



Sacred Heart School

2010-2011

Kindergarten



Handbook



Table of Contents

| | |
|--|----|
| INTRODUCTION..... | 3 |
| ARRIVAL AT SCHOOL..... | 3 |
| ATTENDANCE..... | 3 |
| BEGINNING OUR DAY..... | 4 |
| DISMISSAL..... | 4 |
| EXTENDED DAY-CARE..... | 4 |
| DAILY CLASS ENVELOPES..... | 5 |
| COMPLETED WORK FOLDER..... | 5 |
| "FAMILY ENVELOPES"(from the office)..... | 5 |
| KINDERGARTEN PRAYERS..... | 6 |
| <i>OPENING PRAYER</i> | 6 |
| <i>PRAYER BEFORE SNACK</i> | 6 |
| <i>CLOSING PRAYER</i> | 6 |
| CURRICULUM..... | 6 |
| MOTOR SKILLS..... | 7 |
| RECESS SNACK and LUNCH..... | 7 |
| HOME WORK AND SUPPLIES..... | 7 |
| DISCIPLINE..... | 8 |
| PROGRESS REPORTS..... | 8 |
| NOON DISMISSAL..... | 9 |
| HOT LUNCH..... | 9 |
| PRIMARY CENTERS..... | 9 |
| BIRTHDAYS..... | 9 |
| UNIFORMS..... | 10 |
| VOLUNTEERS..... | 10 |
| BUDDIES..... | 10 |
| FIELD TRIPS..... | 10 |
| BOOK ORDERS..... | 11 |
| CLASSROOM PARTIES..... | 11 |

INTRODUCTION

Welcome to Sacred Heart School! As your child enters kindergarten, you will undoubtedly have questions regarding school policies, classroom procedures, discipline, and the curriculum and school events. I hope to be able to help answer your questions, and together we can make this year a fun, positive learning experience for your child!

At Sacred Heart, there are many annual school events that you will hear about but be assured that I will keep you informed through my weekly Kindergarten newsletter.

Whether you are a new parent or veteran parent, I hope you will feel that this handbook will help to shed some light on those unanswered questions, as well as helping you to understand my expectations for your child as they begin kindergarten this year.



ARRIVAL AT SCHOOL

Timing is everything ----setting the standard in Kindergarten is important. This is the beginning of your child's school career. Please make the effort to be on time for school every day! Your child will learn quickly that school is a priority when they see you making the effort to get them to school on time.

Students need to arrive at school no later than 7:50. The morning school bell rings at 7:50 am. To help the children learn to adjust to the school routine, we have established a daily procedure at Sacred Heart in which all students line up with their classmates. When the bell rings, I will come to meet the children and together we will walk to our classroom. This is the start of our day and part of our daily routine. The children walk with their classmates to their classroom and learn to be responsible for putting their own things away. Walking as a class will help the children to feel a sense of belonging, as well as feeling independent.

*Young children feel confident in their ability
when they are given responsibility!*

I encourage you to help your child adjust to their daily routine the first week of school. It is important to help the children to feel secure and become independent by making sure you understand that I am establishing a *specific routine* and that it is important to be very consistent.

ATTENDANCE

Regular attendance is important and establishing this in kindergarten is a positive way to begin your child's school career. It is important to keep your child's absences to a *minimum*. The fewer absences your child has, the more likely they are to adjust to the routine, interact with their peers, feel more confident and enjoy school more.

Children that attend school regularly are happier at school and meet with academic success more often than those students that do not attend regularly.

If your child is sick before the beginning of their school day, you may call the office and leave a message with Mrs. Hahn. She will make me aware of your child's absence. Whenever your child is absent, a note or a phone call is required (to explain their absence) when they return to school.

BEGINNING OUR DAY

We begin our class day unpacking our backpacks, attendance is taken we will pray our morning prayer, salute the flag, discuss the calendar and weather.

We will begin our school year by becoming familiar with our surroundings. We will take walks around the school, visit Mrs. Benner and Mrs. Hahn in the office, and visit the church. We will attend Mass on Friday with our fifth grade buddies.

DISMISSAL

For the first week of the school year for Kindergarten students (from August 25st to Friday, August 28th) all students will be dismissed at 12:00.

Beginning on Monday, August 31 Kindergarten will attend school for the entire day from 7:50 am to 2:45pm.

At dismissal, students waiting for their ride will wait with their classmates and me beside the planters in front of the school. Please be aware that it is important for the kindergarten children to all stay together to be able to watch for their ride. This is also for their safety. If you will be coming through the carline to pick up your child, please stay in your car, and a teacher will escort your child to your car. Please abide by the rules in the carline. Please do not park in the middle of the parking lot and walk through the carline to pick up your child. This is very dangerous, as well as unfair to all those who are abiding by the rules in the carline. Dismissal is a very busy time of day!

If you are a parent that does not come through the carline, but walks to pick up your child, please park across from the church and walk along the sidewalk beside the rectory to come pick up your child.

EXTENDED DAY CARE

Many students attend our Extended Daycare program (EDC) at Sacred Heart. If your child is attending, our after-school program daily or only occasionally, please inform me of this in writing. (If your child will be attending daycare **daily**, only one note is necessary at the beginning of the school year). It is important you fill out a separate emergency form for EDC to keep on file. (This form will be provided). If something comes up and your child will need EDC, call the school office and a note will inform



me your child will be attending EDC that day an emergency forms MUST be on file

Please discuss with your child when they are to attend extended day-care to help them be aware of *their own* routine. Talking with your child about where they are to go at dismissal is very important. If necessary, remind your child in the morning before school beginning. All children need to know where to go after school, and it is important that you reinforce this. It will help them to feel secure and eliminate a great deal of confusion.

Your child's safety comes first: Anytime someone other than you picks up your child, please inform me of this verbally or in writing. Your child's safety is my first priority.

Our Daycare program is an extension of our school; therefore, it is available to students when school is open. EDC will not be available on days when Sacred Heart School is closed.

DAILY CLASS ENVELOPES

I send home an envelope daily. It will contain school related information and any other communication to parents. This envelope will come home each day and needs to be returned the following day. It may be empty; I want your child to get in the habit of returning this envelope each day. Your child will receive a sticker on this envelope each day it comes back to school.

Our school web site is www.sacredheartschoolventura.org

All weekly letters and any class information will be available under the "Student" link, click on kindergarten!

COMPLETED WORK FOLDER

Your child will bring home a *work folder* throughout the school year, usually twice per month. This folder will contain their completed and graded class work. These papers are for you to keep and review with your child. I will attach a sheet for you to sign, date, and return to school.

"FAMILY ENVELOPES" (from the office) Every week on Tuesday, manila envelopes are sent home from the office with the *oldest or only* child in each family. These folders are the "family envelopes". Inside will be a weekly newsletter from Mrs. Benner, as well as PTC information, office memos, hot lunch information, as well as scrip information. These envelopes are to be signed and returned to school with your child the following day. Any office communication from papers inside the envelope should be sent back to school inside the envelope. If you need to write me a note, please always put it in your child's "homework folder" or Parent/teacher log not in the family envelope folder.

KINDERGARTEN PRAYERS



The Sign of the Cross

Please practice the sign of the cross with your child.

OPENING PRAYER

God my Father, I give you today all of the things I do and say,
I will work and laugh, have fun and play,
Jesus, be with me all through the day. Amen

PRAYER BEFORE SNACK and LUNCH

Bless us, O Lord and these Thy gifts
which we are about to receive from thy bounty
through Christ our Lord, Amen.

CLOSING PRAYER

Angel of God, my guardian dear,
To whom God's love entrusts me here.
Ever this day, be at my side,
To light and guard, to rule and guide,
Amen.

*We will also be praying 'Our Father', 'Hail Mary', and 'Glory Be' in the coming months.

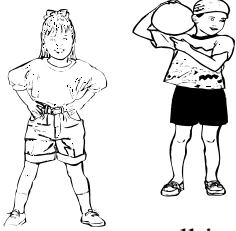
CURRICULUM

Religion is the foundation of our curriculum at Sacred Heart School and follows the guidelines from the Archdiocese. We attend Mass weekly and have religion lessons daily. Our curriculum follows California State Standards for kindergarten students. We use workbooks math, reading, and religion as well as a hands-on approach to curriculum when appropriate. Science and social studies lessons are taught from books, Internet sources, projects, and work sheets. Academic centers and games are used in our curriculum to increase learning in a fun and age appropriate manner.

Sight Words: Over the course of the school year, your child will be introduced to many sight words through our reading series, as well as through Nursery Rhymes. Through- out the year flash cards will be sent home for you to practice on a daily basis with your child. Every set will consist of words your child has been introduced to in the classroom. You will be asked to practice these words at home with your child, as well as looking for these words in books that you share with your child.

“Center Play”: It is important for kindergarten children to have an opportunity to explore Centers. These centers include; blocks, a sand table, computers, paint, dramatic play, play dough, as well as puzzles, magnets and many manipulatives introduced

through math. The children will have an opportunity to use these centers throughout the school year. Center time is an important part of kindergarten. Children interact with their peers, review skills taught in class, and learn to have fun playing in age appropriate centers.



MOTOR SKILL CENTERS

Motor Skill Centers will be incorporated into the kindergarten curriculum. The children will be using large muscles to participate in such activities as walking on a balance beam, jumping, skipping, hopping and just to name a few. For this reason, all girls need to wear their jumpers with their red shorts underneath, at all times.

****It is very important for your child's safety, as well as for their ability to perform, that they wear socks that fit their feet!**

RECESS SNACK and LUNCH

Parents are encouraged to pack a healthy snack to school everyday to eat at the beginning of recess before playing.

Please remember that it is a *snack*, and to keep it simple. If you are packing your child's lunch, please make sure to pack a nutritious lunch for your child as well as a drink. **Do not pack any candy!** Kindergarten children love to run, play, and are often thirsty.

Please remember that if you bring your child's lunch later in the day, drop it off in the office rather than the classroom. Your child's lunch will be delivered to him/her for you. This is a school wide rule. Hot lunch is available for ordering by the month.



HOMEWORK AND SUPPLIES

Please make sure to label your child's backpack with their name as well as their lunch box.

Kindergarten students will have homework packet, usually given on Tuesday to be returned by Friday. Students will be issued a laminated homework folder. They will get stickers for returning their folders.

Homework assignments will generally consist of math, phonics, short reading booklets to color, cut and paste activities, and printing practice sheets. Nursery Rhymes that incorporate rhyming words, as well as letter and word recognition is another example of work included in the weekly packet. Daily practice with your child is important to help

your child become familiar with rhymes as well as becoming familiar with the printed text. Your signature will be required on all homework assignments.

You should supervise your child's homework, such as reading directions or defining words. Please have a set of crayons, a pencil, a glue stick, and a child's scissors at hand for work on the homework. A special place and time set aside for doing homework are recommended. If the homework takes longer to complete than 30 minutes, please stop and write on the sheet(s) not completed. Ten minutes each night should be spent on flash cards, when available, and always make time to read to your child each night.

DISCIPLINE

It is always important to remember that kindergarten children are very enthusiastic! With this in mind, I would like to discuss discipline standards. I use several words with my students that we will define at the beginning of the year. A *smart choice* or a *poor choice* is the way I like to discuss choices that children make in the classroom. I monitor behavior individually and as a group. How students work together at their table and by individual choices made each day. If your child has made *smart choices* all week, on Friday they will receive a "smart choice" badge.

I often use the word "respect" and what it means to respect someone else and their feelings. Respect is a word that is easily understood by any kindergarten-aged child.

One of our first Religion lessons is about the *Golden Rule* and treating others the way you want to be treated. In addition, simple rules are taught and posted in the classroom. They are reviewed on a regular basis.

Listening Skills: When I discuss following directions with my students, I use the words, *first time listener*: I explain to the children that this means to listen the *first time* when someone is speaking. Raised hands before speaking and not talking while someone else is talking are also expected.

PROGRESS REPORTS

Three times a year, all kindergarten students receive a progress report (November, March and June). The kindergarten progress report is an update of your child's progress and development in reading readiness, math readiness, physical development, social development, and work habits. You will be asked to sign the progress report, and return it to school with your child. Mid-trimester reports will also be sent home for your signature and return to school. In June, your child will receive the final progress report, and this will be yours to keep.

NOON DISMISSAL

Approximately twice a month faculty meetings are scheduled for the staff at Sacred Heart School. When faculty meets, school will be dismissed at noon for all students. All these noon dismissal days will be listed on your school calendar. EDC is available for students on these half days.

HOT LUNCH

Sacred Heart School participates in a daily hot lunch program. Hot lunch is available to all Kindergarten students. The lunches are paid for in advance and information will be sent home to you in your “family envelope”. Hot lunch is an option for students.

PRIMARY CENTERS

Approximately, once a month, Mrs. Manning (first grade teacher), Mrs. Danforth (second grade teacher), and I will each coordinate an activity for the children. We will match up each kindergarten student with a first and second grade buddy. The children then travel with their two older buddies to the first and second grade classroom, as well as, in their own kindergarten classroom to participate in an activity. We call this “Primary Centers”. I encourage parents to come and help supervise these centers (for service hours credit).

BIRTHDAYS

Everyone’s birthday is a VERY special occasion! We sing to every child on his/her birthday. Everyone receives a pencil, a birthday sticker, and a birthday crown to wear all day.



You are welcome to send in a “healthy treat” when it is your child’s birthday. We will celebrate birthdays at lunch. You may bring a treat in the morning before school starts, before recess at 10:00, or just before lunch at 11:30. My suggestion to parents is to send “healthy foods” for birthdays. Examples are carrots, celery, crackers, peanut butter, raisins, fruit or any veggie or fruit. **Please no cupcakes, candy, or high sugar treats.** Parents can send in little party bags with non-edible things inside (such as a colorful pencil, stickers, and a party horn or a small toy) as another option.

*If your child has any food allergies please make sure that I am aware, as well as, making sure *your child* knows what they should not eat!!

We celebrate summer birthdays before the end of the school year or as “half-birthdays”. Such celebrations are by your choice.

Please be aware of our school’s Birthday invitation policy:

If you are having a birthday party for your child, and you plan to invite the entire class-- invitations may be sent to school with your child and they will be distributed to the class. Otherwise, please contact those parents of the children you are planning to invite individually. This avoids any hurt feelings.

UNIFORMS

A good rule of thumb is to label everything your child brings to school!

Please label jackets, sweat shirts, for girls PE shorts and sweaters (first initial and last name on clothes will suffice). Many of the children are about the same size and it is difficult to identify items when there is no name inside. Zipper, sandals, boots and platform tennis shoes, are not part of the school uniform. (Because of the active play, rubber-soled shoes are the best choice for Kindergarten children). If you have a female kindergarten child, please make sure they have a pair of red (Sacred Heart School) shorts to wear underneath their jumper whenever they are wearing their school jumper.

For more details about the school uniform for Kindergarten, please refer to the Sacred Heart School Handbook at www.sacredheartschoolventura.org

VOLUNTEERS

Volunteering in the classroom during the school year is a fun way to interact with your child and their classmates, as well as a way to earn service hours. You will receive a “green sheet” at the beginning of the school year from the office. Anytime you volunteer at school, please bring your green sheet to be signed. Twelve hours each trimester is the required number of service hours per family.

A Room parent will call to schedule volunteers. When you sign up to volunteer, you will be sent a calendar on a monthly basis with your name next to the day that you are scheduled to volunteer. If you are scheduled to volunteer and something comes up, please notify a room parent. Whenever possible, please notify them in advance, so that they can try to find a replacement for you.

Volunteering in the classroom is not the only way to earn service hours. Working on projects at home for our class can help you to earn service hours. Please let me know if you are interested in helping earn service hours at home.

Before arriving in the classroom to volunteer, you will need to stop in the school office to sign in and put on a *volunteer badge*. This procedure will need to be repeated anytime you volunteer in the classroom.

BUDDIES

Each kindergarten student will be matched with a fifth grade student from Mrs. Carney’s class. We attend Mass weekly with our buddies. Mrs. Carney and I plan simple academic lessons as well as outdoor activities and get together at different times throughout the year.

When the kindergarten students move on to first grade, and the fifth graders move on to sixth grade, they still meet with the same buddy the following year. This continues every year until the kindergarten student becomes a third grader and their buddy graduates from eighth grade. This is a very special and unique bond between the older and the younger students at Sacred Heart School.

FIELD TRIPS

Sometimes our field trip may be an “on campus field trip experience” in which the field trip comes to our school. Field trips take place during school hours. In the event that we have an “off” campus field trip, room parents will help to coordinate chaperones for these trips. A school bus will be the means of transportation for field trips.

Please be aware that field trips are connected to the curriculum and enhance our studies. Most of our field trips are for Sacred Heart students only and siblings must not attend.

BOOK ORDERS

Book order forms will be attached to my newsletter beginning sometime in the fall. If you would like to order books for your child, please fill out the form and return it with a check payable to the company listed on the order form. Place the order form and money in an envelope with your child's name on the front of the envelope. Please return in your child's gold folder. Book order forms will be sent home periodically and ordering is optional/by your choice. The money will be due as specified on the leaflet.

CLASSROOM PARTIES

Two parties are held during the school year. Each teacher along with the room parents decides on the food and activities for their grade level party. Parents are welcome to attend, help with the activities, and possibly bring supplies and/or food. This is another service hour opportunity.

The annual Saints' Parade is celebrated school wide. The primary grade children will dress as their favorite saint; attend Mass and parade around school in their costume. Information for this and all other events will be sent home. Be sure to read the weekly newsletter sent home by the school office and my letters each week via our web site www.sacredheartschoolventura.org

I can be contacted with a note in your child's gold envelope or through our school email: kindergarten@sacredheartschoolventura.org

I hope you find this handbook informative. It is always my intention to keep parents informed. The handbook was designed as a reference, as well as a document describing my expectations for Kindergarten. God Bless you and your family.

*Sincerely,
Carol Brown*