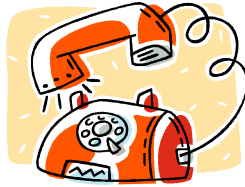


The Kindergarten Village Handbook



St. Joseph School
2008-2009

Kindergarten Village Phone Numbers



Office 865-3585

K3A

Bridget Nolen
Christine Sepulvado
Leslie Adams
841-8229

K4B

JoAmy Wynn
Cindy Burkhart
841-8232

K3B

Erin Carpenter
Polly Maciulski
841-8230

K5A

Rebecca Hodge
Cheryl Hebert
841-8233

K4A

Taffy Deere
Sherri Simpson
841-8231

K5B

Jill Basham
Amy Kubat
841-8234

The School Day



- School hours are 8:00 A.M.-2:30 P.M. Supervised arrival time is 7:30 A.M.-8:00 A.M. Supervised departure time is 2:30-2:50. Promptness and regular attendance are strongly encouraged. All children not picked up by 2:50 will be taken to After School Care in K4B.
- The second Monday of every month we will dismiss at 1:15 for our monthly faculty meeting. After School Care is available.
- Upon arrival, drivers will enter the appropriate driveway. A teacher or an aide will help the child out of the car and into the building.
- Please have your child unbuckled and ready to exit the vehicle promptly.
- Teachers/Aides cannot be responsible for buckling your child into carseats, as this creates a liability issue.
- Children should exit the vehicle from the door nearest the building.
- Please remain in your vehicle at all times.
- Carpool numbers will be assigned to each student. All vehicles must display carpool number tags from vehicle rearview mirrors for identification purposes.
- It is imperative that a written note be sent in your child's folder any day that the dismissal routine is changed (doctor's appointment, going home with a friend, leaving early or with a different adult). Please do not notify the teacher of any changes during carpool. Your child's safety is paramount.

Tardiness



The Kindergarten Village gates will close at 8:00 A.M.

All children who arrive at school after 8:00 a.m. must check in with the school office. Please bring the check-in slip to the child's teacher.

Children may be in an enrichment class; therefore, you will need to take your child to the appropriate class. This is for the safety of your child.

Kindergarten Village Carpool



Dismissal Procedures

1. Dismissal begins at 2:30 p.m. and ends at 2:50 p.m. After 2:50 p.m., any children still remaining will be taken to After School Care and billed accordingly.
2. Please have your carpool tag visible on the rearview mirror for the teachers on duty.
3. Please be on time and remain in your car so that we can move the line as quickly as possible.
4. Teachers/Aides will put your child in the car but will not be responsible for buckling your child into his/her carseat. Please pull forward to buckle your child.
5. Dismissal arrangements may not be changed without written permission from parents. Telephone requests will not be accepted, unless it is an emergency.
6. Please refrain from conferencing with teachers during carpool. We will be happy to schedule a conference with you at another time.

School Uniforms

K3, K4, K5

Girls

- Plaid uniform jumper
- Navy blue or white bloomers/gymnastic tights
- Plaid uniform skort
- Plaid uniform shorts
- White Blouse with Peter Pan collar
- White knit polo shirt with St. Joseph Catholic School emblem
- Plain white socks
- In cold weather, plain white or navy blue tights may be worn
- Navy blue, white, black or brown rubber sole shoes
- No light up shoes or boots

Boys

- Navy elastic-waist pants
- Navy elastic-waist shorts
- Light blue polo knit shirt with St. Joseph Catholic School emblem
- Plain white socks
- Navy blue, white, black or brown rubber sole shoes

Winter Uniforms

- Any plain navy blue sweater with the child's name monogrammed in white
- Navy blue sweatshirt with St. Joseph Catholic School emblem

All sweatshirts, sweaters and jackets must be labeled with your child's name.

All of the items listed above can be purchased at Shreveport Gymnastics.

Discipline

The discipline policy at St. Joseph Catholic School is based upon gospel values and the recognition that the child must learn, internalize, and practice the values of the community. Our goal is to develop a responsible person capable of making good choices. This process is lengthy and requires practice and love on the part of the teachers and parents. In a loving environment in which the child sees Christian values in action, he/she will be afforded the best opportunity to grow into an effective, caring and responsible adult.

Every student at St. Joseph Catholic School is entitled to an education, which shall be offered in an orderly and healthy atmosphere. Discipline involves three areas of personal responsibility: the child, the teacher and the parents.

Procedures for Discipline

- The children will learn to function in group situations.
- A positive approach to discipline is utilized.
- Various methods are used to identify acceptable and unacceptable behavior.
- If inappropriate behavior continues, the parents will be contacted.

Accidents and Medication

- In case of accidents, please send a change of underwear and a complete uniform, including socks, in a zip-lock bag with your child's name on it.
- For other accidents parents will be called to come and pick the child up to be taken home.
- Extra uniforms can be borrowed from the school closet located near the office.
- Medication of any kind cannot be brought to the classroom. These must be brought to the office.
- Band-aids: Please complete the form allowing us to place a band-aid on your child if needed.
- Mosquito spray: Please complete the form allowing us to spray your child. You must send mosquito spray labeled with your child's name. No lotion, please.

Illness

It is each parent's responsibility to exercise good judgment and to be cautious when sending children to school following an illness.

- Children must be fever free and symptom free of illness for 24 hours before returning to school. **This includes vomiting, diarrhea, pink eye, runny nose and cough.**
- We reserve the right to request that your child be examined by a physician for any illness that might be contagious. Upon returning, a statement from a physician must be presented to the school office.



Visitors

We welcome family and friends to visit the Kindergarten Village. Many of our parents, grandparents and friends have wonderful talents to share. Please contact your child's teacher to arrange a time to share these talents with your child's class.

Anyone visiting a classroom must go to the school office to obtain a St. Joseph visitor's pass. This procedure is for your child's safety.

In the village, we need lunchroom helpers. This is a wonderful opportunity to visit with your child and assist the teacher. Please remember your visitor's pass when volunteering for lunch.

St. Joseph School

Visitor's Pass



Birthdays



Birthdays are special occasions in the lives of young children, and we strive to make them so at school.

Children with summer birthdays will have an opportunity to celebrate during the school year.

Please understand that the classroom celebration is not meant to be the real birthday party.

Birthdays are normally celebrated by sending a special snack of your child's choice.

PLEASE REMEMBER THAT WE ARE A PEANUT RESTRICTED CAMPUS!

Party invitations and gifts to individual students may not be distributed at school; however, if you wish, you may send a class gift, such as a book.

Thank you so much for your cooperation with these matters. We know this year will be fun and exciting for you and your child as they experience St. Joseph's Kindergarten Village! Feel free to contact your child's teacher at the given numbers or through e-mail with any questions and/or concerns.

Sincerely,
The Kindergarten Village
Teachers



I have read the policies and procedures
contained in this handbook.

Parent Signature _____

Date _____

Child's Name _____

Child's Teacher _____