

Our Lady of Fatima School

Kindergarten Handbook

2011-2012



801 North DuPont Boulevard
New Castle, Delaware 19720
302-328-2803

At Our Lady of Fatima School, we aim to help children develop socially, physically, academically, and spiritually. Each child should develop a sense of responsibility for themselves and others. They will grow in their knowledge of the world around them and learn through both personal and concrete experiences.

Class Times

Half-Day Session: 7:55 - 11:30 AM

Full-Day Session: 7:55 - 2:45 PM

Early Dismissal Days

Half-Day Session: 7:55 - 11:30 AM

Full-Day Session: 7:55 - 12 Noon

Late Arrival

School begins at 7:55 AM. All students are expected to be in their classrooms by 7:55 AM. ALL late arrivals after 7:55 AM must sign in at the office and receive a pass before coming to the classroom.

Transportation

IMPORTANT

- If there is any change in your child's regular dismissal plan, please notify your child's teacher, the office, and the After-School Program (if applicable) first. This may be done by note or phone call.
- **No child will be dismissed unless the teacher has been notified of any changes.**

Supplies

- Your child's schoolbooks are: Math, Reading, Religion, (includes Promise Newsletter and "I am Special"), Phonics book, Handwriting book.
- Each child needs to have a large book bag or backpack and lunchbox that should be brought to school EVERYDAY, even on field trip days.
- A complete list of supplies needed for Kindergarten can be found on the school website www.olfschool.com .

Clothing

- Children need to wear nice play clothes. Dress your child for comfort. Please realize that we will be doing various activities; e. g. gross motor, play doh, painting.
- Sneakers should be worn everyday. **For safety reasons**, children are **not permitted** to wear sandals, clogs, flip-flops, jellies, work/cowboy/dress boots. Winter boots can be worn on an as needed basis, not every day.
- Sneakers are required for Gym days and recommended for every day.
- It is recommended that dresses only be worn occasionally. In warm weather, shorts may be worn with tops that cover the full torso, front and back, to the waist. Shorts should not be bike or spandex type.
- Please label all sweaters, coats, hats, gloves, boots, book bags, lunch boxes, etc. with your child's name.
- All Kindergarten children need a full change of clothing (including socks and underclothes) to be kept at school. Please remember to exchange clothes as the seasons change.
- Washable tattoos are not permitted.

Illness

- Good health is important. Please follow the guidelines stated in the student handbook. Children absent due to a fever should be free of a fever for 24 hrs. before returning to school. **PLEASE NOTE: No child may have any medication in his/her possession.** This includes prescription, as well as, over the counter medication such as cough drops, calamine lotion, vitamins, or chapstick.

Absentee Notes

- When your child returns to school after an illness, **a note is required the day your child returns to school stating the days absent and the SPECIFIC reason for the absence.** If your child is going to be absent for a long period of time, please contact his/her teacher by the third day the child is absent with the reason for the absence, as well as to obtain some activities that can be completed at home.

Snacks

- Full-Day will have snack time each day. Each child brings his/her own snack daily. **NO CHOCOLATE OR PEANUTS PLEASE!**
- Please provide a **NAPKIN**, a box drink, and one small snack to enjoy at snack time, e.g. granola bar, a box of raisins, celery/carrot sticks, package of fruit snacks, a cut-up apple, or other fruit. **NO SODAS, CUP-CAKES, CANDY, or COOKIES** (except fruit-bar type, vanilla wafers, oatmeal, or teddy grahams). **NO CHOCOLATE OR PEANUTS PLEASE!**
- Please provide all necessary eating utensils and/or straws for snacks as needed.
- **PLEASE be sure that your child has had something to eat before coming to school.**

Lunch

- Hot lunches are available for Full-Day Kindergarten. Children receive a menu every two weeks. Please order just what you think your child will eat. Children need a snack every day even if they order lunch. Chocolate or white milk is also available for Full-Day Kindergarten. Milk is ordered only two times a year, in September for the months of September to December and in December for the months of January to June.

Recess

- Children have two short recess times each day.
- Recess rules will be distributed at your Kindergarten meeting.

Toys

- Children are limited to **ONE SMALL TOY**. No action figures, weapon type toys, hard balls, Frisbees or electronic equipment.

Special Classes

- **Gym** - Gym is scheduled once a week for Kindergarten. If, for any reason, your child cannot participate in Physical Education, please send a note to explain; but realize that your child will still go with the class and sit on the sidelines. The Physical Education program is designed to help your child in the development of coordination, locomotion, and understanding the idea of space. **Sneakers must be worn on gym days**; they are a requirement. If they are not worn, your child will not participate.
- **Library** - The children will visit the library once a week. This will enable them to develop an interest in books. The librarian will display books that will be of interest to the children. Each child will be able to bring home one book for one week. Please take the time to read this book to your child. Let your child share his/her ideas of the book and talk about the pictures. The child will not be allowed to receive another book until the first book is returned. If the child is absent on his/her library day, **NO LATE FEE** is charged; just return the book when your child returns to school.
- **Music** - Music is held once a week in the music room. Children will be introduced to the joy of music through singing, dancing, and rhythm instruments.
- **Art** - Art is held once a week in the classroom. The children will be introduced to a variety of art activities with special emphasis on fine motor skills, such as cutting, pasting, gluing, etc.

Special Occasions

- ***Birthdays*** - Children LOVE birthdays and it makes them feel special to have their birthdays celebrated at school. If you wish to send a treat to school, please notify your child's teacher a few days in advance. Birthdays are usually celebrated at snack time, so please limit the treat to a small snack; e.g. cookies, brownies, Munchkins, cupcakes, and please provide napkins. No cakes, please. Due to allergies, please avoid sending in items containing chocolate or peanuts. Summer birthdays will be celebrated towards the end of the school year on special days. **NO GOODY BAGS!**
- ***Field Trips*** - We will notify you of any upcoming field trips. Your child will bring home a permission slip telling the place, time, cost, and other important information. We will also ask some of you to act as chaperones. **All field trip chaperones need to have a completed background check.** A permission slip must be returned to school in order for your child to participate in any class trips. We will try to plan a special activity several times during the year.
- ***Class Parties*** - The Kindergarten classes have celebrations or class parties throughout the school year. Your child's teacher will inform you as to what celebrations/parties take place in the respective classroom. These parties are planned, set up, and run by homeroom parents and helpers who have followed the Diocesan Policy For The Sake of God's Children. The teachers offer suggestions and supervise the events. We ask that small children (siblings) not attend these events, as our Kindergarten children need the full attention of their parents/guardians. Little ones tend to distract the parents who are helping. **NO GOODY BAGS!**
- ***Gifts/Celebrations*** – In order to prevent hurt feelings among students, invitations to celebrations should be sent to the homes of students via US Mail unless an invitation is given to every student in the class. The same rule applies for the exchange of individual gifts.

Homework

- Homework is used as a reinforcement of a skill taught in school, a fun activity, or review.
- It is important that your child complete the assignments as independently as possible. This is a responsibility they need to develop for later school years.
- A specific time each day should be set aside for homework to help begin good study habits.
- A weekly homework sheet will be sent home to inform you of the class activities that may take place and the homework assignments.

Conferences

- Interim reports are issued midway through each trimester.
- Report cards are issued three times during the school year. Two parent/teacher conferences will be scheduled during the school year. The times and days will be published in the "News from the Principal." This newsletter is issued at the beginning of each month.
- Parents are asked to refrain from impromptu conferences with teachers before and/or after school. If you wish a conference with your child's teacher please call the school office or send a written note to the teacher who will contact you to schedule a time convenient for both.
- Please be advised that teachers will make every effort to return replies to notes and/or phone calls received within 24 hours, so as not to interrupt the teaching/learning process of all the children.

Discipline

- We expect each child to act in a Christ-like manner at school. They should show respect for themselves, their classmates, teachers, and staff. Respect for their classroom environment and classroom materials is expected.
- If your child acts in a disrespectful manner, redirection of his/her behavior will be suggested. Should such behavior continue, the child will be sent to a quiet, time-out area in the classroom.

- A behavior chart will be sent home daily. Your teacher will inform you of her policy at your meeting.
- If behavior continues for a week, feel free to contact the teacher to discuss the situation.
- If after parent/guardian contact the behavior continues, a phone call will be made for a parent/guardian-teacher conference.
- Sometimes a young child has difficulty adjusting to the school structure. Our Lady of Fatima School has a counselor available to help both child and parents/guardians with the adjustment.
- If a child's behavior continues to indicate difficulty with school adjustment, a conference involving the teacher-parent/guardian-administrator will be held to discuss continued placement at Our Lady of Fatima.
- This policy is in effect through December. In January, the discipline policy will be adjusted to reflect the child's growing maturity and his/her need to prepare for first grade.

For the Sake of God's Children

All volunteers – lunch parents/guardians and helpers, all class trip chaperones, all sports team coaches and helpers, anyone who will be in regular contact with our children – are required to fulfill the requirements as set down by the Diocese of Wilmington.

Right to Amend

The Administration of Our Lady of Fatima School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the "News from the Principal".

Kindergarten Meeting Day

1. Both parent/guardian and child should be present at your assigned Kindergarten meeting time.
2. Children do not stay at school on the Kindergarten meeting day.
3. Bring all your school supplies on the Kindergarten meeting day, please. All supplies, including each crayon, pencil, etc., **must** have the child's name on it. Do not label with your child's name until the teachers check to make sure all supplies are the correct items.
4. Bring all important papers that Mom, Dad or Guardian received filled out clearly.

Critter Day First Day of School

- Bring your favorite stuffed animal to school.
- Bring a small photograph of yourself.
- Bring all your school supplies on the first day of Kindergarten. All supplies, including each crayon, pencil, etc., **must** have the child's name on it. Sharpen pencils please. Staples usually carries sharpeners for the fat pencils.
- Bring all important papers that Mom, Dad, or Guardian received filled out clearly.
- Think of a favorite song, story, or poem that you would like to share with your new friends, classmates, teacher, and aide.

Parents/Guardians

Enclosed, you will find a name tag.

Please fill out all applicable information.

- 1. Print child's first name, last name, nickname (if any) on the line.**
- 2. Mark the appropriate line indicating Kindergarten 012 Mrs. Brobst.**
- 3. Mark the appropriate method of transportation your child will use.**
- 4. Please have your child color the name tag.**
- 5. Cut out the name tag and glue it to a strong piece of cardboard.**
- 6. Your child is to wear this name tag to school during the first two weeks of school. Pin this tag to your child each day.**

SEE YOU ON THE FIRST DAY OF SCHOOL

**Our Lady of Fatima School
Kindergarten Behavior Report**

(SAMPLE)

Student Name: _____

Homeroom: _____

Date: _____

- | | |
|-------------------------|------------------------------|
| _____ AM Group Activity | _____ PM Group Activity |
| _____ AM Recess | _____ PM Recess |
| _____ Lunch | _____ Assembly |
| _____ Religion | _____ Math |
| _____ Language Arts | _____ Science/Social Studies |
| _____ Music | _____ Physical Education |
| _____ Art | _____ Library |

_____ is having difficulty in one or more of the following areas:

- _____ Listening to and following directions
- _____ Staying in his/her seat
- _____ Raising his/her hand, waiting to speak
- _____ Cooperating
- _____ Keeping hands and feet to his/herself
- _____ Respecting others and property

_____ Other: _____

Homeroom Teacher Signature

Parent/Guardian Signature