

# Holy Family Catholic School

## *Kindergarten*

## *Handbook*



Dear Parents,

Kindergarten is a big step for your little one. It is a "coming of age" transition. Kindergarten is not an extension of preschool but a beginning of a new school "career" for your child (and you!!) We look forward to assisting you in your child's first experience of their formal education. This handbook will be your "Kindergarten Bible!" Hopefully it will answer many of your questions. Happy reading!

God bless, Pam Ferguson

### **Arrival and Dismissal**

#### **Arrival**

Please bring your child to the lunchroom by 7:50am. After a few weeks you may drop your child off at the "drop off" area of the parking lot. If you arrive late and the back door is closed you **MUST** bring your child to the office and sign your child in.

#### **Dismissal**

Please meet your child at the flagpole until full days. During full days please follow the school dismissal procedure.

### **Personal Belongings**

Please make sure all your child's personal belongings are **LABELED** with his/her name. This includes:

- Supply box
- Folders
- Lunchbox
- Sweaters, jackets, sweatshirts

Remember all uniform outerwear looks exactly the same so your child's name must be on these items.

### **Communications**

Each Friday your child will bring home a folder containing weekly work, informational papers and a cover sheet. Please sign the cover sheet and return the folder/cover sheet each Monday.

Please make sure that any other communications are sent to school in an **envelope marked with your child's name and purpose**. This includes everything except the cover sheet and your child's weekly Reading Response Sheet.

When making contact with the school, either by phone or in writing, be sure to indicate your last name and your child's name and grade. Rather than, "Hi, this is Sue. Could you tell Sam to go to the car line today." ----"Hi, this is Sue Smith. Could you tell Sam Smith in kindergarten to go to the car line today."

## Illness and Absence

If your child is ill, please keep your child home! Your child must be fever-free for 24 hours before returning to school. Please use the absentee form in this handbook or you may write a note if your child has been absent from school.

If you know that your child will be absent due to a doctor's appointment or a personal reason please use the Advanced Notice of non-illness form and send it to the school in advance.

### Alert Forms

Below is a list of situations and events that could have an effect on your child. Often times situations occur and we do not realize the affect it can have on a child. It is most helpful to know if any of the situation or events listed occur so we can help your child handle feelings or be more sensitive to their behavior change. Behaviors are much easier to handle if you know what is causing the behavior.

Please use the Alert Form found in this handbook when necessary.

### Routine

Having a standard bed time routine is the best preparation for school. Having a routine that your child can depend on makes a huge difference. It is also important that a reasonable bedtime is established for school days.

Often children will lag in the mornings. Here are some suggestions for an easier morning.

- Have child lay out their clothes the night before and put their school bag near the door.
- Encourage a healthy breakfast
- Set a timer and let your child know that you are leaving at this time. If they are ready, great! If not, they can finish getting ready at school!!

### Situations or Events that might cause a change in behavior

- Moving
- New baby
- Parent change of job/change in work schedule
- Illness of anyone in the family
- Vacations
- Death of a relative/friend/pet
- Getting a new pet
- Parents not speaking/arguing
- Staying up too late
- Visitors from out of town
- Change in family routine
- Parents out of town
- Sudden fear
- Taking a medication that the child doesn't normally take
- Other!!!!

## Typical Kindergarten Day

Gathering Exercises: TV news, attendance, lunch count, prayer, calendar, weather

Religion: Daily

Math: Number line exercise; daily lesson. Math is integrated through out the day

Reading/Language Arts/Social Studies/Science (integrated) 2 hr. block

Learning Centers: Skill reinforcement of LA/Math skills

Library/Computer: One day per week in half groups

Art/Spanish: One day per week in half groups

Music is integrated throughout the curriculum

Snack/Lunch

Physical Education: Four days per week

Rest: 30-45 minutes per day

Liturgic: Thursday 8:30 am



## Language Art/Science/Social Studies Curriculum

The Starfall curriculum integrates Language Arts, Science, and Social Studies in a phonics based program. Children learn to manipulate sounds as well as learn high frequency words while listening and reading quality fiction and nonfiction literature. All standards are addressed in all three subject areas. Skills are systematically introduced and spirally reviewed.



Comprehension and Writing is integrated throughout the curriculum.

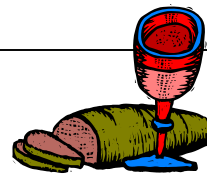
## Everyday Math

Everyday Math provides children with a balanced math curriculum that is rich in real-world problem-solving opportunities. Home-Connection booklets will be sent home for reinforcement throughout the year. Skills are scaffold and spirally reviewed.



## Reading Partner Program

Once a week the children are paired with an 8<sup>th</sup>, 7<sup>th</sup>, or 6<sup>th</sup> grader for individualized instruction in the areas of Language Arts or Math. Each older student is given a lesson plan to complete with his or her child. Reading Partners give children not only one-on-one review but help children develop relationships with other students in the school community.



## Faith Formation

Children will build on the relationship with God that they have begun at home. Children are encouraged to worship on the weekend. Thursday liturgies provide opportunities to help children enter more fully into their weekend liturgical experience with their family. It is very important to provide the opportunity for your child to worship on the weekend with the parish community.

## Homework/Reading Response

Reading to your child is the single most important way to help your child learn to read. Each week you will receive a *Reading Response Report* form. You are asked to read a minimum of 5 books a week to your child. Please follow the directions on the form. These forms will come home in your child's Friday folder and are due back **EVERY THURSDAY**.

Practice and review sheets will also come home weekly. These provide a "Home-School Connection" and will give you ways to help reinforce with your child what we have learned that week. These do **NOT** need to be returned to school.

## Progress Reports

Classlogon.com provides an online view of your child's progress. Grades are periodically updated as your child is assessed. Formal progress reports are distributed three times a year. Conferences are scheduled after the first trimester and as needed.

On Classlogon.com you will find a link to my website and a Kindergarten Events Calendar. You are asked to look at this weekly and return a signed Cover Sheet each Monday.

### My contact information:

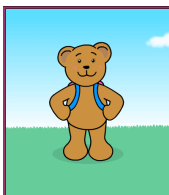
Home Phone: 576-9425 (up to 9:30pm!)

Email: Please use: [pf4kids@aol.com](mailto:pf4kids@aol.com)

## Backpack Bear

You will hear your child mention Backpack Bear! He is our kindergarten "mascot." Backpack Bear is featured on most of the language arts materials as well as on the [more.starfall.com](http://more.starfall.com) website.

He leaves special messages for us each day in his backpack. The king or queen of the day is responsible for taking care of Backpack Bear during the school day!



## Starfall

Visit [Starfall.com](http://Starfall.com), a free internet site, for additional reinforcement of skills. This is a very easy site to navigate and your child will be using it on a daily basis in the classroom.

An additional site, [more.Starfall.com](http://more.Starfall.com), is now available to parents. More information regarding this site will be discussed at the parent meeting.

## Field Trips

Drivers are required to complete the appropriate paper work to drive on field trips. Please see the school handbook for driver requirements.

## Volunteers

We LOVE volunteers! If you would like to help in the classroom, dining room, send in materials for special projects, shop for snacks, etc, please fill out the forms at the end of the handbook. Adults working with children need to complete the appropriate paper work and attend a Safe Environment Workshop. We will have these forms at the Parent Meeting.

## Supplies

Please refer to the supply list found at the end of this handbook. Rest mats **MUST** conform to the size indicated (4 trifold) to fit in the cubbies. A school bag will be provided. **NO** bookbags are allowed unless your child will attend the Extended Day Program.

## Activity Fee

Kindergarten Activity Fee is \$25.00 per child. This fee covers:

1. Auction Project
  2. Special snacks
  3. School bag
  4. School projects/Activities
  5. In-school productions requiring a cost
- You may pay divide payment of this fee in two payments if you wish.

## Uniforms and N.U.T Day Passes

The kindergarten uniform consists of blue shorts/long pants, red shirts with logo, tennis shoes or rubber soled shoes. VELCRO shoes are preferred! If tie shoes are worn please double knot the shoelaces. NO BELTS! (Do not cut the belt loops!)

N.U.T. means No Uniform Today. N.U.T days are Friday only. Please refer to the school handbook for guidelines.

### Daily Snack

We have a snack period each morning. You are asked to send a snack with your child daily. Please consider sending your child's snack in a separate baggie so your child will know that it is for snack and not for lunch. Additional (emergency) snack items will be available for children who forget to bring a snack. Please do not send a drink. Children will have the opportunity to get water from our water fountain.

### Lunch

Your child has three options for lunch.

- Bring a lunch and drink
- Bring a lunch and purchase a drink
- Purchase a lunch and drink

Please send a lunch with your child for the first full week of school. You may begin purchasing lunches and drinks the **second full week** of school. This will give your child time to adjust to the lunch procedures.

**No Candy** is allowed in lunches.

### Birthdays

We will celebrate birthdays in school. If your child has a summer or holiday birthday you may choose a date for an "unbirthday" during the Parent Meeting. Please follow the following guidelines for birthdays.

- Only individual servings (no cakes...)
- All servings MUST be the same flavor
- If cupcakes are purchased please request "light" icing
- Do not send in drinks, napkins, etc.
- Be creative and healthy!

### Special Week

Your child will be assigned a special week during which your child may bring in their favorite toys, books, pictures, awards, special snack, etc. A list of the weeks will be available at the Parent Meeting. You will receive a reminder the week before your child's Special Week. This will take the place of "Show and Tell."

# Kindergarten Parent Volunteer Opportunities

There are many ways you can volunteer.

## **Room Mother/Father**

### Responsibilities

- Coordinate class parties and special events
- Arrange field trip drivers
- Coordinate the auction project

## **Assistant(s) to the Room Mother/Father**

- Be available to the Room Mother/Father to help plan and coordinate the above

Your name will be given to the Room Mother/Father to call you on an "as needed" basis

## **In-School Volunteer**

1. Dining Room Lunch Helper: One day a week from 11:30-1:05
2. Classroom Helper: On day a week from 8:30-10:30
3. Friday Packets: Friday anytime in the morning

## **Outside of School Volunteer**

- Donate items for parties or special events/occasions
- Donate or bake items for parties, etc.
- Projects at home (cut things out, assembling books, etc.)
- Sewing the peacequilt
- Sewing our auction quilt
- Drive on field trips provided all the necessary paper work is completed and on file in the office.

All volunteers that work directly with the children need to Complete the necessary paper work and attend a Safe Environment workshop

# Kindergarten Parent Volunteer Form

Parent Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check any area in which you would like to volunteer. Of course you may check more than one area!

\_\_\_\_\_ **Room Mother/Father**

\_\_\_\_\_ **Assistant to Room Mother/Father**

\_\_\_\_\_ **Dining Room (Lunch) Volunteer**

(If you are available more than one day, please number your day preference.)

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday

\_\_\_\_\_ Thursday \_\_\_\_\_ Friday

\_\_\_\_\_ **Classroom Helper**

\_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday

\_\_\_\_\_ Thursday \_\_\_\_\_ Friday

**Out of School Volunteer**

\_\_\_\_\_ I would be willing to send in party/special events items

\_\_\_\_\_ I could do projects at home.

\_\_\_\_\_ I would be willing to do sewing projects at home

\_\_\_\_\_ Other...perhaps you have a talent/craft that you might want to offer, but we have not mentioned! Please explain if checked!