

The ABC'S Of Junior Kindergarten (Handbook)

A-

Absences

A successful school experience is the responsibility of the children, parents, and school. Your child's progress both academically and socially is influenced to a great extent by daily participation. Please make sure your child is at school everyday on time. If your child has a fever, head lice, is vomiting, has watery eyes, runny nose (thick or colored secretions) has difficulty swallowing etc.. Please keep them at home to rest. They may return with a doctors note or if they are 24 hours symptom free. If your child will not be at school please notify the office.

Accidents, Sudden Injury or Illness

Students should not play on equipment before or after school, and they should never be left unattended. Should an accident occur, a faculty /staff member will asses the situation and call the parent. If the injury or condition seems severe, 911 will be called followed by a call to the parents or emergency contact. 911 will be called immediately if the child injures the head. Parents are responsible for all finances for a 911 call.

Age Eligibility

Children who are 4.6- 5 years old may qualify for the St. Gregory's Junior Kindergarten Program.

Allergies

Please make sure that we are aware of any allergies your child might have. Please do not pack any **NUT PRODUCTS** in your child's lunch boxes.

B -

Bathroom Needs

All children attending Junior Kindergarten need to be completely toilet trained. This includes wiping and dressing/undressing themselves.

Back packs

Please make sure your child's back pack is labeled.

BOO BOO GRAMS

If your child gets hurt at school a Boo Boo gram will be filled out and be put in your child's folder. Please sign it and return it the following day.

Book Orders

Book Orders will go out through out the year. This is a great opportunity to share the love of reading with your child! If you would like to purchase books please make one check payable to Scholastic Book Clubs and bring in the check along with the order forms on or before the due date. This is also a great opportunity for our class to earn bonus points to purchase classroom materials.

BIRTHDAYS

We are pleased to celebrate children's birthdays. Please inform the teacher in advance. Birthdays will be celebrated during snack time. NO NUT Products of any kind and no cakes (cupcakes are fine). If you wish to invite the entire class to a birthday party the teacher will place the invitation in their folder. If you are only going to invite some of the children, you need to mail the invitations.

G- Clothing

In our classroom we will be doing hands on activities. It is not my intention to send your child home messy and I will do my best to notify you in advanced of any messy activities. **Please make sure your child has an over sized mans t-shirt! They will be wearing these smocks when we do MESSY ACTIVITIES .** Junior Kindergarten children will also be wearing uniforms with ALL black tennis shoes. Please do not have your child wear belts to school it may be to difficult for them to take them on and off. A complete change of clothes including underwear and shoes must be provided for your child. Please put these in a plastic zip lock bag and write your child's name on it.

Communication

Parent / Teacher communication is very important. Monthly Newsletters will go home, along with daily newsletters. We will also have 2 conferences a year or by appointment. Each child will have a folder please check it daily for any information such as notes or boo boo grams.

Curriculum

I use the following resources to design the Junior Kindergarten Curriculum: California Department of Education Kindergarten guidelines, California Department of Education Desired Results for Children and Families, the standards supported by the National Association for the Education of Young Children (NAEYC), the Creative Curriculum and the California Department of Education Preschool Learning Foundations (2008).

The literacy program will include the following:

- a. extended vocabulary
- b. encourage letter and sound recognition
- c. instill a desire to read and write
- d. develop phonemic awareness
- e. Dolch sight words and Word families
- f. teach essential print and language concepts

In addition to these programs I will also focus on a letter of the week using daily activities and weekly homework projects that reinforce letter and sound recognition. We will also be reading from the Bob Book Series (Scholastic). In addition we will practice inventive spelling and learning Popcorn Words (Sight Words)

The math program will include:

- a. Math their Way
- b. Number Recognition
- c. Math tubs and Activities
- d. Adding, Subtracting, Sorting, Patterns

Junior K Science and Social Studies will be taught by using books, charts, experiments, and classroom projects that coincide with our themes and topics.

Junior K religion will be taught by using the Bible, flannel board stories, songs, prayers and any supplemental materials.

Custody Situations

The school needs to be aware of legal custody situations. Please send a notarized copy of the custody agreement to the office.

D-

Discipline

The following rules were developed to help the children understand rules and promote positive behavior. This will help them have a positive transition to kindergarten.

1. Hands are for helping not for hurting.
2. Use kind Words and Manners
3. Put your toys away
4. Use an Inside Voice and Walking Feet

The teaching staff uses positive praise to reinforce choices and behavior. We also have expectations and limits in the classroom and playground. When dealing with guidance and discipline, we model appropriate care for the environment, positive interaction between students and staff, and gentle reminders.

If an undesirable behavior appears, we first talk to the child and remind them of the appropriate behavior. If the behavior continues the child might get their "Behavior card changed". If the child has a hard time controlling their body, the child will be put in a isolated part of the classroom. This way they can control themselves and be ready to talk. A student will spend 1 minute per year of age in time out. Time out begins when the child sits down.

Excessive misbehavior will be handled with a parent teacher conference. Parents and the school will work together to guide the child in appropriate behavior. **A child may be terminated from the program when the child's behavior is significant enough to harm him/herself, other children or staff.**

Corporal discipline is never allowed. This includes shaking the child. Spanking, hair pulling, name calling, interfering with a child's eating, resting, and toileting.

Dismissal from the Program

A child may be dismissed from the junior kindergarten program for the following reasons:

1. Consistent tardies and absences
2. The child's behavior harms the staff and children
3. The child's behavior harms him/herself
4. Financial Reasons
5. The child ages out of the Program

Developmental Centers

Developmental Centers are common in Junior Kindergarten classrooms. The children will have the opportunity throughout the day to use and explore the following

developmental centers:

Dramatic Play, Science, Math, Reading, Listening Center, Sensory table, Puppets,
Blocks, Manipulative, Puzzles

Drop off

When you drop off your child please make sure you sign in your child. Please use a full signature and walk them into the classroom. This is for safety reasons.

F-

Food

Please make sure your child eats breakfast. It is the parents responsibility to pack lunch for their child everyday. The lunch should include a main portion along with snacks that will be eaten around 12:00 plus 1 nutritious snacks that will be eaten in the morning. Please also provide a drink or 2 for your child. *Please do not pack soda, nut products, or food that needs to be heated*

Folders

Each child will have a class folder. It will be located on the outside table along with the sign in/out binder. Please make sure you check your child's folder daily. It will include any papers that need to be taken home or read.

H-

Homework

Homework packets will go out on Monday and will be due on Friday. Homework is always to reinforce what we learn at school and never anything we haven't. Homework will include four pages and children should do one page per night along with 5-10 minutes of reading.

Illness

Children will be sent home from school if they have one of the following: Fever of 100 or higher, vomiting, watery or inflamed eyes, runny nose (thick or colored secretions) head lice, diarrhea (2 or more loose bowel movements), difficulty swallowing, chronic cough, or a cold that lasts for more than three days or a rash

Information

I will write a daily note everyday that will be posted by our sign in/out binder. It will include any information about upcoming events or anything that we learned and did for that day.

K-

Kindness

It is important that each and every student uses good manners and is kind to one another. Teasing, name calling, or using ones hands or other parts of the body will not be tolerated in Junior Kindergarten. If such behavior goes on you will be notified.

L-

Large Group Time

Large group time is very important in Junior Kindergarten. This is when we will be doing calendar, stories, movement and learning our concepts such as phonics, sight words and math. During this time we will learn how to sit like students, be polite, and raise our hands.

Learning Centers

Learning Centers will be used in Junior K. and rotated throughout the week. Learning centers will be theme based and focus on academics. The children will work together in small groups or with a teacher or an aide at more challenging centers. Learning centers will include patterns, number and alphabet recognition, sight words, and word families.

M-

Manner Bear

Maddie Manner Bear will go home with each child at least once or twice a year. The children will be able to take Manner Bear home for the Week and read the stories that come with it. The children can also write a story or draw a picture showing how manner bear helped them use their manners. The children will share what they learned with their classmates on Friday.

N-

NUTS

No NUT PRODUCTS!

P-

Pick up procedure

Junior Kindergarten will end at 2:45 on Monday- Thursday and at 12:15 on Fridays. Please make sure you sign your child out using a full signature. Children will not be released to any one who is not on the emergency contact form and **WILL NOT BE RELEASED WITH A SIBLING!** For safety reasons I will be standing at the door to release your child. Please do not come into the classroom. Proper Identification will be asked for when you pick up your child.

Parties

We will have parties throughout the year. Please keep an eye out for any information regarding the parties.

Parent Participation

There will be opportunities throughout the year for parents to help out and visit the classroom. Some opportunities are The Five Senses Haunted House, Community Helper Week, Dr. Seuss Birthday (Read Across America), Mystery Reader, Muffins with Mom, Floats with Dad etc.

Portfolios-

I will be keeping a portfolio for each child in the classroom. The portfolio will include art and classwork, developmental profiles and academic evaluations. You will receive the portfolios at the end of the year.

Q-

Questions

If you have any questions or concerns please feel free to contact me. There will also be a box or tray on the outside table where you can write down any questions you might have. I will respond to the question as soon as possible and leave it in your child's folder.

R-

Rest time

We will be having rest time everyday except for half days. The children do not need to fall asleep but they do need to rest quietly on their mats. During this time relaxing music will be played and children will be encouraged to "rest their bodies". Children will be assigned a mat. Parents are responsible to bring in a crib sheet and a blanket. Children

may also bring in a small stuffed animal and an airplane sized pillow. Please take all items to be laundered on Fridays.

S-

Self Help Skills

Self Help skills include taking care of ones toilet needs, hand washing, being able to put on a jacket or sweater, putting on shoes, taking care of ones mess, and cleaning up after themselves. Please encourage your child to do the following self help skills at home also.

Snack Time

Please pack nutritious snacks for your child. Some examples include apples, grapes, carrots, granola bars(no nuts!), graham crackers etc. Your child will be eating a morning snack.

Social Skills

Social Skills are an ongoing part of an early childhood program and just as important as academic skills. We will be learning how to use our manners, be polite, wait our turn, share and talk with other children and adults throughout the day.

T-

Teamwork

Teachers and Parents working together.

Toys

Toys may not be brought to school! There will be opportunities for your child to share items from home. The items will correlate with what we are learning about for that week. This helps the children build upon their language skills and vocabulary. The school will not be responsible for lost or broken items. All items MUST be labeled with your child's name. All items that are brought to school need to be non violent. Guns, swords, knives, or any other weapon are not permitted.

U-

"U" are important in our child's education

X-

Extra clothes need to be in your child's cubby. Please make sure your child has extra undergarments, socks, shoes, shirts, and bottoms. All items need to be labeled and be put in a ziplock bag. These items will stay in your child's cubby

Z-

Z Z Z 's

A junior K classroom is a busy room filled with activities. Please have your child get enough sleep.

Cut and return this portion

I have read and understood the ABC'S of Junior K Handbook.

Parent Signature _____

Child's Name _____

Teachers signature _____

Tanya Tschombor Director