



FAITH LUTHERAN COLLEGE,  
REDLANDS

PREP  
PARENT HANDBOOK

2014

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# Faith Lutheran College, Redlands

*Faith in Christ ... prepared for life.*

Welcome to Faith Lutheran College, Redlands Prep. We look forward to a happy association with you and your child. Tuesday, 28 January and Wednesday, 29 January 2014 have been set aside for Parent/Teacher meetings. Prep students will commence on Thursday, 30 January 2014.

On commencement of Prep, each child reacts differently. We encourage you to say 'goodbye' to your child and leave quickly, especially in the first few days. Please do not leave without telling your child as this causes unnecessary distress and a feeling of insecurity in the child. If parents mention activities like shopping or visiting, the child may feel he/she is missing out on something. So on leaving, a simple "I'm going home and I'll be back when Prep is finished" is all that is needed. Once children have had the first few weeks to settle into their new environment and develop new routines we are happy to have parents spend time in the classroom and assisting with activities

Please do not feel embarrassed if your child clings to you or cries when you leave. It is usually short lived and the teachers can soon interest your child in an activity. The staff will endeavour to contact you during the day if this happens. Entering Prep for the first time can provide for some trying times for some children; however both parents and staff working together to settle your child can overcome this initial hurdle quite quickly.

We would appreciate it if you could be easily contactable so that if your child is unsettled we can phone you and if need be, request you come up to Prep. It is not unusual for some children to happily start Prep and after a few weeks become tearful and clingy at parting. In this case, it is best for you to say "goodbye" to your child and leave immediately, leaving the child with a teacher who will have a plan to direct him/her into an activity.

Please feel free to ask questions. Your child is important to us and we are here to help.

Anthony Mueller  
Principal

## **Faith Lutheran College, Redlands Prep**

Prep is seen as an integral and important year and refers to that year of school experiences prior to entry into Year One. Prep is the setting in which a variety of developmentally appropriate experiences are offered by teachers trained in Early Childhood Education.

Each class is under the care and guidance of a qualified teacher, supported by a teacher assistant. Class numbers are limited to 26-27 to ensure an appropriate staff/child ratio.

### **PROGRAM AIMS**

The Faith Prep Program endeavours to:

- Promote the physical, emotional, social, cognitive, creative and spiritual development of each child;
- Foster those abilities, skills and attitudes which will assist in efficient further learning (e.g. curiosity, divergent thinking, recall, personal organization)
- Complement and build on the learning that has already occurred at home, and in the community; particularly by inviting parent involvement in the Prep class and encouraging parent-teacher communication through interviews, and special functions.
- Assists each child in making a smooth transition from home to school, with a gradual introduction to school life e.g. co-operative learning in the classroom, familiarisation with routines, some association with the Year One setting, and membership of the wider school environment.

### **WHAT WILL MY CHILD LEARN IN THE PREP YEAR?**

The learning experience in the Prep Year will help your child to:

- Take on responsibilities
- Become more independent
- Respect other people
- Cooperate with others
- Make sensible choices about their health and safety
- Develop their oral language
- Develop their understanding of literacy and numeracy
- Learn how to be thinkers and problem solvers
- Use their imagination and creativity
- Learn about their environment

### **HOW DOES PREP HELP MY CHILD FOR YEAR 1?**

The Year 1 curriculum builds on the curriculum in the Prep Year. The curriculum in the Prep Year is designed to provide the foundation that children need for success in later schooling. International research has identified several factors that influence success at school.

These are:

- Independence
- Social Learning
- Health and physical development
- Language development
- Early understanding of literacy and numeracy
- Ability to think and solve problems
- Imagination and creativity
- A positive approach to learning

### **WHAT WILL I SEE MY CHILD DOING?**

Your child will be:

- Investigating interests
- Making choices
- Talking with teachers and other children
- Planning with their teacher about the things they might do, and carrying out their plans
- Designing and making things
- Singing, dancing and painting
- Listening to stories
- Playing games indoors and outdoors
- Climbing, balancing, jumping
- Planning and sharing in make-believe play
- Using computers to draw pictures, make signs
- Play games and find out about the world
- Taking part in everyday experiences like gardening, cooking and tidying up
- Writing and copying signs during their play
- Learning about size, shape, weight and measurement as they construct things
- Indoors and outdoors

### **POLICY STATEMENTS**

1. Within the context of a Christ-centered environment, Faith Lutheran Prep seeks to offer a developmentally appropriate Prep program. This will provide the care and resources to facilitate discovery and guided learning as observed from the needs, interests and abilities of all the children.
2. Jesus directed his disciples "Let the little children come unto me, and do not stop them, because the Kingdom of God belongs to such as these". Mark 10.14

As a Christian school in an environment of love and care, we at Faith Lutheran College Prep have the opportunity to support families in the Christian education of their children.

## **HOURS**

Term 1:	8:45am – 2:45pm - Monday to Friday (Friday – optional 12:30pm finish)
Terms 2, 3 & 4	8:45am – 2:45 pm (Monday to Friday)

The Prep classrooms will be open from 8:45am. We value punctuality to begin the day for students. Beginning the day on time sets up your child for a positive school day and promotes positive modelling of college policies and procedures.

The staff are responsible for the children at Faith Lutheran College, Redlands and our utmost care will be taken to prevent accidents, however NO responsibility will be taken for children arriving BEFORE 8:45am or remaining MORE THAN 10 MINUTES AFTER the end of any session. Staff attend Devotions between 8:15am and 8:30am each day. We need our full preparation time both before and after sessions and we ask for your cooperation in the matter of arriving and leaving punctually.

If a parent will not be collecting the child we request that you notify staff of the name of the person who will be collecting the child on the communication sheet.

## **TERM ONE – OPTIONAL EARLY FINISH**

During Term One students are able to be collected at 12:30pm on a Friday. This optional early finish can help those children who may find full time education a little tiring. For those students who remain at Prep on a Friday afternoon a less structured program will be run. It is expected that students will remain at Prep for the full day from Term 2 onwards.

## **BEFORE AND AFTER SCHOOL CARE**

Before school care is available for Prep students from 6:30am to 8:45am. After school care is available for Prep students from 2:45pm to 6:00pm. To utilise this service parents are to contact Ruth Herbert our OSHC Coordinator on 38205236 to arrange care needs.

## **PARENT TEACHER COMMUNICATION**

The majority of College communication is sent via email to families. We encourage you to ensure the College has your current email address at all times.

Prep and class newsletters will be emailed out at various times during the term. Please be diligent in reading these as they often contain important Prep information. The College newsletter is available on our College website; [www.faithlutheran.qld.edu.au](http://www.faithlutheran.qld.edu.au) each Wednesday during term time, a link is emailed to all families each week.

## **NOTICE POCKETS**

Cloth pockets are provided for additional notices, receipts etc. One pocket is allocated per family. Please aim to empty your pocket **each day**.

## **INTERVIEWS**

Formal progress interview times take place in Term 2 and Term 3. Parent-teacher communication is vital for the sound education of your child.

## **HELPERS**

You are welcome to come as regularly as you like from Term 2 (In Term 1 the focus is on settling students and developing routines). We all appreciate extra help in this way, and the children enjoy seeing their parents in the rooms.

Parents can also help us by collecting scrap material. Items that are useful include: Scrap paper and cardboard, packaging material (NO FOAM as it is dangerous if swallowed or inhaled), Christmas and Birthday Cards – Christmas and any coloured wrapping paper, milk bottle tops, shells, boxes from grocery items, cardboard cylinders (**no toilet rolls please**), fabric scraps, dressing up clothes.

## **WASHING ROSTER**

Prep has a washing roster that is shared within the classes for the washing of general Prep items e.g. dramatic play clothes, tea towels etc. Please assist by placing your name on the roster. Washing is taken home on Friday afternoons and returned the following Monday morning. The roster can be found on the parent notice board. Your assistance with this is greatly appreciated by the staff.

## **ABSENTEES**

All parents must notify the school of the reason for a child's absence as soon as possible by phone, email or note. The Junior School Absentee line is [absent@faithluther.qld.edu.au](mailto:absent@faithluther.qld.edu.au) or phone 38205200.

A list of infectious diseases and the relative periods of absences appears in the appendix. Children showing symptoms of heavy cold or other infections, which may affect the health of the other children, are also asked to stay home.

## **STUDENT BEHAVIOUR**

At all times your child is considered to be a child of God, special and important, an individual in his/her own right. Your child is a member of a group when at Prep, he/she is required to conform to an acceptable standard of behaviour. Any inappropriate behaviour will be dealt with at the discretion of the teacher, most often a withdrawal of privileges or brief exclusion from the group may be necessary. Positive behaviours are rewarded with a variety of strategies.

## **MEDICATION**

- **Prescribed Medication**

Prescribed medication will be administered as directed by the child's doctor and given at those times as set down either by the doctor, in writing, or as set out on the original bottle label by the pharmacist. Parents must fill in the required details and sign the medication book each day medication is required.

- **Non-prescribed Medication:**

Non-prescribed medication, (including Panadol) should not be given by staff to any child unless prior written permission and instruction from the child's doctor has been received by the director/person in charge.

NO OTHER MEDICATION OR TABLETS WILL BE GIVEN AT SCHOOL BY STAFF

## **SUN SAFETY POLICY**

At Prep, the main outdoor play areas are covered by shade cloth. We also have several trees that assist in the provision of natural shade. Our uniform has features which allow for skin protection, the polo shirt has a high collar and sleeves to the elbow and the shorts reach the knees. The legionnaire's hat is essential for outdoor play. Our Junior School Rule is **NO HAT = NO PLAY**. This is enforced. Children without a hat must play under the covered area of the verandah. Sunscreen is provided in the foyer of each room. We encourage you to apply sunscreen to your child each morning, upon arrival at Prep.

## **INFORMATION SERVICES CENTRE (LIBRARY)**

Each child is required to provide a cloth drawstring library bag at least 45cm x 45cm with their name clearly on the outside. We borrow each week and a bag is compulsory. You will be told at the start of the year, your library day.

## **SPECIAL DAYS**

Special visits and excursions will take place during the year in support of the Prep curriculum.

## **MUSIC & P.E.**

Our specialist teachers in both of these areas take the children for 1 lesson each week.

## **SHOES**

Generally in Prep we encourage the children to remove their shoes and socks for play, except in the cold weather and when leaving the Prep grounds. Our program and equipment are designed to strengthen feet and legs and this objective may be hindered when a child consistently wears shoes. Please discuss this further with the staff if it is a problem for you. Children wear shoes to and from Prep.

## **CLOTHING: UNIFORM**

Prep children are required to wear the specified Faith Prep T-Shirt and Unisex Shorts. During winter a Faith Prep Tracksuit Top and Faith Tracksuit Pants are uniform policy items. Students are also able to wear a College House Sport Shirt on PE days. A College Legionnaires Cap is also compulsory. All items are sold through the College Shop, located on our Beveridge Road campus. Please ensure that **each** item of clothing is **clearly named**.

## **SPARE CLOTHING**

All children need spare clothes occasionally, be it a toilet accident or paint spill. Please send a complete change of clothes, including underwear for your child in a separate drawstring bag. This is to be kept in the bottom of the schoolbag at all times.

## **BAGS**

Children need room for shoes and socks in their bags as well as spare clothes and food. School bags are available for purchase from the College Shop. We strongly recommend use of the **College School Bag**. Please clean out the bag each night!

## **MARKING POSSESSIONS**

It is a requirement that you **mark all your child's possessions** clearly, especially socks, bags, hats, washers and food containers. Lost property will be discarded at the end of each Term. No responsibility will be taken for lost or damaged articles. Toys and other play things are not to be brought, children all want to touch and play with them and this leads to obvious difficulties.

## **BIRTHDAYS**

As these days are very special in the lives of everyone, especially for Prep's, we are very happy for your child to celebrate their birthday with patty cakes or iceblocks. If you would like your child to have a small celebration, please provide enough patty cakes or iceblocks for each class member and we will happily light the candles, sing a birthday song, and distribute the cakes or iceblocks after a food break. Please, no lollies!

## **BOOK LIST**

All parents will be issued with a booklist that lists all items that your child will need for the year ahead. Please ensure that all items are named.

## **PREP FOOD POLICY**

At Prep we aim to provide a safe and stimulating learning environment in a Christian setting. In accordance with our focus on the development of the 'whole child', we believe that food times and eating behaviour is an important learning experience, preparing each child for later life.

We are committed to promoting and modelling nutritious eating habits in children. We believe that eating behaviours which promote good health are not acquired, but learned through modelling, discussion, positive reinforcement and everyday experiences. We aim to develop healthy eating habits during our Prep year that can be built on throughout your child's schooling.

We ask that children are provided with nutritional, healthy food and drinks, so that their bodies gain essential nutrients for growth and energy throughout the day. Certainly, an individual child's special dietary need, due to a medical or eating problem, will be taken into consideration. Please advise and discuss this with your child's teacher.

## **FOOD ALLERGIES**

**Please refrain from sending peanut butter, nuts and eggs due to student allergies.** Specific classes may also make additional requests due to the nature of allergies of individual students within that group. We ask all families to please consider the safety of all students in these cases and abide with our requests.

## **MORNING TEA**

As several servings of fresh fruit are recommended daily for good health and growth, this food is highly recommended at this time of the day for extra nourishment, nutrition and energy.

**Ideas:** fresh fruit (one or two pieces), fruit salad, fresh raw vegetables, yoghurts, cheese and crackers and sandwiches, dried fruit and rice cakes

## **LUNCH**

It is strongly suggested that lunch be made up of a **sandwich or bread roll** with a healthy filling to ensure that adequate servings of the breads and cereals food group are consumed for sustenance and energy.

Ideas: sandwich fillings such as meats, cheese, spaghetti, salads, vegetables and healthy pastes

## **DRINKS**

We strongly recommend that each child brings a water bottle to school. For variety, students are allowed to bring in a plain milk popper drink. Do not send fruit drinks or any other type of popper.



Water is freely available and encouraged from the bubblers by all children during play and group-time sessions.

### **PACKAGED, SWEETS, HIGH FAT OR GIMMICKY FOODS AND DRINKS**

Please refrain from packing the following items in your student's lunch box: roll ups, lollies, chocolates, cakes, poppers, cordials, soft drinks, flavoured milk. At Prep we encourage our children to see these foods as 'treats' or afternoon tea food and drinks.

### **COOKING AND SPECIAL EVENT DAYS**

In Prep we see food (cooking and eating) as an integral part of learning and socializing with others. We therefore often have the occasion to make special food for all to sample or taste, as part of our science and maths program or special theme days. This may include multicultural foods, sandwiches, cakes, biscuits, milk drinks, meat dishes and novelty foods, where sweets are used as part of the decoration. On these occasions the 'cooked' food is in addition to your child's healthy lunch box food and not designed to replace it. ***It is essential that you advise staff of any food allergies your child may suffer from so that this is considered in these activities.***

### **MANNERS, APPROPRIATE BEHAVIOUR AND SAFETY WHEN EATING**

At Prep we believe eating food in a group setting is an important time where manners and socially accepted behaviours can be encouraged, as is done in the home. A staff member is present whilst children are eating and children are encouraged to independently manage their eating, unwrapping of foods, and wiping up their own spills.

We therefore recommend that **ALL FOOD is to be cut up ready for children to eat**, as staff will not be able to cut up apples or oranges at this time.

### **ALLERGIES AND FOOD INTOLERANCES**

It is essential that you make the Prep staff aware of any food intolerances or allergies your child may have to certain foods so that these are not inadvertently given in cooking or tasting experiences. We also appreciate that certain children may need to have special foods in their daily diets to maintain their good health and well being, such as in the case of a diabetic.

The teaching staff are happy to comply with the dietary needs of your child providing that a doctor's letter explains the child's condition and requirements fully, and that we at Faith Lutheran College are able to accommodate the child's needs and dietary specifications appropriately.

**APPENDIX** – Illness

<b>ILLNESSES/ DISEASE</b>	<b>PERIOD OF EXCLUSION</b>
<b><i>Chicken Pox</i></b>	Should be excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.
<b><i>Diphtheria</i></b>	Re-admit after at least two negative swabs have been obtained at intervals of not less than 48 hours.
<b><i>Hepatitis A</i></b>	(Infectious Hepatitis) - Re-admit on receipt of a medical certificate or recovery, or on subsidence of symptoms, but not before 7 days after onset of jaundice.
<b><i>Hepatitis B</i></b>	Re-admit on production of medical certificate.
<b><i>Viral Hepatitis</i></b>	Where no medical certificate is available may be re-admitted on subsidence of symptoms. Otherwise re-admit on production of medical certificate of recovery.
<b><i>Measles</i></b>	Should be excluded for at least 7 days from the appearance of rash or until medical certificate of recovery is produced.
<b><i>Meningococcal</i></b>	Re-admit on production of a medical certificate of recovery.
<b><i>Meningitis (Bacterial other than Meningococcal)</i></b>	This is not a specific clinical entity. Re-admit on production of medical certificate.
<b><i>Meningitis(Viral)</i></b>	This is not a specific clinical entity. Re-admit following treatment and recovery.
<b><i>Mumps</i></b>	Should be excluded for at least 14 days after the onset of symptoms.
<b><i>Ornithosis</i></b>	Re-admit on production of medical certificate of recovery.
<b><i>Poliomyelitis</i></b>	Should be excluded for at least 14 days from the onset and also until a medical certificate of recovery is produced.
<b><i>Rubella (German measles)</i></b>	Should be excluded until appropriate medical treatment and a certificate of recovery is given.
<b><i>Streptococcal Infection (inc. Scarlet Fever)</i></b>	Should be excluded until appropriate medical treatment and a certificate of recovery is given.
<b><i>Tuberculosis</i></b>	Re-admit on production of medical Certificate from appropriate health authority.

- Typhoid Fever*** Re-admit after certificate of freedom from infection is issued following three negative faecal cultures taken at intervals of 72 hours, commencing at least 72 hours after cessation of specific therapy.
- Whooping Cough*** Should be excluded for four weeks unless a medical certificate is produced.
- Smallpox*** This disease is adequately covered by existing Quarantine Regulations.
- Conjunctivitis*** Exclude until discharge from eyes has ceased. Excluded until eyes clear
- Impetigo(school sores)*** Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being provided and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings. Excluded until sores cleared.
- Ringworm, Scabies, Headlice, Trachoma*** Re-admit when appropriate treatment has commenced and supported only when requested by a medical certificate. Excluded until clear.

## NOTES