

★ *Motto:* ★
★ *Our Best Always* ★



Alligator Creek Prep Handbook



Alligator Creek Preparatory

We hope that your association with the Alligator Creek Prep Class will be a happy and beneficial one. We believe that education is the combined venture of the child, parent/s, teachers and the community.

Parents are most important in their child's education. Teachers try to become as familiar as they can be with a child's needs, but we need parents to help us understand your child more so. If we can work together, then it is your child who will benefit.

Starting school is an exciting new phase of life for you and your child. This handbook has been designed to help you to make your child's transition to school easy and enjoyable. The information contained in this booklet is based on suggestions from other parents who, like you, want the best for their children.

GENERAL INFORMATION

Enrolment

Students enrolling for Prep must turn 5 years of age by the end of June of that year. All enrolment forms must be completed and returned to administration. The child's birth certificate and immunisation papers are required. Parent/s must attend a Prep Information session or have an interview session with the Deputy/Principal for student enrolment.

Performances

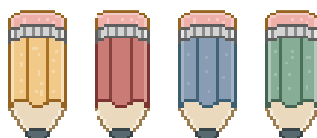
From time to time during the school year, teachers/administration may organise tours of educational interest, or have performances held at the school, where costs may be involved. Parents will be notified of these event prior to the date to allow for permission forms and payments to be returned well ahead of time.

Sharing Information

Events in the family life, such as holidays, visitors, major illnesses, accidents or deaths can be a major concern or excitement for children and can significantly affect their behaviour. It is important for the home and school to share information which may affect your child. We would be appreciative if parents would inform their child's teacher of any unusual happenings of this nature.

Prep Levy

It is appreciated if parents pay the Prep levy by the **end of term 1**, or by the end of the term in which the child enrolls. Parents are to sign the Prep levy form and return to school. The levy may be paid by part-payments.



Punctuality

School starts promptly at 8:45am. We realise that mothers/fathers no doubt run a busy household in the mornings, but please ensure your child is at school on time. This is to ensure your child does not miss out on any valuable group learning experience such as special sharing time and explanations of the day's activities. Many children become upset and unsettled if parents bring them to school late. Note: there are times when specialist lessons, such as HPE or Music, begin at 8:45 sharp. The doors will open at 8:30am to allow children to be settled for the start of the school day. Students who are at school between 8:00am and 8:30am (no earlier than 8:00am) are to wait at the tuckshop undercover area where a teacher is on duty from 8:15am-8:30am. There are no games or play during this time. Students and/or parents are *not* to wait outside of the Prep classroom or building area before 8:30am. **School finishes at 2:50pm**. Please be here on time. Children quickly become distressed when it is time to go and no-one is here to collect them. It is important for parents to be punctual both in dropping your child off in the morning and collecting them in the afternoon. Parents are asked to wait outside of the Prep building (not on the veranda). If you are late in picking your child up they will be sent up to the office to wait and be collected. Please notify us if a person other than the parent or guardian is collecting your child. You can do this via a telephone call or message in the communication book.

Appointments

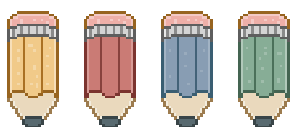
If you have any concerns or questions, please feel welcome to approach the teacher. It would probably be best to make an appointment time for either before or after school, as once school is in progress we must give our full attention to the children.

Money

When sending money to the school (eg. for performances, photos etc) please ensure that all money is in a labelled envelope with your child's name, class, activity and how much money is enclosed clearly written on it. Please ensure all money is sent to school in your child's folder. Money needs to be taken to the school office before school and placed in the Money Collection box.

Birthdays

As part of our healthy school policy, the staff at Alligator Creek are not permitted to distribute cakes or party treats to students on special occasions like birthdays. However, if parents would like to bring in a party cake or treat to celebrate their child's birthday, then this is acceptable as long as the parent serves it, not the teacher.



Preparation for Prep

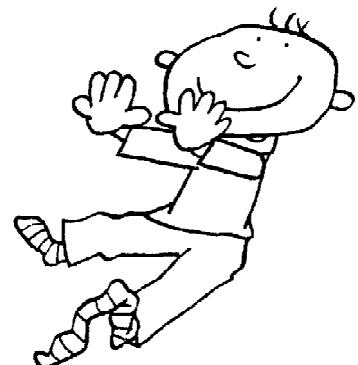


Your child will experience greater success and feel confident in Prep if he or she enters into school with many of the skills listed below.

The single most critical element to your child's success throughout all his or her years in school will be if he or she is ready to learn. Students should be interested and motivated and realise that they are going to school to learn. Many children when they start school in January simply do not understand this concept. It will be most helpful if you as interested and involved parents help them to realise that they need to listen, pay attention, and remember what they are practising in school.

Children need to become independent in Prep. Please encourage them to:

1. Dress themselves (button, zip, tuck in shirt). These skills are very helpful for children going to the bathroom independently.
2. Put their shoes and socks on and tie their shoe laces.
3. Use a tissue correctly and blow their nose. Wash and dry their hands correctly.
4. Open items in a lunch box - unwrap sandwiches, open and close lids, etc
5. Carry their own belongings, put away and identify their belongings.
6. Confidently use a variety of equipment such as crayons, scissors, sticky-tape, stapler, hole punch and glue.
7. Listen, do, and stay focused for a period of ten minutes. Respond when being spoken to.
8. Take turns, share and use appropriate manners.
9. Make their needs known (tell the teacher if they need to go to the toilet).
10. Use appropriate greetings.
11. Experience group situations (Kindy, day-care, library groups, playgroup etc) if possible.
12. Count to 10 or more.
13. Look at books at home and print around the home.
14. Recognise and write their own name.
15. Recognise some/all letters of the alphabet.



Your child needs to bring



All items should be clearly labelled

- **School bag** — big enough to carry all belongings—please ensure the bag is not too small
(Large enough to fit a document wallet)
- **School hat** - This school follows the Sun Safe Policy "no hat, no play"
- **Uniform** - Prep child will be required to wear the school's Prep uniform. This can be purchased from Lollypop Lane Kidswear in Sarina or Uniform Solutions in Mackay.
- **Shoes** - Child must wear closed-in shoes. Velcro shoes may be useful so children can dress themselves and increase independence.
- **Spare Clothes** - Please ensure that your child brings a full set of spare clothes to Prep every day. These clothes need to be placed in a plastic bag and will be kept in your child's school bag. This is in case of any accidents that could occur throughout the day. Don't forget to include spare socks.
- **Lunch** -This school has a healthy food policy and we ask that your child has these things in their lunch each day.
- **Waterbottle** (named) - with water only please
- **Snack** — labelled container for a healthy brain break eg: fruit, carrot sticks, dried fruit
- **Library bag** - a school library bag can be purchased or alternatively a cloth drawstring bag can be used.



A piece of fruit



A nutritious lunch



Water bottle

x jewellery

x toys

x lollies

x cash

The

Settling In



Prep can be a scary time for some children (and some mums and dads too!). Starting school is something that children have probably been thinking about. Your child walks into a new room with all these new children, new grown ups, and new "stuff" and maybe Mum looks a little teary-eyed that her "baby" is growing up so fast. Here are a few tips for getting through those first few days.

- Try to act confident yourself. If you seem anxious and unsure about leaving your child at school, children pick up on that and start wondering if there really is something to worry about!
- If possible, plan on staying for 5 or 10 minutes the first day getting your child settled. A longer or shorter amount of time may make separation harder. The classroom doors open at 8:30 and school begins at 8:45. This will give you a 15 minute period to play and settle your child.
- When it is time for you to leave, make sure you say goodbye. Trying to "sneak out" when the child is busy and not looking, sometimes makes children panic a few minutes later, and may make separation even more difficult the next day.
- Separation problems sometimes show up on the second or third day, just when you think you're getting off easy! It is also common for children to have problems when there are major changes in the home. Let us know if there is anything happening at your house that you think is important for us to know.
- If your child is having an especially hard time, we will give you a call at home or work.
- Don't be surprised if your child is exhausted! They would have participated in many activities and often arrive home tired. Give your child a chance to unwind from Prep.
- Please remember that we really do understand how hard this can be. We know that you are entrusting us with a very precious gift, and we feel very honoured that we will be your child's first school teacher/s.



Time spent teaching...
is never lost!