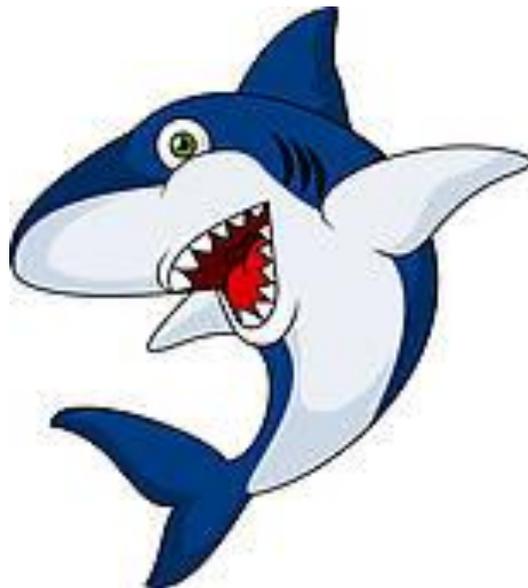




Preschool Class

“Sharks”



Information Booklet
(2016 – 2017)

It's not just PLAY

Today you are improving:

Co-ordination

Fine and gross motor skills

Strength, stamina, fitness

Problem solving skills

Decision making

Risk awareness, judgement

Sense of self, autonomous thinking

Independence

Sense of place in the world

Social skills – communication, negotiation,

relationship building, co-operation,

teamwork

Responsibility for self and others

Awareness of others

Confidence

Resilience

Hello **Preschool**..... Meet the Teachers!



Hi, my name is Ms. Myrna and I am thrilled and excited to be your child's teacher. I am looking forward to a year of learning, fun and adventures. I can't wait to learn all about your little one.

Let me tell you a little about me: I am from the Turks and Caicos Islands and living on Providenciales and as a young girl, I played and hiked through this land never dreaming that one day there would be a school here and that I would be working at it. I have taught preschool through to kindergarten for the past 25+ years of my life. I have also had an opportunity to work with children with special needs in early years to primary level for five years.



Ms. Nenette will be the teaching assistant working with me this year. She is also excited about meeting the new children and seeing the returning faces from Toddlers whom she worked with last year. She comes with great knowledge and experiences of working with children in the classroom.

Both of us are very happy to team up this year. We are eager to share our experience and passion for teaching with you and your children as we set out to explore, discover and learn throughout the year.

Throughout the year, we hope that you will feel welcome to join us in class to share in your child's learning. If you have any questions about anything relating to Preschool, please don't hesitate to find us!

Our safe, warm, child friendly environment and high student/teacher ratio supports each child's needs and attention. We provide a developmentally appropriate programme that is multi-sensory and motivates learning in all areas. We focus on fun and engaging activities that will provide play-based opportunities to promote discovery of self and the environment. Children learn by doing and through their experiences, play and active participation they blossom independently, socially and cognitively.

First days at school...



During our first weeks, your child will be settling into their new environment and getting to know us, his or her peers and our daily routines. For some children, early days at Provo Primary may be their first experience of separating from the most important people in their short lives. Some children will be transitioning into Preschool from our Toddler class. We seek to make these transitions as smooth as possible, both your child and for you. We offer a flexible approach that enables us to cater for each child and family individually, as we work together to ensure that children feel secure and happy.

Please be assured if your child seems upset or cries, the staff will handle it with care and understanding. Some children take longer to settle in and this is not a cause for concern. It is a part of their natural

development. Separation anxiety is a normal experience at the start of school for both child and parent! Separating from a loved one becomes easier with the following suggestions and knowledge:

-  Take advantage of pre-enrollment visits, such as Flamingos and Chicks or visiting the school/classroom on occasion; summer camp and attending the open house session before school begins. These visits will allow you and your child to become familiar with the school, teachers and classroom.
-  When you do leave, display confidence and trust. Let your child know when you leave with a kiss and a hug, along with the reassurance of your return later. Prolonged good-byes can bring tears and make separating even more difficult.
-  Some children do well with a blanket or toy from home which provides comfort.
-  Try not to linger in the area as your child may see or hear you.
-  If separation continues to be an issue, we will work together to create a solution. This may be reducing the time your child spends at school in the beginning and gradually building the time as they become more comfortable.
-  If your child cannot be consoled, despite the staff's best effort, rest assure that we will give you a call.
-  As always we have your child's best interests in mind.

FULL DAY OPTION

In Preschool, we offer both a half-day and full-day programme. You can choose how many and which days your child will attend. Children in our full-day programme will join together with the full-day Junior Kindergarten children for the afternoon session. Together they will have lunch, play outdoors, have quiet rest time and participate in other activities which will vary daily. On days your child stays full day, he/she will need a packed lunch, extra snack for the afternoon and a rest blanket should you like them to nap.

CLOTHING

Children should wear comfortable clothing that will allow them to participate in all activities. We try to keep clothing covered during messy activities; however, sometimes the mess inevitably finds its way on clothes! Please send in extra (named) clothing in a suitable size bag that is separate from the snack bag in case your child should need to change.

Our outside play area is mostly shaded, but hats and sunscreen are advisable to ensure your child is protected.

Footwear is taken on and off throughout the morning and we encourage a level of independence with this process. Shoes that your child can take off or put on themselves or do so with some assistance are ideal. The same goes for socks if worn. For safety reasons, flip-flops or slip-on shoes without straps are not appropriate.

SNACK

Please send a healthy snack (yoghurt, cheese, fruit, rice cakes, crackers, vegetables, etc.) in a lunch bag (a cooler pack is recommended to help keep foods fresh) and a water bottle. Children are encouraged to eat their 'healthier' foods first. Children are not forced to eat what they do not want. If your child fails to eat, we will inform you and discuss options. The lunch bag, water bottle, snacks and snack containers should be appropriate for the child to manage as independently as possible. We discourage the use of 'sippy' cups and recommend that your child's water bottle have a straw to promote speech and language development.



Please make sure your child's bag, lunch bag and water bottle are labelled with their name. It is also a good idea to label any clothes, shoes and hats they wear to school, so they can easily be returned to their rightful owner if they go missing!

LUNCH

If your child is staying full day (until 3pm) please provide your child with a nutritious lunch (sandwich, pasta, rice, etc.). Please send foods that need to stay warm in an insulated container. Unfortunately, we are unable to warm food at school. There is a hot lunch service available for you to order and purchase for children staying for a full day.

TOILETING

We are happy to support potty training practices implemented at home. Please discuss your child's needs and routine with us to ensure we are working together with the plan you follow at home. If your child is fully potty trained, then please provide extra clothes and wipes "just in case"! If required, 'pull-ups' work better at school as opposed to diapers, and they also help to begin fostering independence. We call our body parts by their appropriate names (i.e. bottom and genitalia names). This helps to eliminate confusion or create future embarrassment. Please provide all diapering essentials (sufficient wipes, diapers and cream if needed).

DROP OFF

Children can be dropped off from 8.10am. Please place lunch bags, back packs and water bottles in designated areas and wash hands, then help your child to thoroughly wash his/her hands with soap. This simple measure aims to help reduce the spread of common childhood ailments. Of course, we encourage lots of hand washing throughout their day at school as well. Before you leave, encourage your child to engage in an activity.

Daily conversations are an important part of your child starting school. They provide the opportunity for 'check ins' for the teacher or parents. Please inform us at drop off of any change in routines, such as a

restless night, staying with grandma, a family matter, etc. This enables us to help your child throughout the morning, if he or she is feeling unsettled or tired.

PICK UP

Pick up is at 12 noon. Children should be collected on time – some children can become anxious when they are picked up late. At the end of the morning, we aim to provide the opportunity to share achievements and accomplishments with parents as they pick up their children from the classroom. Children will be ready for pick up with their bags and water bottles, and any children who are still waiting for their parents will be listening to a story or singing a song.

Please wait for the teacher to open the door before entering as it may be disruptive to the children who are participating in Circle Time. Our full day programme ends at 3pm. As your child will join the full day JK children for the afternoon, pick up will be from the Pelican room

We have other responsibilities directly after our morning and afternoon sessions so please ensure you pick up your child before 12.15 and 3:15pm.

Please call us to let us know if you think you are going to be late. After 15 minutes of unexplained lateness, a 'late fee' may be charged.

Should anyone other than a parent be collecting your child at the end of the morning, please make sure you let us know in advance. We will not allow a child to leave school with anyone other than a parent unless we have the necessary permission.

OUR FACILITIES

As well as our classroom and outdoor play areas, the children visit and enjoy many different areas of the school – the artificial grass field, the garden, the stage and playground. We also organise field trips to visit places in our community.



CURRICULUM AND TOPICS:

Curriculum

The Preschool programme follows the UK Early Years Foundation Stage (EYFS). It is our aim that our programme will encourage creativity, curiosity, discovery, understanding and a love of learning.

The classroom is set up with a variety of inviting areas and children are encouraged to visit these throughout the session. The curriculum is broad and balanced, giving our students the opportunity to learn and practise skills, helping them become independent life-long learners.

Your child will be learning skills, acquiring new knowledge and demonstrating their understanding through **7 areas of learning and development**.

Children should mostly develop the **3 prime areas** first. These are:

- **Communication and Language**

How your child can listen to stories/rhymes; listen to others; focus attention; understand more complex questions; begin to use more complex sentences; use language as a powerful means of widening contacts, shares feelings, experiences and thoughts.

- **Physical Development**

How they can move around and use the various parts of the body; use three fingers to hold writing tools; imitate the drawing of lines and circles.

How they can attend to their general self-care with a growing level of independence: dress and undress; eat and drink; wash hands and attend to their toileting their needs.

- **Personal, Social and Emotional Development**

How they can take turns and share resources; play in a group; demonstrate friendly behaviour; show understanding and cooperates with some boundaries and routines; separate from main carer with support and enjoy the responsibility of carrying out small tasks.



The prime areas are those most essential for your child's healthy development and future learning. These will help them to develop skills in **4 specific areas**. These are:

- **Literacy**

How they fill in the missing words or phrase in a known rhyme; listen to stories with increasing attention; sometimes give meaning to marks as they draw or paint; recognise name; handles books carefully and hold books the correct way and turns pages.

- **Mathematics**

How they use some number names accurately in their play; recite numbers in order to 10; begin to represent numbers using fingers and marks on paper; notice simple shapes and patterns in pictures; begin to categorise objects according to properties; begin to use the language of size; and begin to talk about shapes of everyday objects.

- **Understanding the World**

How they remember and talk about significant events in their own experience; have a sense of own immediate family and relations; enjoy playing with small world models; can talk about things they have observed; know how to operate simple equipment; and show an interest in technological toys with knobs or pulleys, or real objects.

- **Expressive Arts and Design**

How they begin to make-believe by pretending; use available resources to create props to support role play; enjoy joining in with dancing and ring games; sing familiar songs; join construction pieces together to build and balance; and realise tools can be used for a purpose.



Here is a link to a useful [Parents Guide](#) on UK EYFS curriculum.

Our aim is that all children will fulfil their potential. We recognise that all children are different and learn at their own individual pace. As we get to know each child closely, we monitor and plan for their individual development and progress whilst nurturing their special character, interest, strengths and skills.

Topics

The EYFS curriculum is taught through a variety of topics over the year. We plan topics that we feel will inspire the children’s curiosity, understanding and development. All seven main areas of learning are incorporated into the outdoor curriculum and planning is cross curricular across all areas. Topics we



have taught in the past have included *Can you feel the Love?*, *It's All About the Shapes*, *Beautiful TCI*, *Dr. Suess* and *Does the Sun always Shine?*

You will be informed about the topic via topic maps, newsletters, weekly email updates, blog posts and by visiting the classroom regularly. Topic maps not only give you an overview of what your child will be learning about, but also allow you to perhaps add resources, expertise or experiences you (or a friend / family member / associate) may have access to. There may be trips/visitors organised as part of the topic and notices of times and costs (if applicable) will be given as early as possible.

DAILY ACTIVITIES INCLUDE:

We value and promote play as a meaningful and vital method of learning. Every day is different! As much as possible, we provide children with the opportunity to direct their play, and choose their activities according to their interests.

Throughout the morning, the children will have access to a variety of 'hands on' activities, both adult-led and child-initiated:

-  Outdoor play, visits to the school garden and the artificial grass field
-  Painting, gluing, arts and crafts, cooking
-  Sand, water, play dough other sensory activities
-  Soft play
-  Puzzles and games
-  Construction toys
-  Vehicles and 'small world' toys
-  Stories, music, movement, singing
-  Imaginary/role play
-  Circle Time and sharing news/achievements



SPECIALIST / SUPPORT TEACHERS:

We are fortunate at Provo Primary to have specialist teachers/volunteers who further enrich our children's learning. Spanish is the modern foreign language taught throughout Provo Primary. This year in Preschool, Mrs. Yorka spends time with us as our Spanish Immersion Teacher. She will join some of our sessions, and, speaking only in Spanish, will play alongside the children, lead activities and sing songs. This Spanish Immersion programme continues through our Early Years, becoming a combination of this and more formal lessons when children start in Year 1.



PURPOSEFUL MOTIVATION

Respect, kindness and positive behaviour and attitude towards school life and those around us are the normal expectations at Provo Primary School. In order that everyone knows what is expected of them and others around them, we have five golden rules, which are:

-  Care for myself and others
-  Be honest
-  Work hard
-  Listen
-  Look after property



Our school logo is a flamingo. It is made from a handprint. The digits help us to remember our five golden rules.

The school is committed to creating an environment where children are motivated intrinsically and all teachers support this commitment giving verbal praise and positive recognition at every opportunity. We encourage the use of *kind hands* and *use your words* approach to assist in conflict resolution. We model ways to handle disputes and to show empathy like hugging, saying, “I’m sorry”, “Please”, “Stop” or “I don’t like that”. We look at the expression portrayed and say “She is crying because you hurt her” or “He is sad because you took the toy away”. Then we model the correct way of handling the situation, e.g. “If you want a turn with the toy you need to ask... say please”. At no point is physical punishment used at Provo Primary School.

PARENT / TEACHER MEETINGS

Alongside our regular daily conversations, Parent /Teacher meetings can be initiated by teachers or parents at any time of the school year. Scheduled Parent /Teacher meetings are offered each term.

Parent/Teacher meetings offer an opportunity to link home to school and for you to share what your child likes to do at home, routines you follow and any questions concerns you may have. We will talk about your child’s progress, their interests and social interactions. In addition, we may encourage extra support and make suggestions of what you can do at home to benefit your child’s development. Remember that all children develop at different rates and stages. If your child needs extra support in a particular area, we will endeavour to work together with you to put actions in place which will help them to meet their future learning and development needs.

At the end of the year, if your child has attended on a regular basis (3 or more days) since September/January, a short written Progress Report will be shared with you celebrating your child’s time and progress in our Preschool class. In addition, you will receive a portfolio with a selection of work that your child has completed for the duration of time spent in Preschool. Of course, those pieces not chosen for the portfolio will be sent home throughout the year!

MEDICAL

Please let us know if there are any health issues relating to your child (including medication and allergies) that we should be aware of.

If your child is off sick, drop us an email or call us to let us know. Children returning to school after illness should clearly be fit to do so and be free from infection. Please err on the side of caution when making a decision about your child returning to school. As a rule of thumb, children should not come to school if they have a fever, have vomited or had diarrhoea within the last 24 hours. Thank you for your consideration.

If your child has taken ill or has an accident in school, we may need to contact you IMMEDIATELY to pick up your child. Please make sure that your contact numbers are kept up to date in school to make this possible. If it is deemed serious your child will be taken immediately by staff members to the hospital, unless otherwise requested.

We currently allow peanuts in school. If, however, there is a child with a peanut allergy in your class or the school, we may need to inform you of current expectations, depending on the severity of the allergy.

BIRTHDAY POLICY

We are happy to celebrate children's birthdays at school by singing 'happy birthday'. If you would like to bring in something special to eat or drink on your child's birthday, please tell us a few days beforehand. We ask that these items are mindful of our healthy eating awareness. As we recognise that some parents wish to monitor the food their child may be eating, we ask that you bring a small individually wrapped item. These will then be distributed and taken home at the end of the school day. If it is table-ready fruit, then we are happy to share this out during snack. If you are sending items to school to be shared out, we ask that they do not contain peanuts. **Please note that we are unable to hold parties at school, with balloons, party food and party bags.**

SCHOLASTIC BOOK ORDERS:

The school PTA offers the opportunity to order books and learning resources from Scholastic through a monthly catalogue that is sent home. As you order books for your child, our class/school gains points to use towards buying books and resources for your child to use and enjoy. An email will be sent out with ordering details. Let's order some great books!



HOW CAN YOU SUPPORT?

-  Read newsletters, weekly email updates, check out the school's website, visit the classroom regularly and have daily conversations with your child's teacher.
-  Become involved in our PTA and support its events.

 Any offer of help to our class or the school - whether regularly or for specific events – will be gratefully received. Please give your name and contact information to us, along with how you would be willing to help.

PHOTOGRAPHIC IMAGE CONSENT:

Taking photographs/videos is a big part of life here at Provo Primary School. We use some of these on our website/Facebook page or on school displays as well in other printed publications we produce, including our annual school Yearbook. Please note that your child’s name will not be published alongside any photographs used. **We ask for your permission to photograph or make any recordings of your child and as part of the enrolment process and a form will be given to you to complete.**

Please note: parents are not permitted to take photos or make a recording for anything at school or at a school event other than their own personal use. We trust that you will understand the necessity for this formality and that the joy of sharing the moments of your child’s times during their early years at school can continue.

Finally, we have an open door policy: if you have any questions or concerns, PLEASE come and speak to us. After school usually works best since the morning is busy with preparation and greeting children and parents.

Thank you,

Ms. Myrna and Ms. Nnette

PRESCHOOL CHECKLIST:

-  Take advantage of pre-enrollment visits, such as Flamingos and Chicks or visiting the school/classroom on occasion; summer camp and attending the open house session before school begins. These visits will allow you and your child to become familiar with the school, teachers and classroom.
-  Things to bring everyday - snack bag with healthy snacks that your child can open/eat quite independently (and lunch for full day programme), a water bottle (kind with a straw) and bag (with change of clothes (diapers and diapering essentials if needed)) – PLEASE LABEL!
-  Wear comfortable clothing that will allow them to participate in all activities.
-  Footwear is taken on and off throughout the morning and we encourage a level of independence with this process. For safety reasons, flip-flops or slip-on shoes without straps are not appropriate.
-  Please communicate the toileting practices you have implemented at home.
-  Drop off routine – (8.10 onwards) encourage your child to carry something; put water bottle in cooler, snack bag and clothing bag in designated areas; wash child's hands; encourage him/her to engage in an activity; kiss/hug/say goodbye. If your child is having difficulty separating, together we will support you and your child.
-  Pick up – (12 noon) wait until teacher opens door; come in and collect belongings (encourage your child to carry something). Full-day programme pick up is at 3pm from the Pelican room.
-  Stay informed – have daily conversations with your child's teacher (discuss any changes that the teacher needs to know about); read any email updates; visit website; have a look inside the classroom regularly.
-  Sickness – let the office know by email or telephone and keep your child home at least 24 hours after symptoms have subsided.
-  Medical – please ensure we are informed of ANY health issues!