrs Desley Kay
ADMINISTRATIVE OFFICERS	Ms Megan Phillips
	Mrs Janelle Thomas
	Mrs Christine Havukainen

**ADDRESS:** 696 Albany Creek Road, ALBANY CREEK 4035  
Email: [acss@albacreess.eq.edu.au](mailto:acss@albacreess.eq.edu.au)  
Home page: <http://www.albacreess.eq.edu.au>

**TELEPHONE DIRECTORY**

School.....	3264 0111
Prep Centre.....	3264 0108/0109
After Hours Care....	3264 4907
Dental Clinic.....	3264 6217
Facsimile Number.....	3264 0100

**QUEENSLAND SCHOOL HOLIDAYS 2007**

<u>School recommences:</u>	29 January 2007
<u>Easter Vacation:</u>	6 April - 13 April (Students recommence Tuesday 17 April)
<u>Winter Vacation:</u>	25 June - 6 July (Students recommence Tuesday 10 July)
<u>Spring Vacation:</u>	24 September- 5 October (Students recommence Monday 8 October)
<u>Summer Vacation:</u>	14 December – 28 January 2008

**PREP ELIGIBILITY**

Children born between 1 January 2002 and 30 June 2002 will be eligible for the new preparatory year of schooling in 2007, before enrolling in Year 1 in 2008.

Prep students need to turn five by 30 June in the year they start in the preparatory class.

Birth date:	Eligible for Prep year in:	Eligible for Year 1 in:
Child born 1 Jan 2002 to 30 June 2002	2007	2008
Child born 1 July 2002 to 30 June 2003	2008	2009
Child born 1 July 2003 to 30 June 2004	2009	2010
Child born 1 July 2004 to 30 June 2005	2010	2011

**OPEN DAY**

An Open Day for 2007 Prep families will be held from 10am until 12 noon on Thursday 31 August, commencing with an Information Session and Morning Tea in Grayson Hall. This will be followed by an activities session in the Prep Centre, when you will have an opportunity to inspect the classrooms and grounds and do some activities with your child. Book lists and Uniform Information will be available at the Prep Centre that day.

**FIRST WEEK OF ATTENDANCE**

Prep commences for half of each class (Group 1) on Monday 29 January 2007 and the other half (Group 2) on Tuesday 30 January 2007. The whole class (Groups 1 & 2) then attend from Wednesday 31 January onwards. Please refer to page 13 for more information about this process.

**SESSION TIMES**

Children attend Prep for 5 days a week from 8.40am to 2.40pm.

A good time to arrive is 8.30am as this enables parents to bring their children into the classrooms and work with them at puzzles or table-top activities after they have put their belongings away.

Please be on time when collecting the children, as they do worry if you are late. If you are unavoidably delayed, we would appreciate you contacting us so that we can assure your child that all is well. If you need to change your collection arrangements, it is important that you advise us of this change so that we know we are placing your child in safe hands.

### **SIGN IN AND SIGN OUT**

FOR SAFETY REASONS, the children must be brought into and collected from the classroom by an adult.

Parents are requested to sign their children in and out of the Prep room. A book for this purpose is provided at the entrance of each classroom.

### **PARKING**

Parking is at a premium at the front of the school in Albany Creek Road at 3pm. As the safety of all children is of paramount importance, we ask Prep parents to assist by:

- collecting children promptly at 2.40pm
- exiting the parking area immediately.

If you have older children to collect from the primary school, please use the alternative Parking areas outlined on Map 1 (page 15) and walk to collect your children.

Under no circumstances is double-parking acceptable as the process is illegal and children's safety is compromised.

### **CHILDREN'S REQUIREMENTS**

PLEASE MARK ALL ITEMS CLEARLY WITH YOUR CHILD'S NAME:

- a school bag showing name and contact number – preferably also identified by a bright picture or sticker that is easily recognised by your child. This bag should be large enough to hold a hat, lunchbox, library bag and drink bottle.

- A large bag for library borrowing – the School Tuckshop sells a maroon coloured library bag that protects books very well.
- A named drink bottle containing only water.
- Morning tea – a NUTRITIOUS SNACK eg. cheese and biscuits; fruit; or pikelets in a small named lunchbox.
- Lunch – a NUTRITIOUS LUNCHEON eg. sandwich and fruit; or salad vegetables and bread and butter, in a named lunchbox.

Education Queensland and the medical profession have placed a high priority on the need to provide children with food that promotes good health and fitness. Children must be able to concentrate on and deal with whatever the school program asks of them. Nutritious food helps them to do this in a way that pre-packaged processed foods and foods high in sugar cannot.

## **BOOKS**

The following items will be required by each Prep Year Student. These items are readily available from a variety of stores.

- 1 Pack 500 sheets white A4 Paper (Reflex or Xerox)
- 1 A4 Plastic Display Folder of 20+ sleeves
- 1 Packet of 10 Faber Castell triangular coloured pencils (10 Grip Colour)
- 1 Roll of masking tape 24mm X 50 metres
- 2 x 40g Glue Sticks (Prit 2 pack is cheapest)
- 1 Pack of 20 thick Faber Castell Poster Art Connector Pens
- 1 Large box of Tissues

The Book List will be also available at the Prep Centre on Open day.

## **UNIFORM**

The Prep uniform is available from the School Tuckshop. Purchases may be made from Monday to Thursday between 8.15am to 9.30am. Please note that payment must be made by cash or cheque. EFTPOS facilities are not available. The uniform consists of:

- Yellow polo shirt with School logo
- Maroon shorts or skirt
- Maroon hat (broad brimmed – available from school tuckshop)
- Black joggers (Lynx joggers are comfortable long-wearing leather shoes with Velcro fastenings that children can handle easily by themselves)
- Short school socks (available from the school tuckshop) or white socks.

## **WINTER UNIFORMS**

School trackpants and a variety of winter tops can be ordered from the Tuckshop. The Tuckshop will advise in the *Creek Weekly* (School newsletter) when an order may be made.

## **CHILDREN’S HEALTH & SUPPORT SERVICES**

In cases of minor illness, please use your discretion in deciding whether or not to send your child. A child who is unwell will not benefit from attending – even if he or she insists otherwise – and may infect others. If your child becomes ill or has an accident while at school, we will contact you or your emergency contacts to arrange for him or her to be collected. With this in mind, please ensure that all contact numbers are kept up to date.

Children with infectious conditions or head lice must be excluded for a specified time and the Prep teachers informed. See Exclusion Table in the Primary School Handbook, pp 28-30.

The School Dental Service is available for dental consultations with each Prep student. Parents must attend the Centre when their child is receiving treatment.

A School Nurse visits to check on each child’s hearing and vision as well as his or her general health, prior to the commencement of Year 1. She will make recommendations if any child requires further assessments to be carried out.

The School Guidance Officer is available for consultations; and Education Queensland’s Management of Young Children Program (MYCP) is available for parents and children who need assistance in negotiating behavioural boundaries.

A Speech Pathologist is available to test and work with children with speech or language needs.

Information regarding these services will be passed on to parents at the appropriate times.

If your child should experience an infestation of HEAD LICE, the hair must be washed with an appropriate treatment shampoo before the child is able to rejoin his or her class. For successful treatment, conditioner must be applied to the hair every day for two weeks, and combed through carefully at each application to ensure that any eggs adhering to the hair strands are disposed of. Should a case of head lice occur, a letter will be sent to each family advising of the procedure to follow.

Albany Creek is a sun-safe school. Please ensure that you apply sunscreen to your child at the start of the day and that they have their broad brimmed school hat.

#### **MEDICATION:**

Where it is necessary for children to take prescribed medication while at school, a form giving approval to the Prep Staff to administer medication must be completed by parents. The form requires full details of the medication, times of administration and prescribed dosage. The medication itself must display the doctor's instructions.

Non-prescription medications or analgesics are not able to be administered by staff. Please refer to the Primary School Handbook pp. 20- 21 for more details.

#### **QUIET TIME**

The Prep Program will include an opportunity for the children to have a quiet reading or rest time following lunch.

#### **PARENTS**

Parents play the most important role in fostering their children's learning. Reading to and talking with your children fosters the development of their speech, language, early literacy and social understandings. Providing opportunities for physical play and taking time to do activities together that develop the small hand muscles (cooking, drawing, play dough) will complement the Prep Program and help your children to get ready for the more formalised tasks required of them as their education progresses.

We welcome your involvement in the Prep classes by:

- Sharing information about your child to assist us to meet his or her needs
- Supporting the parent group or taking on a more active role in it
- Reading the noticeboard and contributing items of interest to it
- Collecting clean recyclable materials for use in the program
- Providing supervision on excursions and at special events on campus
- Joining in the program and spending a morning working with your child
- Sharing your own hobbies with us – music, writing, art, craft, cooking, carpentry, gardening.....

### **THE PARENT GROUP**

Is a sub-committee of the Primary School Parents and Citizens Association. You are invited to take part and we feel sure that you will enjoy your involvement. Gatherings may be social, educational or for fund-raising purposes.

The first meeting will be held in February 2007. Please come along and find out what will be happening during the year. If you would like to take on an executive position, please let the teachers know. We assure you of our help and support throughout the year.

### **ENVIRONMENT**

From time to time, we encourage parents to give an hour or so to a working bee to keep the grounds and equipment in a safe and attractive condition. We hope you will be able to offer assistance in this way when the need arises.

### **UP TO DATE CONTACT INFORMATION**

Please ensure that school records are kept up to date. The school office and your Prep teacher must be advised immediately of any change to home, mobile, work or emergency contact numbers. Children can become very upset when we experience difficulties in making contact on their behalf.

## **CUSTODY**

Please ensure that Prep staff are kept informed of custody arrangements and that copies of relevant court documentation are supplied for School records.

## **OUTSIDE SCHOOL HOURS CARE**

Before and After School Care is available to Prep children. Vacation Care is also available. Enrolments for 2007 Outside School Hours Care may be made on the first day of Term 4, 9 October 2006. Please refer to p. 14 of the School Handbook for more information.

## **HINTS**

Encourage your child to know:-

1. His own name, your name, address and phone number.
2. His own birthday and how old he is
3. The Year Level (Grade) of his brothers and sisters.
4. The way to school by himself.
5. How to dress and undress himself competently.
6. His own clothes and belongings and that you have them prominently marked with his name. We cannot guarantee to look after lost clothing.
7. The correct use of toilets and matters of cleanliness associated with their use.
8. The rules of personal hygiene - teeth, hands, hair, daily bath.
9. To say "Please," "Thank you," "Excuse me," and how to address teachers.
10. To carry a clean handkerchief each day.
11. To play with other children fairly and without fighting.

12. The safety rules of the road, public transport, and playing with other children e.g. NO STONE THROWING.
13. Not to talk to strangers.
14. To attend school regularly is very important.
15. That he must not be late. Try to have your child at school by 8:30 am.

### **OTHER ACTIVITIES WHICH WOULD HELP**

Foster an interest in reading by providing books of a suitable nature i.e. picture books and story books. It is very important to read stories to your children.

Give your child plenty of different experiences, e.g. seaside, airport; so that he has interesting things to talk about.

Be enthusiastic about school activities and avoid such statements as "Wait until they get you at school!"

Teach him the correct names of persons and things. Help him associate people with places e.g. Who are we likely to see at the airport?

Give him a simple understanding of his parents' jobs.

Help him to count objects e.g. telegraph poles passed in the car; potatoes for Mum to peel.

If you teach him to print his name use lower case letters (e.g. Andrew not ANDREW) as these are the type of letters he will be using at school.

Encourage your child to speak in sentences and discourage baby talk.

Don't feel overwhelmed by the list. Already your child can do some of what is suggested, but you may find here some new ideas you'd like to try. Most of these things you may teach your child in an incidental way.

## ENROLMENT CONFIRMATION

We would like to confirm that your child is enrolled in the 2007 Preparatory Year Program at Albany Creek State School.

Your child will be allocated to a class and teacher later this year. In each class half of the children will attend on Monday 29 January (Group 1) and the other half will attend on Tuesday 30 January (Group 2). This will give teachers the opportunity to assist children in settling in more easily. The whole class will then attend for the rest of the week commencing on Wednesday 31 January.

<u>Group 1</u>	<u>Group 2</u>
Monday 29/01/07 – attends	Monday 29/01/07 – does not attend
Tuesday 30/01/07 – does not attend	Tuesday 30/01/07 – attends
Wednesday 31/01/07 - attends	Wednesday 31/01/07 - attends
Thursday 01/02/07 – attends	Thursday 01/02/07 - attends
Friday 02/02/07 - attends	Friday 02/02/07 - attends

**Class and group allocations will be mailed to you towards the end of 2006. Please keep us informed of your current home address.**

### OPEN DAY

We are very pleased to extend an invitation to you and your child to attend our Prep Open Day from 10am until 12 noon on Thursday 31 August 2006.

Come and:

- Meet our Administration Team
- View the Prep Buildings and grounds.
- Gain information about the purchase of uniforms and book list items.
- Find out about the “*Early Years Curriculum*”.

