

HRS Kindergarten



2016-2017 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 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>.

Eligibility

A child must reach his/her 5th birthday on or before December 31, 2016 to be eligible for the 2016-2017 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 students continue with their own programming during regular morning and afternoon recesses. However, they join the Grade 1-3 students on the playground each day, for lunch recess.

School Fees

Our fees are \$100.00 for the school 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.

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. Regular classes will begin on September 15th.

To facilitate orientation, the Kindergarten teacher will contact you during the last week of August, to set up an individual appointment for you. At your appointed time, you and your child will be able to meet the teacher; explore the Kindergarten learning environment, and discuss any questions or concerns you may have. Information regarding staggered entry, and a schedule for the year, will also be provided at that time.

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.

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 preferred, but lace-ups are acceptable too. 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 rainy recesses or enthusiastic water-table play.

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 or a microwave. The best option for a hot lunch is a thermos, or you may certainly bring a hot lunch for your child, to the school - you are always welcome to join your child for lunch too!

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

Newsletters & Email

Newsletters and emails are our main means of communication with Kindergarten parents and guardians. Please look for a monthly newsletter in your email inbox, and in your child's backpack near the beginning of each month. Supplemental issues and email updates, will be sent home as needed. If for some reason you do not receive a monthly newsletter, please notify the teacher and a copy will be reissued/resent to you.

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 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.

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 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 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.
- 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 2016-2017 school year!**

Hythe Regional School
"Full of Friends"