



St. Mary
of the Lakes
SCHOOL

KINDERGARTEN

Handbook



KINDERGARTEN PROGRAM HANDBOOK

Dear Parents,

We want to personally welcome you and your child to Kindergarten. The first year of school is a great adventure away from home for your children, and is very important to later achievement in school.

This booklet has been prepared to assist you in helping your child make the happiest and best possible adjustment to Kindergarten and the many experiences of school. We feel that the information presented in this booklet can help the home and school become joint partners, and better help children reach their potential.

PHILOSOPHY

We are dedicated to providing spiritual and academic instruction which reflects our understanding of the unique needs of each child.

We proclaim the need to nurture Catholic Christian values in ourselves and in our children, recognizing that these values help us to be responsive, productive and caring citizens of our family, school, parish and community.

Fostering the growth of young children, we provide a responsive, high quality, integrated curriculum that allows children to translate their experiences into an enriched knowledge base which is the foundation of advanced learning.

ALL-DAY KINDERGARTEN

Nearly fifty percent of all five year old children in this country attend some type of extended or all-day program. Our program provides periods of instructional and play time, enabling the child to be engaged in a diversity of academic and social experiences, otherwise not provided due to the time limitations of a half day program.

There are sufficient research findings to indicate that the longer school day allows more time for teacher familiarity with students and that children who attend an all-day program have a better self-concept and attitude toward sciences and social studies. A full-day program also provides more time for math, reading and language skills, resulting in an increase on standardized test scores in years to follow.

SCHOOL DAY

Children enter the school upon arrival and attendance is taken after the last bus has arrived (**8:20 AM**). Dismissal is **3:00 PM**. Early Dismissal is **12:40 PM**. **Please Note: There is no lunch served on Early Dismissal Days.**

Please be aware that children go through an adjustment time. Full-Day does seem like a long day to some children who have not been in an all-day program before. You can expect your child to be tired when he/she comes home from school.

Quiet Time/Rest Period

After recess and lunch, children will participate in a "quiet time". During this time children will either be able to rest on a mat or choose a "quiet time" activity to complete. Parents will send in a few items/activities from home and these will be stored for the year in a bin assigned to their child. Some examples of items could be coloring books, small puzzles, books, etc. At other times the teacher may choose to read a book to the class or play relaxing music as the children recharge for the remainder of the school day.

CURRICULUM

St. Mary's Full-Day Kindergarten Program introduces children to a multitude of learning experiences, discoveries and opportunities for growth of the total child in a supportive environment. Children are made aware of their Christian beginnings and discover God through stories, songs, prayers and liturgies.

A child-centered developmental approach integrates all areas of study, providing a Cross-Curricular Program. The class is staffed by one full-time teacher and assistant. The children also receive enrichment classes weekly to include Art, Gym, Computers, Music, Spanish, and Library.

The reading program includes an introduction to alphabet letters and sounds, word recognition, vocabulary building and rhymes. A hands-on math program includes the study of shapes, patterns, number recognition and order, simple addition and subtraction, graphing, time to the hour, money and other problem solving skills. Cross-curricular thematic units extend reading and math skills into science and social study areas.

A variety of approaches and teaching techniques are implemented to reach the visual, linguistic, logistic, kinesthetic, interpersonal, intrapersonal and musically inclined learners.

READINESS

Your child's Kindergarten year presents a number of readiness steps or developmental skills which are essential for any child to learn before he/she is able to successfully master the skills of reading and writing. Our program emphasizes pre-academic skills as well.

KINDERGARTEN SKILLS LIST

Language Skills

- Identify and name common objects and pictures
- Use singular and plural forms of common words
- Communicate thoughts and needs in complete sentences
- Recognize and name basic colors shapes and sizes
- Dictate simple sentences about objects and illustrations
- Tell stories in sequence with/without pictures
- Recognize and name letters and sight words
- Interpret story situations and predict story outcomes

Auditory Skills

- Listen without interrupting while maintaining eye contact
- Follow easy one or two-step directions
- Recall familiar nursery rhymes, poems and alliterative phrases
- Listen and retell a story in sequence
- Repeat a pattern or series of sounds, words, or numbers
- Finish an incomplete sentence with an appropriate word
- Match and recall rhyming words

- Match and identify beginning, ending and middle sounds

Visual Skills

- Follow fixed and moving objects with eyes without moving head
- Identify likenesses and differences of objects and pictures
- Match color, shape and size
- Identify likenesses and differences and recall basic colors, shapes, and sizes
- Put simple (6-8 piece) puzzles together
- Identify and name the missing items from memory
- Classify and sort pictures and objects into sets
- Place 2-4 items in sequence by memory
- Repeat a pattern of 3 or 4 items
- Arrange pictures in sequence of events
- Identify, name, match and sequence letters
- Match upper and lower case letters
- Match and name quantitative concepts with numerals and arrange numbers in order

Fine Motor Coordination Skills

- Manipulate small objects with both hands
- Hold crayons/pencils appropriately
- Hold scissors appropriately and cut
- Draw a man with six body parts
- Trace, copy and draw basic shapes
- Lace shoes
- Finish incomplete designs
- Write letters
- Write numerals

Gross Motor Skills

- Walk forward, backward and sideways
- Imitate body movements
- Descend steps with alternating feet
- Identify and use body parts
- Run, jump and hop
- Throw and catch ball with limited control
- Manipulate body in space in both directionality/laterality
- Walk forward, backward and sideways on a balance beam
- Gallop, skip and jump rope

Personal Skills

- Knows full name

- Knows address
- Knows telephone number
- Knows age and birthday

Social Skills

- Accepts school routine
- Plays and works well with others
- Is courteous
- Shares and takes turns
- Shows self-confidence
- Respects property/rights of others
- Adjusts to new situations

Work Habits

- Observes rules and regulations
- Has good attention span
- Works neatly
- Completes activities promptly
- Seeks help when needed
- Takes care of materials
- Cleans up after work period
- Finishes what has been started
- Values own work
- Works independently
- Is curious

COMMUNICATION

Be assured that we will always be available for your child and you. If at any time you have a concern, question, comment or suggestion, please let us know. We are here to serve you and your child, providing an optimum learning environment at all times. You can send us an email and we will promptly reply. You can call St. Mary's of the Lakes School office and leave a message.

A **SMLS Calendar** will help remind you of important dates. The calendar will be posted on the SMLS website. Homework/Information Sheets will be emailed and come home each week with details about special events, reminders and homework in your child's folder. Please keep this newsletter in a handy place for reference. (Refrigerators are a common spot!)

On The School's Website:

To access your child's web page click on the title "academics" and follow menu down to K. Here, you will find all sorts of information about the K program.

CLASS FOLDERS

Your child will receive a plastic school folder which will come home daily and should be returned to school the following day. Any important notices for you from your classroom

teacher or Room Parent(s) will be sent home in this folder, along with work that your child has completed in school.

****Please read all messages and take time to review your child's work. Send back the emptied folder the next day. Tests/Quizzes are to be signed and returned to school the next day.**

******Any note from you (car rider, early dismissal or personal) should be written on a large sheet of paper (as to be seen when the folder is opened) and taped inside the pocket folder. We help the children empty this folder each morning. Permission must be provided in writing for car rider notes, club permission notes or if they are going to meet a parent in school. Lunch tokens, notes, envelopes and ALL MONEY must be MARKED in bags/ envelopes and sent to school in this folder.**

PTA FOLDERS

PTA folders (with the school logo) will come home with PTA news information each Thursday. Some of these papers are to be read and saved, others are to be returned in the PTA folder the next day. This is strictly a PTA folder. Scrip gift cards and many school sponsored fundraisers use this folder. In an effort to go green at SML we are reducing the amount of information printed and distributed in the blue folders. If you need more information in regard to a school or PTA event, please go to our website to obtain it.

DRESS CODE

Jewelry (necklaces, bracelets, rings), nail polish and decal tattoos are prohibited.

Boys Uniform

- Navy blue school pants with navy or brown belt *Light blue double-knit (long or short sleeve) shirt with school logo
- Navy blue vest/sweater with school logo (optional article)
- Navy or white crew socks
- Black (non-scuff) shoes or sneakers with Velcro closures no laces

(September, October, May and June)

- Navy blue walking shorts
- Light blue double-knit short sleeve shirt with school logo

Girls Uniform

- White Peter Pan collar blouse (long or short sleeve)
- Gray plaid jumper
- Navy blue tights or socks
- Navy blue Oxford shoes with Velcro closures
- Navy blue sweater with school logo (optional article)

Optional Summer Uniform (September, May and June)

- Navy blue walking shorts
- Light blue double-knit (short sleeve) shirt with school logo

Uniform Outfitters:

Flynn & O'Hara Uniforms www.flynnohara.com

Land's End www.landsend.com

Carl's Shoes - Main Street, Moorestown

Gym Uniforms are to be purchased through SML School:

- Light blue T-shirt with school logo with navy jersey shorts
- Navy blue sweats with school logo are worn over the above in cold weather.
- Sneakers (white or black with Velcro closures for Kindergarten)

*Shorts may be purchased from Flynn & O'Hara or plain navy sweat shorts/pants from local stores.

**ORDER FORMS FOR GYM UNIFORMS WILL BE HANDED OUT AT A LATER DATE

Uniform Exchange: Date will be announced.

NOTE: Please make sure that ALL ARTICLES: Gym Clothing, jackets, sweaters, backpack, lunch containers, as well as any personal items, have names marked in permanent marker.

DRESS DOWN DAYS:

Occasionally, our school celebrates a "Dress-Down-Day". These days are pre-announced and "specific theme wear" is permitted to be worn to school. Kindergarten parents will be informed of such days as they are planned. Check SMLS weekly emails.

SUPPLIES

Children must bring a backpack to school daily to that is large enough to carry home their take home folder, books, a spare change of uniform clothes, and lunch box. No toys are permitted.

SNACKS

Each morning there is a snack period. Please send in a healthy snack and water or juice. We are trying to teach proper eating habits, and we feel our snacks should reflect this in what is sent to school. A simple rule to remember: A child's handful is enough. Carrots, celery, vegetables, fruit, cheese, crackers, pretzels, popcorn, Jello, pudding and yogurt are all acceptable. Please do not send in candy or soda.

INCLEMENT WEATHER

Honeywell Instant Alert for Schools System - sign up for this instant alert system and it will notify you within minutes of an emergency. School officials can use this Instant Alert to deliver a single, clear message to all parents or guardians by telephone, cell phone, email, pager or PDA in any combination. It will keep you informed of school closings and emergencies. Sign up at <https://instantalert.honeywell.com>

Rainy Days - Please see that your child has a hooded poncho or raincoat.

Rainy Day Dismissal is in the auditorium for car riders.

Winter Weather - The children play outside daily, weather permitting. Please dress your child appropriately in cold weather. Hats, gloves, boots and scarves are needed to keep children warm. Tights, shorts, and/or sweatpants are needed to be worn beneath girl's tunic jumpers.

HEALTH OFFICE

Physical Exam by your private physician is required before entering Kindergarten. Please submit a completed physical along with a current record of immunizations by August 1st.

Please let the health office/teacher know of medical concerns/allergies and sensitivities.

IMMUNIZATIONS:

- DPT (4 doses) One after 4th birthday
- POLIO (3 doses) One after 4th birthday
- MMR (2 doses) First dose after 1st birthday, second dose any time before entering Kindergarten
- HIB (3 or 4 doses) depending on vaccine and age of child
- Hepatitis B (3 doses) before entering Kindergarten
- Varivax (1 dose) after 1st birthday, second dose not required for Kindergarten
- Hepatitis A (2 doses) recommended before Kindergarten, but not required

***LATE ARRIVALS OR EARLY DISMISSALS** please email the teacher or main office.

ABSENCES

Student absences are to be reported by 9:00 AM at 609-654-2546 x213. Please report the reason for your child's absence. If your child is absent for more than 3 consecutive days a doctor's note is required explaining reason for the absence.

VACATIONS

Please send in written notice of the days that your child will be absent from school. Do not request work in advance. We will work together as teacher/parent/student and complete work missed once your family has returned from vacation.

MAKE-UP WORK

Missed work is to be completed upon return from any absence. All work is to be done in pencil (unless directions state to use crayons or marker). All work is to be returned the next school day or upon the date set by the classroom teacher. Return all books daily for classroom use.

***MEDICATIONS** to be given to your child must be handled through the Health Office. Prescription medications need to be brought by the parent in the original pharmacy container with a parental note explaining times to be given and why. All Non-Prescription medications can only be dispensed by the nurse with signed permission by the doctor. These must also be in original container.

LUNCH

Milk is available and can be purchased in the beginning of the school year for the full year. All milk is Low Fat. Please state whether your child is to receive white or chocolate milk **for the entire year**. Note on the school calendar when milk delivery begins.

***If your child is not buying milk, please pack a second juice or water container in your child's lunch box.(one for snack/one for lunch)**

SCHOOL LUNCHES

A monthly lunch menu with token prices will be sent home at the start of each month. Daily orders are taken in the classroom and sent to the office by 9:00 AM.

Discuss with your child which lunches he/she may be interested in ordering over a two week period. Figure the total amount of tokens your child will need and send in money or check (made out to St. Mary of the Lakes School) to cover the amount of tokens required.

Send lunch money and checks for tokens in a plastic ziplock bag which has your child's name and class printed in permanent marker. Tokens orders will be filled and will come home to you in the envelope/ziplock bag you send your order in. Use this bag each day your child is ordering lunch. No lunch is offered on half days of school. **Note on the calendar, those days when tokens are sold.**

BIRTHDAY CELEBRATIONS

We love to celebrate birthdays! Please notify your child's teacher in advance, so we are not celebrating too many birthdays on any given day. Keeping in mind that children bring their own snacks and have lunch period. **Please see that all treats are the same.**

***Any home birthday party invitations to be delivered in school must include all children, or all girls/all boys.

SHOW AND TELL

Toys are not to be brought to school to be played with during school hours. **The only time toys may be brought from home is when it is your child's Show and Tell time.** Your classroom teacher will let you know when Show and Tell time is for your child.

BOX TOPS FOR EDUCATION

Our school participates in the Box Tops for Education Program. Please send in these labels found on many products and food that are found in your home. Juicy Juice and General Mills Cereals are two examples of some of the companies that donate to our school through this program.

CLASS FEE

A class fee is collected by the Room Parent(s) at the start of the school year. This money helps us provide for special guests and help to defray the cost of some class holiday parties.

ROOM PARENTS AND CLASS HELPERS

We count on the support of all the parents and the special help of room parents who help organize class events. Please help in responding to your Room Parent(s) promptly.

CLASS TRIPS

We like to extend our learning experiences with class trips and special events. Please remember to return permission slips signed with money required. We count on parent drivers, so plan on accompanying us for some of these trips!

YEARLY CLASS TRIPS AND IN-HOUSE PROGRAMS:

- Pineland's Library
- Local Farm Tour(apple/pumpkin picking)
- Medford Union Firehouse

- Medford Police Station
- Zoo On Wheels
- Catholic Schools Week Activities
- Grandparents Day

TRANSPORTATION: CAR RIDERS

Any child who will be a daily car rider, needs one letter stating transportation routine. This letter needs to be given to the child's teacher by the first day of school.

CHANGES:

Changes must be reported to the teacher in writing. **ALL CAR RIDERS** must have a note listing the name of the driver (when that driver is someone other than a parent). If your child is staying after school for any reason, we need a note.

UPON ARRIVAL IN THE MORNING:

Please go to the rear of the school building and drop off your child at the rear entrance of the auditorium lot, at ramp entry area. **DO NOT GET OUT OF YOUR CAR.** If your child needs assistance, drive to the main entrance to do so. If entering the schoolyard from Cherry Street, please go all around the school building, passing the buses unloading the children. **DO NOT TURN RIGHT INTO THE BACK OF THE SCHOOLYARD AS THIS IS A ONE- WAY STREET.**

LATE ARRIVAL:

After 8:20, students enter through the Main Office Area and report to the Main Office. Excessive lateness (3+ times per marking period) will be brought to the principal's attention. **STUDENTS WILL GET TO CLASS. DO NOT WALK YOUR CHILD TO THEIR CLASSROOM.**

DISMISSALS:

Please join the car line. Be considerate of others and of the bus drivers. No child will be allowed in any car except those in the car line. Form a single lane and move up tightly into the loading area for quicker exiting time. Do not get out of your cars. We will deliver your children to you. This is for your child's safety.

RAINY DAY DISMISSAL is inside the auditorium. Please park and enter from the rear right side entrance (cafeteria), collect your child and exit from the left side rear door. Please take special care when leaving the parking lot.

EARLY DISMISSAL

Should you decide to change your child's routine at any time, a note must be sent in to the teacher or call must be made to the main office if the change occurs **AFTER** your child has arrived at school. Do not request permission for dismissal at the classroom door at any time.

TRANSPORTATION: BUS RIDERS

Students are to wear their name tags (sent to their address before their first day) upon their first day of school. Bus number for dismissal must be written on the tag.

CHANGES

No changes in bus dismissal are made without the approval of the bus company or principal. Children riding the same bus home, but getting off at a different stop (a friend's house) must have a note for the teacher/principal and bus driver. No child is permitted to ride any bus other than the one they have been assigned.

SAFETY

We ask parents to remind children of their conduct on the bus and while waiting for the bus. Children are to remain seated on the bus with arms and head inside the windows. Feet are to be kept on the floor. Shouting, standing, throwing items or eating is prohibited.

ARRIVAL

Students will walk from the bus to their Kindergarten classroom. Teachers/Assistants/Older students will aid in directing the children to their classroom. Teachers will meet the children in the classroom.

BEFORE SCHOOL CARE PROGRAM

BEFORE CARE PROGRAM takes place in K-A from 7:00 to 8:00 AM daily and 9:00 to 10:00 AM on delayed opening days. A daily fee and registration fee are charged for this program. Please find information for this program on our website.

AFTER SCHOOL CARE PROGRAM

AFTER CARE PROGRAM - The school runs an after school program from 3:00 - 6:00 pm in the Auditorium for students that need after school care. Please find information for this program on our website.

Updated 8/16/20