



Welcome!

I hope that this handbook will help you to know what to expect in Kindergarten this year and answer any questions you may have. Together, we will be entering the wonderful adventure of Kindergarten with the SJS Class of 2018!

I would like to take this moment to introduce myself. My name is Karen Roth. I graduated from Elmhurst College with a degree in Elementary Education. My husband and I have three children ages 17, 19 and 21. I'm very excited about this school year. I am looking forward to working with your child this year and helping him/her to achieve his/her full potential. In the following pages, I will share some of our classroom details and policies.

Classroom Aide

We are very blessed to have a wonderful aide in our classroom. Her name is Mrs. Peggy Scaduto. Mrs. Scaduto and I have been a team in Preschool together, and in Kindergarten for the last five years. She will be working with the children on a daily basis. Mrs. Scaduto has been a part of the SJS family since her own children attended school here. She has two girls in college and her son is a senior in high school. She has been an aide at St. Joseph School for over 11 years.

Parent/Teacher Relationship

I believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year, I will communicate with you through notes, newsletters, and progress reports, report cards, and parent teacher conferences. I encourage you to contact me if you have any questions or concerns at any time. You can call me at school (815-838-8173), send me a note, or e-mail me at kroth49243@aol.com. Our Kindergarten day is very full of activities and the majority of my day will be spent with the children. I will do my best to respond to your e-mails, phone calls, and notes promptly. I do ask that you refrain from trying to have your concerns addressed at drop-off time. My attention should be solely focused on the children. Please go directly to the school office to leave a message. I will respond to you at the earliest opportunity that I am available. If your concern requires immediate attention, please see Miss Scheffler or Mrs. Baxter.



Parent Participation

Throughout the school year, there will be a variety of special classroom activities and celebrations. From time to time, I may need an extra hand preparing for various projects. I encourage you to attend these functions when possible and to support them by sending in needed supplies or treats. Your support of school activities makes your child feel important and sends the message that you value school. Please do consider these opportunities throughout the year.

School Attendance

Your child's regular and prompt attendance at school is crucial to his/her success. I can't emphasize this point enough! Most kindergarten learning activities are group oriented and involve interaction with classmates. Therefore, at times, it is very difficult to make up work at home. Please view school as a priority and see to it that your child attends everyday except in cases of illness or emergency.

Arrival Time

From August 26th-28th, Mrs. Scaduto and I will be outside at 8:00 a.m. to gather our class. Kindergarten will be lined up along the wall of the St. Joseph Activity Center. At 8:20a.m., we will enter the building as one group. After the 27th, the students will enter directly into the school building independently as they are dropped off on 5th Street (parking lot in between the Church and Activity Center). Once the student exits from your vehicle, the students will walk directly into the classroom. I will be in the class waiting for them. There will be teachers at the door to let the children in and make sure they get to their proper place. This system works very well. As the children enter in small increments to our classroom from 8-8:20a.m., it helps tremendously as the children are hanging up their backpacks and turning in any notes, lunch money or homework. It is a smooth and steady flow of our class morning routine at drop-off that allows our class to be ready to start our day by 8:25a.m. On the first orientation days of Kindergarten, parents will be asked to join us as we bring the children into the classroom. We will invite our parents to stay for a few minutes and then we will start our day! **After the orientation days, parents will not be permitted to walk their child into the classroom.** I will be stressing that they can do this by themselves. We will need you to encourage this sense of responsibility and independence at home.



Snack Time

We will be having a snack everyday around 10:00am. Please send a healthy snack to school with your child. Snack time will last only 10 minutes, so please keep snack simple. Suggestions are fruit, carrots, goldfish, pretzels, or crackers. (Please do not send cookies, candy, or chips.) **Snack is not included in the hot lunch order.** If you would like your child to have a drink at snack, please pack a water bottle.


Lunch Time

Kindergarteners may bring a packed lunch from home, or they may purchase a hot lunch from school. Menus will be sent home each month. The hot lunch program will begin on August 27th. You may pre-order lunches or order lunches daily as needed. The cost of lunch is \$3.00. Milk is included with the hot lunch meal. You may also buy milk for the semester (August-December and January-May) that will be passed out at lunch time for your child. An order form for **Milk Only** will be included in the family envelope the first week of school.

Dismissal time

At the end of the school day, the children will be dismissed from the same door they enter in the morning. We will bring the students out around 2:45pm to dismiss before the older children exit the building. The children will be asked to raise their hand when they see their parent, grandparent, or babysitter. If your child is going home with an older sibling, they will stay near me until we see the sibling. If your child will be participating in our Extended Day Program, please send a note or call the office. We will make sure that your child is under the care of our Extended Care providers. If a student is not picked up at dismissal, we will bring the child to our Extended Care Program.

If your child is going home with someone different for the day, please send me a written note. Please do not rely on your child to tell me this information. The children often become confused, or they may get anxious at the end of the day when their normal routine is changed. For the safety of the children, we will always need a written note or a phone call from the parent to release your child. In the absence of that documentation and safety of each child, we will not release your child until we have spoken personally to a parent.





Birthdays

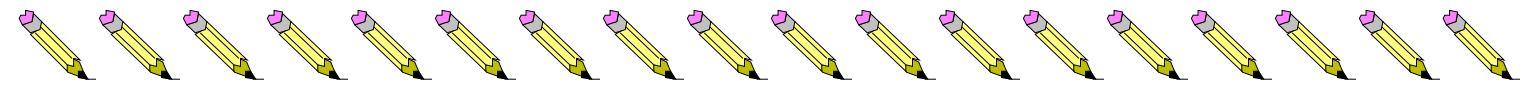
Birthdays are special occasions for young children. On your child's birthday, each child will receive a birthday sticker. We will also sing Happy Birthday to him/her. If your child wishes, he/she may bring a treat for the class. They will share these treats at the end of lunch. Please make sure there is one for everyone. Once school starts and we receive information from parents, we will let you know if there are any allergies we need to be aware of and to avoid for the year. **If you would like to come in and read a story to the class for the birthday celebration, you are more than welcomed to do so. We celebrate birthdays at the end of our day. If you are reading a story, please come to school at 2:15 and sign in at the office before coming to Kindergarten. Please send a note to school a week before your child's birthday and let me know which day you will come to read.**

Sometimes party invitations present a problem of hurt feelings. If your child hands out invitations at school, please invite all the boys or all the girls, or the entire class. If you choose to invite only a few children, please do so by telephone or e-mail. (The SJS office will send out a family directory in early fall.) **We will not be able to pass out any invitations at school that are selective in nature.**

Mass and Prayer

The Kindergarten class will be attending school masses on a regular basis. (Mass will be held on Mondays in the church.) The children will be expected to participate and be on their best behavior. Having your child attend mass on Sunday with their family will help out tremendously with learning responses and proper behavior for our weekly liturgies.

Prayer will be throughout our day. Please do spend time in prayer each day with your child. It is a wonderful way to share your faith with your child as you pray each morning, meal, and evening. It will reinforce what we are learning in school. Your child will learn how important it is to talk to God each day, thank God each day, and ask God to bless all those we love. We will learn new prayers throughout the year. Be sure to ask your child to share the new prayers they learn.





Miscellaneous Information

Please be sure to label all student materials and clothing, monies coming to school, and notes with your family name on the envelope. In the occasions that funds are collected, it will assist greatly to keep track of funds and reduces the likelihood of errors. Additionally, if the note or envelope is lost, it will be returned to our classroom.

Uniform Information

Our Kindergarten students do wear uniforms according to the SJS handbook guidelines. Please refer to the uniform guidelines and dress your child accordingly. On gym days, the students will wear gym clothes and shoes to school.

Thank you for joining our St. Joseph School family and sharing your child with me this year. Together, we will create a life long learners full of joy and faith at St. Joseph School.

Unity

I dreamed I stood in a studio
and watched two sculptors there,
The clay they used was a young child's mind
and they fashioned it with care.

One was a teacher; the tools she used
were books and music and art;
One was a parent with a guiding hand
and loving heart.

And when at last their work was done,
They were proud of what they had wrought
For the things that they had worked into the child
could never be sold or bought

Each agreed that she would have failed
if she had worked alone
For behind the parent, stood the school
and behind the teacher, stood the home.

Ray Lingfelter



Kindergarten Schedule

(tentative)

8:00- 8:20am

- Arrival Time
- Table Activity

8:20-8:30am

- Attendance
- Helper of the Day Announced

8:30-9:00am

▪ **Morning Meeting**

We always begin our day with Morning Meeting. We play a name game, salute the flag, and do calendar and weather activities. At our Morning Meeting, we also read our Morning Message together. We read about the days events, and the morning helper will circle the popcorn words and use a point to each word using a special pointer stick as we read the morning message.

9:00-9:15am

- **Movement and Music Activity**

9:15-10:00am

▪ **Language Arts Block**

During this time we read Big Books from our reading series. The lesson focuses on our Language Arts Curriculum goals. Then, we do an activity based on the story. This can be a journal page, art project, oral language games or a cooperative learning activity. We also focus on a particular letter and sound. We practice writing the letter and do a variety of activities that help us to identify the letter and sound.

10:00-10:15am

- **Snack Time**
- Always send a healthy snack
- No nut products, please!



10:15-10:45am

- **Literacy Centers**

During Literacy Center time, we work in small groups. The students may go to the reading center, listening center, ABC center, art center or the writing center. I use this time to work with small groups and to assess individual needs.

- **Journal Writing**

During journal time, we work on our creative writing skills. We are always amazed at the writing abilities of our Kindergarteners. You won't believe the progress made from August to May. We truly bloom as writers!!!

10:45-11:15am Religion

11:20-12:00pm Lunch

12:00-12:30pm

- Movement Activity
- Rest Time

12:30-1:10pm Math

1:10-1:40pm

- Science
- Social Studies
- Thematic Units

1:40-2:10pm

- Developmental Centers
- Free Choice Time

2:10-2:40pm

- Shared Reading Activities
- Closing activities
- Prepare to go home

Special Classes

- Music and Art: Once per week
- Physical Education: Twice per week