



Hythe Regional School
Kindergarten Handbook
Teacher: Miss Danielle Penney
2019-2020

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 Kindergartener begin an amazing first year of school.

Kindergarten Staff

The Kindergarten Program at Hythe Regional School is implemented by a certified teacher. K-Music instruction is provided by the school's Music teacher. There may be one or more, educational assistants in the classroom to help with special needs, and the general operation of the Kindergarten program.

Contact Information

The phone number for school admin, is (780) 356-3934. Messages may also be left at this number after hours. Additional contact information is available online at <http://www.pwsd76.ab.ca/schools/hrs> . You can contact me directly through my email at daniellepenney@pwpsd.ca

Eligibility

A child must reach his/her 5th birthday on or before December 31, 2018 to be eligible for the 2019-2020 Kindergarten Program at Hythe Regional School.

Program Hours

Kindergarten at HRS is a full day program, beginning at 8:30 a.m. and ending at 3:35 p.m. This year, we plan to implement a Tuesday-Thursday schedule from September through December; and a Tuesday-Wednesday-Thursday schedule from January through June.

Kindergarten Orientation

Kindergarten orientation is scheduled to take place during the first week of school in September. Staggered-entry classes for Kindergarten students will begin the following week. During this week, your child only comes to school on the schedule date we have them scheduled for. Regular classes will begin on September 17th.

Attendance

Kindergarten students are expected to be in attendance every scheduled day, unless they are ill or need to be away for an important matter. If a child is too sick to participate in gym or outdoor play; or is taking prescribed medication for illness,

they should remain at home to rest and recuperate. We do not have supervision available to keep your child indoors during outside 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.

During days when no busses are running (e.g. bad roads, too cold, etc) your children can still come to school if you bring them. Otherwise, for students who ride the bus, their attendance will be considered "cancelled bus". If a student who does not ride the bus is absent, on a no bus day, they are considered "absent" unless you call the office and let them know they will be missing the day.

Fieldtrips

Kindergarten students generally have two, out-of-town fieldtrips each year. Destinations change from year to year, however parents and guardians are always most welcome to come along.

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 ahead of time; in person, by phone or by note. Email is an option if you are able to send one earlier in the day.

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 ensure that 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 acceptable. Only send lace up shoes with your child if they can tie them up independently. Please label both shoes with your child's name.

Backpack/Lunch Kit

Your child will need a lunch kit and a roomy backpack for daily use.

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 rainy recesses or enthusiastic water-table play. Please put them in a bag (e.g. clear ziploc) with their name on the outside.

Snacks & Lunches

All Kindergarten children remain at school for lunch. Each child should bring a morning snack; an afternoon snack; a lunch, and beverage to drink. White or chocolate milk is available for purchase (75 cents/carton) at the school. Kindergarteners participate in all school hot lunch/specialty lunch orders if they are offered on a Kindergarten day.

Please note that we do not have access to the school store.

Please inform the school of any food allergies your child may have.

Birthdays & Special Occasions

We will celebrate your child's birthday at school. If your child's birthday is not on a kindergarten school day, we will make sure it is celebrated the next kindergarten school day. Summer birthdays will be celebrated in June. Birthdays will also be announced over the intercom during regular 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 (~2:00 pm) would be most appropriate if it is a sweet treat you wish to bring.

If your family does not celebrate birthdays or other special occasions, please let us know and we will consult on alternative arrangements for your child.

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.

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 (e.g. kindergarten graduation). Please contact the teacher to make arrangements that work for you if you would like to volunteer.

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.
- 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 caring 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.

**Thank you for choosing Hythe Kindergarten.
Have a wonderful 2019-2020 school year!**

Kindergarten School Supplies List

2019/2020

- 1) Running shoes to be left at school for indoor use
 - White soles/non marking please
 - Please write your child's name inside
 - Please no laces unless your child can tie them independently

- 2) Markers (2 sets of washable 8 packs)
- 3) 2 white erasers
- 4) 8 large glue sticks (Pull off caps are much easier for Kindergarten students than the twist off)
- 5) Set of pencil crayons
- 6) Pencil case (rectangular plastic)
- 7) Extra set of clothes to be left at school
- 8) Backpack
- 9) 2 packs of wipes (Lysol or baby please)
- 10) 2 yellow high lighters
- 11) 2 boxes of tissues
- 12) 1 pair of children's scissors
- 13) Our classroom has a water fountain but if you would like to send a water bottle feel free 😊
(water only please to prevent sticky spills in the cubby)