

Prep Handbook



Christ Holds All Things Together

College Details

School Address	206 East Wilchard Road Castlereagh, NSW 2749
Mailing Address	Locked Bag 1001 Cranebrook, NSW 2749
School Phone no.	02 4708 9800
School Email	office@thelakescc.nsw.edu.au
School Web Address	www.thelakescc.nsw.edu.au
Principal	Mr Darren Dick
Deputy Principal – High School	Mr Cameron Bond
Deputy Principal – Junior School	Mrs Tara Waller
Director of Teaching & Learning	Mrs Cherine Spirou
Learning Support Coordinator	Mrs Cherie Huxley
Sports Coordinator	Mrs Maria Keehan
Bus Coordinator	Mr David Lewis
Office Manager	Mrs Cathie Godfrey
Administration	Mrs Lynda Clark Mrs Kerenina Van Der Kley Mrs Jenny Lewis
Finance Officer	Mrs Marianna Dissanayake
Canteen	Mrs Claire Weston
Librarian	Miss Stephanie Kerr

2025 Term Dates

Term 1:	Yr1 to Yr12 – 3 February to 11 April Kindy & Prep – 4 February to 11 April
Term 2:	29 April to 4 July
Term 3:	28 July to 26 September
Term 4:	14 October to 10 December

College Hours

Prep Hours:	9.00am to 3.05pm	<i>Supervision from 8.00am</i>
School Hours:	8.30am to 3.05pm	<i>Supervision from 8.00am</i>
Office Hours:	8.00am to 4.00pm	
Term Break Office Hours:	9.00am to 3.00pm	

Welcome to Prep

Thank you for enrolling your child in the Lakes Christian College Prep Class. The purpose of Prep is to provide a stimulating learning environment where children can engage in age-appropriate activities in preparation for a smooth transition into kindergarten.

The aim of Prep is to nurture and encourage each child's individuality by creating a safe and loving atmosphere for them to investigate and grow. Our staff look forward to getting to know all the children and their families and sharing many special memories with you.

Please do not hesitate to ask any questions about your child during their time in Prep.

What does Prep look like at The Lakes?

The Lakes Christian College Prep class is designed especially for children in the years prior to Kindergarten. The program incorporates the best of developmentally based preschool education by teaching skills that form an essential base for reading, writing, and mathematics. This gives students the opportunity to be off to a flying start when they enter Kindergarten. The College also provides a Christian perspective for every aspect of learning during the formative years.

Attendance in the Prep program is flexible so parents can tailor the days they choose to meet the needs of family schedules.

Program

The Prep program caters for students with the understanding that each child has different learning styles and needs. Every child is encouraged to investigate and explore individual areas of interest through their daily experiences. There is an understanding that quality learning takes place in an environment where there is a strong partnership between parents and teachers.

The College follows the broad outcomes outlined in the Australian Early Years Learning Framework (EYLF). These outcomes support the development of learning experiences within the classroom and ensure the program works towards meeting the Early Stage 1 outcomes of the NSW syllabus.

The Curriculum Includes:

- Christian Development
- Early literacy and numeracy
- Inquiry projects
- Social skills
- Gross motor skills and fine motor skills
- Human Society and its Environment (HSIE)
- Science and Technology – including computer and iPad skills
- Personal Health, Development and Physical Education (PDHPE)
- Creative and Practical Arts – including Music, Visual Arts, and Drama

All teaching staff have Early Childhood Education qualifications and experience.

Students have regular visits to the College library where they can borrow books and engage in literacy lessons. They are involved in special events throughout the year such as Grandparent's Day and Book Weeks.

Cooking

Prep students often participate in cooking experiences as a part of the Curriculum. Please ensure that you have made the office aware of any foods your child cannot eat, either via your Prep Enrolment Application form or via email to office@thelakescc.nsw.edu.au. It is also a good idea to inform the staff of any foods your child cannot eat. A note will be sent home before cooking lessons with information about the ingredients that will be used. Please note that The Lakes Christian College is a *Nut Aware* school, and no nut products will be used in cooking experiences.

News

From Semester 2, children will have the opportunity to participate in preparing and sharing weekly news. Children are encouraged to share a special event, show photos, or a special toy with the class. Please place items into a 'news box' and bring them in on your child's assigned news day – toys that promote violence will not be permitted. Your child's news day will be communicated in advance. If there is a special event or item significant to your child that they would like to share outside their scheduled news day, please speak to your child's teachers to organise a time.

Children are encouraged to keep their toys at home if it is not their scheduled news day. This is to avoid the risk of toys becoming damaged or lost and to avoid distress to your child, yourself, or staff. Toys from home often cause conflict and distraction between children and have an impact on your child's participation in the planned curriculum.

General Preparatory Information

Student Personal Information

Please email any information updates (address, contact number, etc.) to the college office as soon as possible: office@thelakescc.nsw.edu.au.

Have a Hat, Can Play Policy

All students must have a College hat to participate in outdoor activities all year round. Students are required to wear hats to and from school. Hats are to be packed into your child's bag each day, or alternatively, can be left in your child's tub. Please ensure your child's hat is labelled.

Sun Safety

Sunscreen needs to be applied on arrival. Staff will ensure sunscreen is reapplied as needed. You may also like to pack a small **labelled** roll-on sunscreen in your child's bag. We encourage and assist Prep children to reapply sunscreen before their lunch break.

Medication

If your child requires medication to be taken during school hours, you will need to complete an Administer Medication Request form. This can be obtained from the College office and will need to be completed at the beginning of each calendar year.

Medication should be delivered to the office and only supplied in the original bottle or pack with a printed pharmacy sticker detailing the student's name and dosage instructions prescribed by your General Practitioner.

Parents and Caregivers of students with Asthma or Anaphylaxis should supply an Action Plan to the College.

Please ensure medication is within its expiry date, as we are unable to administer expired medications.

Medication should not be kept in your child's bag during the day. If your child's medication needs to be taken home, it can be picked up from the office at the end of each day.

Sickness

Please be mindful of others if your child is not well. Illnesses tend to spread quickly in the Prep classroom. Please keep all children home who have coughs and/or runny noses.

Money

Please hand any money for fundraising, book club orders, etc. to the classroom teacher or to the office. Money should be in a clearly labelled envelope.

Communication

Communication with Parents and Caregivers is valued at the College. There are two main apps used at the College that we encourage you to download and set up:

The Lakes Christian College – Carer Orbit App



The Carer Orbit App is a great place to stay up to date with College communications, events, and services. You will have access to College newsletters, your child's timetable, reports, calendars, and College contact details. Parents and Caregivers are also able to communicate with the College regarding absences and provide permission for upcoming events.



Once your child is enrolled at The Lakes Christian College, you can download the App by scanning on this QR code and enter the School code "the lakes" if required. Use the email address you have supplied to the College to log in. If you are having issues logging in, please contact the office, and we will happily help you set up the app!



Class Dojo

Junior School teachers at The Lakes Christian College use Class Dojo to communicate with Parents and Caregivers and share glimpses of the student's class experiences. Your child's teacher will provide you with login details at the beginning of the school year.

How Can Parents be Involved?

Parents and Friends are very welcome to be involved at the College. Your involvement will contribute to building the College Community and will be appreciated greatly by the College staff. If you would like to volunteer, we ask that you obtain a Volunteers Working with Children Check and email it to the school office. A WWCC is free for voluntary roles and can be applied for at Service NSW centres or the Service NSW website.

We are currently looking for volunteers in the following areas:

- Canteen
- Class reading groups
- Administration

If you are interested in volunteering in any of these areas, please contact the office to receive a Volunteer Application form.

Chapel

The College Chapel service is held fortnightly on a Wednesday. Each class has a turn to conduct this service. Classes have the opportunity to present their learning, and awards are presented. Parents and Caregivers are invited to attend.

Confidentiality

All student and family information given to the College is treated with respect and confidentiality.

Parent Interviews and Student Reports

The College reports to Parents and Caregivers regularly on students' progress. Detailed school reports are sent home at the end of Semesters 1 and 2. Parent interviews are at the end of Semester 1 or as required.

School Requirements

A separate note will be sent home outlining specific class requirements for your child. Please label all your child's belongings!

Attendance

Arrival & Departure

Morning Drop-off

Please walk with your children through the car park to the prep rooms each morning your child attends. Children will need to be dropped off at the room by a parent or authorised person each day.

Afternoon Pick-up

Parents and Caregivers can park in the carpark and collect their children from the prep room after the bell has rung. Children will need to be signed out by a parent or authorised person each day. Please advise staff if someone else will be picking up your child by emailing the office ASAP. Children will not be permitted to leave with an unauthorised person.

Afternoon Bus

Bus travellers assemble on the Junior School quad where their bus driver will conduct a roll call. Students are then directed onto the buses for safe departure home. Your child's Prep teacher will accompany your child to the correct line. All changes (including once-off changes and long-term changes) need to be communicated to the College office prior to 3.05pm.

Please note: it is College policy that no child is to be in the car park unless supervised by an adult at all times. We thank you for your help in keeping our students and families safe!

Late Arrivals/Early Departures

Students arriving after 8:30am will need to visit the Office for a Late Note before attending their scheduled class. Parents and caregivers should accompany their child to sign the Late Note.

Students leaving prior to 3:05pm will need to be signed out of the office by a parent or caregiver.

Absences

General Absences

All rolls are marked each morning. Absences are recorded on the College database and an automatic notification SMS is sent to parents. Parents are asked to reply to this SMS with the student's name, year level, and reason for absence – for example, "John Smith, Kindergarten, sick". Alternatively, parents and caregivers can notify the school of an absence by emailing the office or completing the absence notification form in the College App.

Holidays or Planned Absences Longer than 4 Days

Planned absences for a period longer than 4 days during term time require an Extended Leave Application form. These can be obtained from the office and should be returned to the office ASAP with any relevant travel documentation such as an e-ticket or itinerary. This will then be assessed by the Principal and a Certificate of Extended Leave issued at the Principal's discretion.

Visitors to the College

In the interest of student safety, supervision requirements, and Child Protection Protocols, all visitors to the College (including tradespeople, volunteers, support workers, and parent/carers) are asked to observe the following procedures:

1. Sign in at the office at each visit
2. Sign out when leaving
3. Wear a College provided visitor tag during each visit

The only exception to this is for College assemblies and chapel services, where no sign-in is required.

Food and Nutrition

At The Lakes Christian College, we encourage students and families to develop healthy eating habits to support physical health, concentration, and learning.

The College will:

- promote children's understanding of how food affects their bodies and the relationship between healthy eating and good health,
- ensure that food provided at the school, and foods brought from home, will reflect the Australian Dietary Guidelines for children and adolescents,
- support children who have health and cultural needs relating to special diet requirements,
- raise awareness of good nutrition principles.

Please remember the College is a **nut-aware school**. No nut products are to be brought into the school. This includes peanut butter and Nutella products.

Crunch and Sip

One of the ways the College promotes healthy eating habits is by including a Crunch and Sip break in the morning for students to “refuel” and “rehydrate”. Please pack your child a fresh piece of fruit or vegetables that they can enjoy during their break. Students also need to bring a refillable bottle of water with them each day.

Recess and Lunch Guidelines

Children should bring a balanced healthy recess and lunch to school each day. This may include sandwiches, fruit, salad, vegetables, cheese, yoghurt, etc. Students and families are encouraged *not* to bring foods that are high in fat, salt, and sugar such as soft drinks, cakes, lollies, chocolates, and foods that could be categorised as “junk food”. Students are taught in the curriculum about foods they should eat every day and which foods are “sometimes” foods.

Birthdays

We know it can be very exciting for your child to celebrate their birthday with their friends at school. If you would like your child to share birthday treats with their class, we ask that they are easy to distribute (i.e. cupcakes or biscuits) and that you are mindful of food allergies that may be present at the College. **Store-bought treats are recommended as they include a complete ingredient list.** Remember we are a **nut-aware** College and no-nut products are to be brought into the school.

Canteen

Lunch by the Lakes is open every day (unless otherwise communicated by the school). Parents and students can order their lunch over the counter in the morning before school. Parents and Caregivers are also able to make orders online by using the Flexischools app. This app is not run by the school and parents will need to organise their own accounts.



Uniform Requirements

Students in Prep wear the College sports uniform. **The College uniform is compulsory** so that it can be standardised and fair for all. Special care should be taken to ensure all items align with the details below. Parents and caregivers are asked to advise class teachers in writing if uniforms cannot be complied with for a short time.

Uniform is available from: Back to Basics – 52 Cox Ave, Kingswood

www.cowanlewis.com.au/school-wear/

Some uniform pieces are available from the school office including hats and library bags.

Junior School Girls and Boys Sport Summer	Junior School Girls and Boys Sport Winter
Sport Polo shirt	Sport Polo shirt
Sport shorts	Sport shorts
	College tracksuit jacket and pants
White socks (over-the-ankle style)	White socks (over-the-ankle style)
Sports shoes	Sports shoes
Red College hat	Red College hat

Please ensure all clothing is clearly labelled with your child's name.



Grooming Guidelines

Junior School Girls	
Hair	<ul style="list-style-type: none"> • No streaks or colours • Hair past shoulder length to be tied back • Ribbons or scrunchies in College colours • No fancy hair clips • Style must allow College hat to be worn properly
Nails	No nail polish or fake nails
Make-up	No make-up
Jewellery	<ul style="list-style-type: none"> • A simple chain can be worn under the uniform, and a signet ring and/or watch can be worn. No bracelets. • Earring: only studs or sleepers and only one in each ear. For safety reasons, all students, male and female, must remove earrings for sport. • No other body piercings are acceptable • No tattoos <p>Jewellery is worn "at own risk". The College accepts no responsibility for lost or damaged items.</p>
Uniform	<ul style="list-style-type: none"> • Dress length to be to the knee • Uniform and shoes to be clean and tidy at all times
	No chewing gum

Junior School Boys	
Hair	<ul style="list-style-type: none"> • No streaks or colours • Length: tidy, short (no less than a No. 2). No ponytails.
Jewellery	<ul style="list-style-type: none"> • Only a watch and/or a simple chain to be worn under the shirt allowed. • Earrings: only a stud or a sleeper in one ear. For safety reasons, all students, male and female, must remove earrings for sport. • No other body piercings are acceptable. • No tattoos. <p>Jewellery is worn "at own risk". The College accepts no responsibility for lost or damaged items.</p>
Uniform	Uniforms and shoes to be clean and tidy at all times
	No chewing gum