

St. Vincent de Paul Catholic School

Kindergarten Handbook Year 2017-18



Welcome to Kindergarten

You are about to begin an amazing journey of excitement and wonder as your Kindergarten child begins formal schooling. Although it may seem as though the journey is long, you will find when your child reaches grade 8 how quickly the time has flown.

Our school family is grateful for your trust in allowing us to educate your child spiritually and academically. Our mission statement says: **The mission of St. Vincent de Paul School community is to enable all the students to live their Catholic faith and to achieve academic success in a safe and effective environment.**

By community we mean we will join with you as your child's first teacher to provide the knowledge and skills necessary for his/her success in future endeavors. This year will bring big changes as your child meets new friends, experiences new feelings and faces new challenges. Your attitudes and reactions as our partner in education will play a big part in determining how your child feels about school.

We ask that you talk about school in a friendly way so he or she will feel happy about being here. Communicate that the school is a safe place and that teachers and other adults care about your child's wellbeing. Listen to your child's concerns, and please conference with his/her teacher so any issues can be resolved quickly and with little anxiety on the part of your child.

As your partner, we commit to doing the same with you. We will communicate in a positive manner. We will care for your child, nurture and guide him/her spiritually and academically and keep in touch with you so this first step towards independence is a rewarding experience.

*On one occasion Jesus spoke thus: "Father, Lord of heaven and earth, to you I offer praise for what you have hidden from the learned and the clever you have revealed to the merest child."
Matthew 11: 25.*

SCHEDULE FOR THE DAY

Kindergarten at St. Vincent de Paul Catholic School is an all day program.

7:15 – 7:45 AM	Morning Drop Off at Door 5 (See “Drop Off and Pick Up Procedures” on page 4)
7:45 – 10:20 AM	Morning curriculum
10:30-11:05	Lunch in the Parish Hall and recess
11:35 – 2:15 PM	Afternoon curriculum
2:15 or 2:40 PM	Dismissal from Door 5 or Door 7
1:45 or 2:10 PM	Dismissal on Wednesdays

Our curriculum is guided by the Indiana State standards in conjunction with the Alliance for Catholic Education (ACE) University of Notre Dame. During a typical day in Kindergarten, your child will be exposed to:

- **Language experiences** including: oral, listening, and visual experiences to enable students to become proficient language users as: readers, writers, listeners, speakers and thinkers.
- **Mathematical experiences** including: hands-on learning opportunities to lead to an understanding of basic mathematical concepts, encourage the discovery of simple mathematical relationships, and enable students to apply their kindergarten understandings to the solutions of real problems.
- **Religion curriculum** including: child’s awareness of God as Creator, the Holy Family and stories of Jesus’ life. (See “Masses and Prayer Services” on page 6)
- **Social studies experiences** to develop responsible membership in the school, community, and nation.
- **Science experiences** to provide hands-on learning opportunities to observe and describe living things.

Our day offers opportunities for creative experiences incorporating music, dramatics, movement, arts and crafts that develop the whole child and provide discovery for unique talents and interests. Students will also have physical experiences to develop fine and large motor skills and to reinforce an understanding of the relationship between healthy behaviors and health and wellbeing.

For their own safety, children must be supervised at all times.

Students not picked up by **3:00 PM (2:30 on Wednesdays)** will be brought back into school to Late Pickup Care by the After School Care director.

After School Care (SV9909) is a program provided by the school for parents who work beyond the time for school dismissal. Students must be registered for ASC. Charges are 1-30 minutes \$3; 31-60 minutes \$4; Over 61 minutes \$10. Hours are from after school until 6:00 P.M. There is a \$1 per minute charge for anyone picked up after 6. Interested parents can contact the ASC director, Jessica Martinez, 750-4161.

DROP OFF AND PICK UP PROCEDURES

The procedure for Kindergarten Drop Off in the morning will be as follows:

7:15 – 7:45 AM Parents with Kindergarten students enter Lot A from Auburn Rd. They drop off at the Kindergarten Door 5 in front of the Activity Center. This includes students from other grade levels if they are in a carpool with a kindergartener.

Kindergarten teachers or teacher assistants will meet the students at the door. Older children will continue through the building to their homeroom classes.

Drivers exit onto Wallen Rd. from northeast exit.

The procedure for Kindergarten Pick Up in the afternoon will be as follows:

2:15 PM (1:45 on Wednesdays) Parents with Kindergarten students only will enter Lot A from Auburn Rd. They will pick up at the Kindergarten Door 5 in front of the Activity Center. They will display the last name of their student in the front window, driver's side of the car. Students will be loaded into cars by teachers or teaching assistants.

2:40 PM (2:10 on Wednesdays) Kindergarten students with siblings in other grades, or carpooling with other students, will be dismissed from Door 7 to Lot A. They will line up on the sidewalk at Door 7. Parents or adult drivers will get out of their car and walk up to the sidewalk to get their child. They must have the small card with the child's name with them. Then they return to their cars parked in their assigned spaces to wait for other students to be dismissed.

All other grades will be dismissed at 2:45 PM per usual routine.

ATTENDANCE AND HEALTH

Good attendance and punctuality are extremely important to your child's sense of security and readiness. Rushing to school in the morning often contributes to a sense of frustration and anxiety. Days absent contribute to uneasiness due to a child not being aware of the previous day's lessons.

There may be times, however, when your child is too ill to attend school. If your child will be absent, you must call the school by 9 AM on the day of the child's absence. If you do not call, the school will call your house or work later that day to document the absence. **A message may be left by calling the school attendance line at 489-3537, extension 214.**

Illnesses or symptoms that necessitate a child staying home include: Fever, vomiting, diarrhea, pink eye, earache, sore throat, unknown rash, head lice.

Keep your child home after an illness 24 hours after any fever breaks without the use of medications and until he or she is able to participate in regular activities.

Prior arrangements should be made to get your child home if he or she should become ill at school. The school requires updated emergency contacts that may be called in case you are not available.

ADMINISTERING OF MEDICATION (P4210)

A student will not have any medicine, prescribed or over-the-counter, in his/her possession during the school day or at school functions. Such medications include Tylenol, cold medications, cough drops, etc. By law these medications must be administered in the clinic by the properly trained school personnel. Students must turn all medications in to the school office **IMMEDIATELY** upon arrival. Medications prescribed for a student (legend drugs) are kept in the original container/package with pharmacy label and student's name affixed. The pharmacy label can serve as the written order of a practitioner.

Any student taking prescribed medication must have the appropriate form signed by the parent/custodian or the student will be guilty of drug violation. In order for medications to be administered by school personnel, a written consent must be on file in the clinic. Refer to the Administration of Medication Policy that can be found in the school office.

TARDIES OR APPOINTMENTS

If your child arrives at school late, you must park in a visitor's spot in front of the school and bring your child to the office for check in before going to the classroom.

If you need to pick up your child for an appointment, send a note to the child's teacher in the morning and/or contact the office. To pick up your child for an appointment, park in a visitor's spot in front of the school and come into the office to check your child out. Your child will be brought to the office by a paraprofessional. No child will be released to anyone other than you unless we receive written permission from you. You must send a note if there will be a change from your usual routine. If no note is received, your child will follow the regular routine.

SCHOOL CLOSINGS AND DELAYS

At times it is necessary to close school due to weather or some other unexpected situation. Look for St. Vincent de Paul School on local TV broadcast stations. We will also report to radio stations. The best way to get up to date information is by signing up for our message service, SchoolMessenger.

MASSES AND PRAYER SERVICES

The Kindergarten classes will attend Mass with the rest of the school students once we believe they are ready. They will be seated in the front of the church so they are able to see the parts of the Mass as it is celebrated. They are expected to sit quietly and participate according to their ability. They will be given practice opportunities by their teachers prior to their first All Mass.

Prayer services will take place regularly in the classroom organized by the priests and/or teachers.

SNACKS

Kindergarten students may bring a snack each day provided by parents. Teachers will provide a list of healthy suggestions. Snacks that contain nuts or are made from nut products are not allowed. Students may also bring in water – **no juice boxes/pouches**.

Children may bring a treat to share with the class on their birthdays. Children with summer birthdays may choose a half-birthday during the school year to celebrate. Please make arrangements with the teacher in advance so as to avoid treats that are not allowed.

PARENT MEETINGS, VISITS AND VOLUNTEERS

Parents and teachers working together are important to each child's success in school. Parents are encouraged to volunteer at school regularly according to the classroom needs. There are also many opportunities for volunteering outside of the classroom such as in the cafeteria. Please contact your child's teacher if you wish to make a classroom visit, volunteer to help or to eat lunch with your child.

When a parent comes to visit the school, he/she must check in at the office first. **Door 2 is the only door open during the school day.** You will be required to sign in, receive a school badge and leave a set of keys until you return to sign out. These procedures are important to our school safety program.

If you are volunteering in your child's classroom, all of your Safe Environment requirements must be completed BEFORE you may volunteer.

PARENT/TEACHER CONFERENCES

You will be kept informed of your child's progress throughout the year by scheduled conferences, informal communications or newsletters and quarterly report cards.

If at any time, a problem develops or you have any questions or concerns, contact your child's teacher immediately. Do not wait for the teacher to call you. All teachers have voicemail and email addresses. Expect the teacher to answer you within 24 hours. Give the teacher the benefit of the doubt and inquire in a manner that will allow reasonable problem solving. If you feel you have discussed the situation with the teacher and have continued concerns, contact an administrator.

BEHAVIOR GUIDANCE

Our goal for your child is to develop self-control. Children are disciplined in a quiet, calm manner in the most positive way possible according to the Gifts and Fruits of the Holy Spirit and the Lifelong Guidelines. Your child will bring home information throughout the year as part of our Character Development Program.

Guidance techniques will include: giving children choices, redirection to a more acceptable activity, helping a child express his feelings with his/her words, and helping children to problem solve together.

The school social worker provides services in the classroom to instruct children on social behaviors. The social worker will meet with individual students from time to time to discuss specific behaviors when referred by the teacher. The social worker does not provide counseling services, but may make recommendations to parents for outside assistance.

A non-cooperative child may need to see an administrator for a brief time-out and return to the activity when he/she feels ready.

Parents will be contacted for discussion in the case of a recurring problem or if the situation merits more serious attention.

UNIFORM CODE

St. Vincent de Paul Catholic School has a uniform code available to parents in the school office and on the school website. There are some special recommendations, however, for Kindergarten students. Students will have the opportunity for gym class and should wear tennis shoes to school that are non-marking. Velcro closings are desirable for students who do not know how to tie.

A gym uniform is not required, but girls should wear shorts beneath their jumpers. Boys are required to tuck in shirts and wear belts if there are loops. We encourage you to practice opening and closing belts with your child and insure that a belt be “broken in” for easy manipulation.

...but Jesus called for the children, saying: “Let the little children come to me. Do not shut them off. The reign of God belongs to such as these.” Luke 18:16.

Let your child know that you are proud of the things he/she is learning in school. If you show you are happy about school, your child will be happy about it too, and the year will be a rewarding one.

St. Vincent de Paul Catholic School is grateful to be chosen for your child’s educational journey of the next 9 years. Together as a school family we can make it the best it can be!