

# HRS Kindergarten



# 2011-2012 Handbook

## **Parent & Guardian Information**

Welcome to HRS Kindergarten! We are looking forward to meeting you, and working with you and your child this year. Here is some information to help you and your Kindergarten student begin the first year of school.

### **Kindergarten Staff**

The Kindergarten teacher is Ms. Fletcher. K-Music instruction will be provided by the School's Music teacher. There may be one or more, Teaching Assistants in the classroom; to help with special needs and the general operation of the Kindergarten program.

### **Contact Information**

The school phone number is (780) 356-3934. If urgent issues arise, Ms. Fletcher may be contacted at her residence (780) 354-8683. Please leave a detailed message and contact information when you call.

### **Eligibility**

A child must reach his/her 5<sup>th</sup> birthday on or before December 31, 2011 to be eligible for the 2011-2012 Kindergarten Program at Hythe Regional School.

### **Orientation**

Kindergarten Orientation will be held during the first week of school in September. The Kindergarten teacher will contact you during the final week of August and set up an individual appointment for you and your child to come to the school and meet the teacher, and explore his/her new learning environment. Staggered-entry classes will begin the following week. A yearly schedule and information regarded staggered entry will be provided at orientation.

## **Fees**

Our fees are set at \$90.00 per year. Fees cover materials and fieldtrips for the entire year and are due in September. As the quality of our program depends on these funds, please make every effort to pay your fees as soon as possible.

## **Program Hours**

Kindergarten at HRS is a full day program, beginning at 8:30 a.m. and ending at 3:35 p.m. We plan to implement a Tuesday-Thursday schedule this year. Once instructional days have been confirmed, a final calendar will be printed and made available to you.

Kindergarten students continue with their own programming during regular morning and afternoon recesses, however, we join the Grade 1-3 students on the playground for lunch recess; each day that we are in attendance.

## **Attendance**

Kindergarten students are expected to be in attendance every scheduled day, unless they are ill. If a child is too sick to participate in gym or outdoor play, or is taking medication for illness, they should remain at home to rest and recuperate. We do not have supervision available to keep your child indoors during lunch recess.

## **Absences/Late Arrival/Early Pickup**

The school requires notification if your child will be absent from school for any reason. Children arriving late must check in at the main office to obtain a late slip, prior to coming to class. Children, who are picked up early, must be signed out at the main office by an entitled adult.

## **Fieldtrips**

Kindergarten students usually participate in two fieldtrips each year. Traditionally, we have one in November and another in late April or early May. Parents and Guardians often join us for the spring trip.

## **Transportation**

For safety reasons, the Kindergarten teacher must dismiss your child in the manner you specify at the beginning of the school year (parent pickup, specific bus etc.). Should you require alternate arrangements for dismissal, please notify the school in person, by phone or by note. Other methods cannot be facilitated.

## **Medication**

Teachers are not permitted to administer any form of medication to students. If your child is required to take medication on a regular basis, please discuss this with the teacher to make appropriate arrangements. Please inform the school of any allergies or additional medical needs your child may have.

## **Outdoor Play**

Kindergarten students play outside every day. Please be sure your child is dressed properly for the season. If outdoor play is cancelled due to inclement weather, children will have a supervised recess in the classroom. Please put your child's name on all articles of outdoor clothing with a permanent marker.

## **Indoor Shoes**

It is school policy for all students to have a pair of white-soled running shoes (to avoid black marks) to wear inside the school. These shoes will remain in cubbies at the school when students are not in attendance. Zip-up, slip-on or Velcro shoes are preferred. Please label both shoes with your child's name.

## **Backpack/Lunch Kit/Kleenex**

Your child will need a lunch kit and a roomy backpack for daily use. Also, please send one box of Kleenex with your child in September. We will replenish our tissue supplies, periodically throughout the year.

### **Extra Clothes**

Please provide your child with a labelled change of clothes (socks, underwear, shirt, pants) that can stay at the school. These come in handy after drizzly recesses or enthusiastic water table play.

### **Snacks & Lunches**

All children remain at school for lunch. Each child should bring a morning snack, afternoon snack, lunch and beverage to drink. White or chocolate milk is available for purchase at the school. The cost this year will be 75 cents per carton. Please inform the school of any food allergies your child may have.

**Please note that we do not have access to the school store or a microwave. The best option for a hot lunch is a thermos.**

### **Birthdays & Special Occasions**

We will celebrate your child's birthday at school, by singing "Happy Birthday," taking a picture and presenting a small gift. Birthdays will also be announced over the intercom during morning announcements.

You are most welcome to send or bring in a special snack for your child to share with the rest of the class on his/her special day. Afternoon snack time would be most appropriate if it is a sweet treat.

For those students who have birthdays during the summer months, we will have an "early" celebration for them during the last month of school. If your family does not celebrate birthdays or other special occasions, please let us know and we will consult on alternative arrangements.

### **Speech-Language Services**

All Kindergarten students will be screened for speech-language needs in early September. If any concerns arise, parents will be consulted regarding their wishes for further assessment and individual speech-language programming for their child.

### **Newsletters**

Newsletters are our main means of communication with Kindergarten parents and guardians. Please look for a monthly newsletter in your child's backpack near the beginning of each month. Supplemental issues may be sent home during the month, if the need arises.

If for some reason you do not receive a monthly newsletter, please notify the teacher and a copy will be reissued to you. We will also be posting our monthly Kindergarten newsletters on the school website during the 2011-2012 school year. <http://www.pwsd76.ab.ca/school/hrs>

### **Volunteer Opportunities**

Parents and guardians are the primary agents in their child's development and key members of our teaching team. Thus, we invite you and your family members to participate in your child's Kindergarten experience by visiting or volunteering in our classroom.

We do request that you do not bring younger children with you when volunteering, as this is an opportunity for your Kindergarten student to have special time with you. However, younger guests are most welcome at appropriate times and opportunities for visiting and volunteering will be published in our monthly newsletter. Please contact the teacher to make arrangements that work for you.

## General Guidelines for Parent Volunteers

- Help children with coats and shoes at arrival and dismissal times.
- Encourage children to do things for themselves and help them learn how to accomplish what they are trying to do.
- Spend some time observing before interacting with the children.
- Encourage friendliness and cooperation among children.
- Respect a child's right to sometimes work alone.
- Help a child choose and get started with an activity.
- Where necessary, enforce rules during activities (ex. number of children allowed) and help children learn routines.
- Talk to the children about what they are doing and help them learn and understand from the experience.
- Be available to help in emergencies, like cleaning up spills and soothing a child.
- Let the teacher know if help is needed in settling a dispute or with an upset child.
- Play a game with a child or group of children to encourage learning of social and intellectual skills.
- Try to be gentle in manner and tone.
- Expect children to make mistakes and have accidents. Encourage them to be careful and to clean up after spills, etc. but avoid scolding.
- Never compare a child to someone else; praise children for their own accomplishments.
- Praise children when they accomplish something important to them, regardless of how insignificant it appears to you.
- Learn to accept a child, for who he or she is, so that they in turn, accept you as a responsive person.

## **A Volunteer's Code of Ethics**

All volunteers are asked to follow our code of ethics, as these elements are critical to the operation of the school.

1. Respect the confidentiality of the teacher and the children, and refrain from discussing them outside the school situation. If you have any questions, concerns or suggestions, share them with the teacher or principal.
2. Practice tolerance and understanding towards the children and teachers with whom you come into contact. Be sensitive to the teaching role. Strive for acceptance of all the children.
3. Be dependable. If you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you must be late or absent, arrange for an acceptable substitute or inform the school before you are scheduled to be there.

### **Appended Information**

Additional information, regarding early childhood development and special needs, is appended.

**Thank you for choosing Hythe Kindergarten.  
Have a wonderful 2011-2012 school year!**

Hythe Regional School  
"Full of Friends"