

All Saints Academy
Kindergarten
Handbook
2017-18



Kindergarten is a special time in a child's life and a time of creating joy and happy memories!

The purpose of kindergarten is to provide children with a rich, meaningful, and balanced curriculum of skills and information through age-appropriate activities that encourage them to want to learn more. Our goals are to inspire students as creative problem solvers, to instill in our children a life-long connection to learning and to guide them grow personally and socially within a safe and nurturing environment. It is a time of gently fostering healthy independence and self-confidence. And, it is an opportunity for them to experience and explore the many wonders of God's world.

This handbook addresses the academic nature, activities and policies that are basic to this year in Kindergarten. Parents/Guardians are directed to read the All Saints Academy Parent-Teacher Handbook 2017-18 that is posted on the school website for a complete overview of school policy and organization. By virtue of your registration agreement, you have accepted the school policies described in the handbook.



Arrival & Dismissal - Daily Schedule

Car passenger students may enter the school beginning at 7:15am via the drop off area/driveway on the north side of the building. Bus passenger students will enter the building through the front door. All students will report to the cafeteria which is

supervised by teachers from 7:15 - 7:40am. At 7:40am, all K-8 students participate in morning prayers and announcements in the cafeteria. The class enters the classroom at 8am. If your child arrives in the classroom after 8am, he/she will be marked "late." Late arriving students must report to the main office and will be walked to the classroom by a staff member. Parents are not to walk students into the classroom.

The class is dismissed at 2:35pm. Bus passengers are dismissed first. They may be paired up with an older sibling or "buddy" to exit the building and board their bus. Bus students need to be familiar with their bus by its number and by other ASA students that travel with them. At that time, After Care students are also dismissed and escorted to the After Care classroom.

Car passengers are walked to the Early Childhood entrance/exit by the classroom teacher. Each child is dismissed directly to his/her parent/guardian by the classroom teacher.

Students that are picked up late may be supervised by the classroom teacher or may be included in the After Care classroom until a parent/guardian arrives at school to pick up.

Parents will be provided with a copy of the weekly kindergarten schedule which includes information about time in the classroom as well as special classes and recreational time.

Communication and Notes

If your child will be absent due to illness or any other circumstance, please phone the school before 8am to report the absence. The main phone number and health office extension is: 973-334-4704, ext. 304. An absentee note must be submitted to the classroom teacher upon your child's return after an absence.

If your child must be dismissed from school earlier than 2:35pm, please submit a note to inform the teacher of the change in schedule. When picking up early, a parent must report to the main office. A staff member will bring your child to the office to meet you.

If a person other than the parent/guardian or authorized adult will be pick up the student at dismissal, please submit a note to inform the teacher of the person designated to pick up.

If your child is a regular bus rider and will not be taking the bus home on a specific date, please submit a note to inform the teacher of the change in transportation

plans. Your child will be put on the bus if the teacher does not receive a written notification of the change.

If your child is a regular After Care student and will not be attending After Care on a specific date, please submit a note to inform the teacher of the change in plans. Your child will be directed to the After Care room if the teacher does not receive a written notification of the change.

If your child is regularly a car passenger and will not be picked up in person on a specific date, please submit a note to inform the teacher of the change in dismissal plans. Please specify that your child is to attend After Care or if your child must take the bus home so assure that he/she is directed appropriately at dismissal.

When submitting money (for any purpose) to school, kindly place the money in a sealed envelope or zip-lock bag. On the outside, write the student's name, amount enclosed and purpose of the payment.

If you have a question, need specific information regarding your student or have a concern, please write a note or email message to the classroom teacher. Your request will be answered within 24 hours. Morning drop off and afternoon pick up times do not provide the best circumstances for parent/teacher discussion. Kindly make an appointment to speak directly or have a phone conference with the teacher.

Approximately, once per week, your family will receive school-related notices and news from the main office. There will be paper announcements as well as references to announcements posted on the school website.

Emergency and time-sensitive announcements will be issued, by email/text messages/voice mails, through the Rediker/Admin Notification electronic system. Parents are responsible for providing one or more contacts as well as updated contacts when needed. The main office manages the notification system.

Snacks

Time for a morning snack is scheduled each day. Please send in a simple, nutritious snack for your child. The morning snack should be packed along with your child's lunch - not in a separate bag/tote. Please select a lunch bag/tote that is sturdy and easy for your child to use. Please do not pack soda, gum or candy.

Your child may bring a juice box or thermos/water bottle for snack. You also have the option to order for milk to accompany morning snack. The order form is posted on the school website. The choices are regular, chocolate or strawberry milk.

All snacks must be easily and independently handled (opening, closing, re-packing) by the child. The school cannot provide refrigeration or the heating of snacks.

After Care students should also have an additional simple snack and beverage packed that will be enjoyed when he/she arrives in the After Care classroom.

Lunch

Students may bring a packed lunch from home or may order hot lunch. Please include a napkin and utensils (if needed). Please select a lunch bag/tote that is sturdy and easy for your child to use. Please do not pack soda, gum or candy.

Students that bring lunch from home also have the option of ordering milk for a lunch beverage. The order form is posted on the school website. The choices are regular, chocolate or strawberry milk.

The school is not responsible to heat or refrigerate a child's lunch. Please provide a lunch that may remain at room temperature.

Promptonian Catering Service is the school's hot lunch provider. There are several meal options offered for each day, and each one also includes a beverage. Orders are submitted by the month, and the order form/instructions are posted on the school website.

Kindergarten students are not permitted to purchase ice cream or cafeteria snacks at lunchtime.

Please consider child's appetite and preferences in providing snacks and lunches so that food is not wasted in school.

Personal Items and Care

All of your child's belongings (back pack, lunch/snack box, pencil case, supply box, folders, school sweater/all clothing, outdoor, accessories, etc.) must be labeled with your child's name.

Each student must be able to identify his/her personal belongings.

Guide your student to be independent in managing clothing (buttons, zippers, buckles, hooks, belts, etc.)

Your student must be fully independent in the lavatory in terms of managing clothing and his/her cleaning habits.

Your student must be independent in managing other personal needs, i.e., - wiping nose, table manners, personal space, etc.

Students are not permitted to bring toys or electronics from home without specific instructions from the teacher.

Academic Overview

The All Saints Academy kindergarten year of curriculum and instruction is based in the Diocese of Paterson, Common Core and Next Generation Science standards. It includes instruction and learning in:

Religion, Reading/Language Arts/Penmanship, Mathematics, Science, Social Studies, Art, Vocal Music, Physical Education, Technology and World Language (Spanish).

Students receive report cards in late January and at the end of the school year. Report cards are fashioned to reflect a student's progress in proficiencies related to standards. Parent-Teacher conferences will be scheduled mid-year to discuss progress. Additional conferences may be schedule as needed, by request of the teacher or the parent.

Homework

Students will receive homework regularly. They will be assigned worksheets or workbook pages that correspond with classwork. It is suggested that the student complete this homework with parent supervision. This connection will inform parents of and reinforce daily classroom lessons and themes. It is not suggested that kindergarten homework be completed in After Care; however, if it is, parents should review the work directly with the student at home.

Parent Involvement and Volunteering

Parents may be involved in special activities in numerous ways. All volunteers must adhere to the Youth Protection Guidelines that are outlined in the [ASA Parent-Teacher Handbook 2017-18](#).

Parents may serve as chaperones for class field trips. Parents may volunteer in the classroom or school building for special kindergarten events and parties. The Home and School Association will arrange a "class parent(s)" for each grade/classroom. These arrangements will be updated every school year. The designated parent(s) will serve as a communication hub between the Home and School Association and class parents as a group. The designated parent(s) may also assist a teacher with sharing or organizing information for a classroom event or activity. Class parents may not plan an activity/party, enter into an outside partnership, arrange for food or make pur-

chases on behalf of the class without the explicit permission of the teacher. The teacher is responsible for arrangements and will consult with the administration to finalize and carry out activities. The teacher will determine his/her preference of parent involvement in class activities. Early in the school year, the teacher will advise parents of their roles and responsibilities, regarding specific classroom activities. In September, the teacher will present parents with an opportunity to “sign up” for assisting with classroom seasonal parties. One parent (or more) will be designated by the Home and School Association as a “class parent.” This individual will provide key communications for special classroom activities.

In the event that, as parents assist with classroom activities, there is a need to collect monies from all student families, the school will require the organizing parents to do so according to school protocol. Each class will have a school account for collection purposed. Parent monies must be made by check (written to *All Saints Academy*) or exact cash payment and will deposited into the class account. Organizing parents will receive a reimbursement check for any expenses for which there is a submitted written request form and receipt. Any class monies left over at the end of the school year will be absorbed into the school operating budget.

Individual Growth - Mind, Body and Spirit

In this kindergarten year, your child will grow intellectually, physically and spiritually. We have high expectations for our students in terms of language, literacy development and numerical awareness which are critical for all future learning. Instruction and learning at this young age are developmental in nature, and each child develops at his/her own pace. Our learning activities target not only what is developmentally appropriate for this age group, but also what is individually appropriate for each child.

Our teaching team recognizes and celebrates your role as the primary educators of your child. We are here to be your partner through this exciting journey.

As with any new experience, students sometime exhibit fear or self-doubt. Gentle reassurance that the time in school is welcoming and safe will set a positive framework. Reminders that, at the end of a school day, your presence and loving home are in sight will also ease any anxieties.

