



**SAINT JOSEPH CATHOLIC SCHOOL
2019-2020**

**Mrs. Rebeka Lama Chhetri
Kindergarten Handbook**

Dear Kindergarten Parents,

Welcome to Saint Joseph Catholic School and Kindergarten! During our first weeks of school, I will have the opportunity of getting to know your children and you.

I hope that your child will have a happy and productive experience in Kindergarten and that the school will meet some of his/her special needs. The Kindergarten program is a complete program, as well as teaching your child the fundamentals of religion, mathematics, reading, social studies, science, and Spanish. It also enhances the physical, mental and creative developments of each child with expressing his/her feelings, attitudes and relationships. I will strive to provide a stimulating educational environment while helping to increase his/her self-identity, self-fulfillment and the feelings that he/she is truly valuable and unique.

I request that your child comes with a full-sized backpack, lunch pail and folder. These items need to be labeled with his/her name. From my experience, children become responsible for his/her work and important papers arrive home safely, when he/she has a backpack and a daily folder. Also, a change of uniform clothes, including undergarments and socks, in a labeled, gallon-sized plastic bag needs to be brought the first day of school. They will remain in the classroom, in case of any emergencies and will need to be replenished as needed.

The first weeks of school are instrumental because routine and learning patterns are established, as well as friendships within the classroom. Also, I will be able to discover the children's needs and interests. I hope your child will begin to recognize Kindergarten as a secure and happy place where he/she has a chance to experience independence, to develop social contacts with children his/her own age, to express his/her ideas verbally, as well as non-verbally, and to experiment, to investigate and to discover.

As the year continues, please feel free to contact me (email and notes work best) if you have any concerns, questions and/or comments.

Yours in Christ,
Mrs. Rebeka Lama Chhetri
rlama@cndo.org

Starting School

Kindergarten is an important grade and a big step in your child's life! It is a time when your child begins to learn many skills in a large group environment, such as working with new children, adults, classroom rules and materials. Kindergarten should signify a positive and enjoyable beginning of every child's educational career. Kindergartners need to be nurtured, praised, encouraged and supported continuously throughout the school year. We need to work together to create a learning environment that is interesting, active, challenging and most importantly, stress-free.

What you can do to help your child

Parents are the primary teachers of their children. Often times, your child imitates actions and/or words he/she hears. Your child may exhibit new and different behaviors throughout the school year. Modeling positive attention, love, support and acceptance is important as your child becomes exposed to so many new concepts this year.

Immunizations and Physical Exams

State Law requires all students to receive their immunizations and physical exam prior to entering school. The Law states that students who do not have completed records may not begin school until the requirements are fulfilled. So please have these documents completed and in the school office before August 1st.

Each parent must have a clear TB test verification, Safe Environment Certificate and Livescan on file in the school office, if you are planning to be around the children in any way.

The First Day of School

Bring your child the first day of school, but do not linger by the doors or windows. I understand that it may be difficult to leave your child the first day of Kindergarten, but you need to leave cheerfully, so your child is reassured that he/she will have a great first day of school. Every morning, (as weather allows) we line up by the Art/Music room.

Kindergarten Schedule

8:00 AM- 3:00 PM

Minimum Days: 8:00 AM- 12:00 Noon

Recess & Snack: 10:15 AM- 10:30 AM

Lunch (Mondays, Wednesdays and Fridays): 12:20 PM- 1:00 PM

Lunch (Tuesdays and Thursdays): 12:30 PM -1:10 PM

Visitors & Classroom Helpers

I enjoy having parents help out in the classroom, but I ask that you do not volunteer until November. Please notify me to make arrangements. I need to show the children that the classroom is a safe, but fun place to learn and establish routines and patterns before other adults enter the classroom. If you volunteer you must have your Safe Environment certification and LIVESCAN completed.

Drop Off and Pick Up

For the safety of your child and others, follow these traffic regulations when entering St. Joseph Catholic School.

Morning Drop Off

1. Cars enter on Prune Street and exit on Plum Street
2. Students are to be dropped off at safety patrol sites along the patio in front of the Kindergarten through Third Grade classrooms only. Please pull all the way forward and follow the directions of the faculty member and safety patrol. This traffic lane must be kept open with moving traffic at all times, especially in the event of an emergency. Your child should walk in front of your car to the patio. They may drop off any materials in the classroom and then proceed to the other side of the school.

Afternoon Pick Up

Walk Up

1. Parents walk through the gate located on Plum Street and sit on the blue benches outside the Kindergarten classroom.

Drive Thru

1. Afternoon pick up for Kindergarten students is in front of Grades 4, 5 and the Art room. If your child is not present, you must continue circling until he/she has been picked up, or you may park in the City of Pinole parking lot and walk in through the gate on Plum Street. You cannot park in the line of cars and wait for your child.
2. The gate on Prune Street closes at 3:15 PM. If you arrive after the gate closes, your child will be walked over to Extended Care. Once in Extended Care, you will need to park and sign your child out.

No cars may be parked on school grounds during the school day.
Do not use the gate on Prune Street as a walkway, this entrance is for cars only.

No child will be released to anyone whose name does not appear on the child's "Identification and Emergency Information" form without specific instructions from a parent or guardian. Authorized names can be added to the "Information and Emergency Information" form by a parent and/or guardian in person. Any person not known to staff will be asked to show a CDL picture I.D.

The children, who will be in Extended Care, will sit on the bench outside of the Kindergarten classroom until they are instructed by Senora Craven, the Extended care Director, to sign in.

Medication, Absences and Tardies

All medications must be given to the school secretary in a prescription bottle along with a Medical Authorization form and specific instructions, which is signed by the doctor.

Students cannot have any type of medicines in their pockets and/or in backpacks. This includes lip balms, sunscreens, lotions, cough drops and personal sanitizers.

Regular attendance is required of all students to ensure student success. According to California State law, a dated note must be presented to the classroom teacher after each absence. All absences must be called in or an email sent to the school office on the day of the absence before 9:30 AM. These excuses will be kept on file until the end of the school year. If your child has a contagious disease, please notify the school office immediately. Please do not send your child to school if he/she is ill or feeling ill. He/she is not productive if he/she does not feel well, and he/she may get other children ill as well. If your child has a fever, allow at least 24 hours before sending him/her back to school.

We have a NO nits/lice policy. Under a no-nits/lice policy, children may not return to school until the school confirms the child is being treated and complete removal of all lice and nits by your child's physician.

**** If a child vomits and/or has a fever, the child must be free from symptoms for 24 hours before returning to the classroom. ****

As per diocesan guidelines, 'excessive absence' is being absent from school for 10 days per trimester or a total of 30 days per school year. Students who are absent

excessively will need to successfully show proficiency in their current grade or shall be retained to repeat the current grade.

"Excessive tardiness" is being late 4 times per trimester or a total of 12 per school year. If your child arrives after 8:00 AM, please drop off your child in the school office. He/she cannot enter through the classroom or the side doors. Young children need consistency and routine to succeed. Develop patterns early. After the 4th tardy in a trimester, a \$25.00 fine is applied for each additional tardy.

Snacks & Lunches

Nutritious snacks and lunch items are strongly encouraged. Students should have the different food groups represented in their lunch boxes. Lunchables, sodas, fast food items, and candy are not allowed in the classroom.

Research shows that food items high in preservatives and sugars do not support learning in the classroom. They provide short-term energy, but once it wears off, the children become sluggish. Young children need healthy food to stimulate their bodies, as well as their minds to learn. I recommend purchasing a thermos for warm food items and for a drink. Drink boxes and/or juice boxes are too large for Kindergartners to finish during snack and lunch time.

Toys

In order to avoid loss or damage, toys are not allowed at school.

Recess

Kindergarten students will have two opportunities to play and run around outside. They may play on the play structure, but are not allowed to use the monkey bars.

Uniforms & Free Dress

Kindergarten students are a part of Saint Joseph Catholic School and will wear uniforms like all other students. It is the responsibility of the parent to adhere to the uniform policy. Uniforms need to be clean and neat. Do not send your child to school in tattered uniform clothing or with holes.

The uniform supplier is: Classic Designs
1551 Taraval Street
San Francisco, 94116
(415) 661-4700
www.eclassicdesigns.com

There is a uniform day sale in July at school for uniform purchase and the supplier may also be contacted directly.

The PTG maintains a uniform bank where outgrown uniforms can be donated and exchanged and used uniforms are available free of charge. The uniform bank is available at Back-to-School Night and various parent functions.

Make sure your child's sweaters, jackets and sweatshirts are clearly labeled with his/her name. The Lost and Found is located in the school gymnasium.

Students may not wear any sweaters or sweatshirts other than the approved red and navy blue sweatshirt. Uniform jackets or solid navy blue coats/jackets may be worn over the school sweatshirt during cold weather. Jackets/coats are defined as having a full zipper or full buttons in the front. During cold weather, scarves, beanies and/or gloves may be worn before school, but not in the classrooms. All parts of the uniform, except the jumper, skort and sweatshirt and jacket, may be purchased at local stores, but regulations regarding things such as color, style, no logos, etc., must be honored. The Administration has final judgment on the appropriateness of all students' clothing.

All Kindergarten students will have a complete emergency uniform in the classroom. This includes undergarments and socks. It will be labeled in a gallon-sized plastic bag. It will be replenished as needed.

Boys' Uniform

Pants:

- Navy blue corduroys or twill, purchased with no logos (must match the uniform company pant in style and color), navy blue WALKING shorts.
- No oversized trousers or shorts are allowed.

Shirts:

1. Plain white, hunter green, or navy blue turtle neck; or plain white, hunter green, or navy blue polo shirt. No logos on shirts other than the school logo.
2. The approved turtleneck or long sleeved white tee shirt may be worn under the polo shirt at anytime.
3. Only a plain white tee shirt may be worn as an undershirt.
4. SHIRTS MUST BE TUCKED IN.

Sweaters:

Red uniform sweater, cardigan, pullover, or sleeveless vest. Hunter green or navy blue are not uniform sweater, etc. options.

Sweatshirt:

Uniform sweatshirt with school logo only. This must be purchased through Classic Designs.

Jackets:

No other outerwear may be worn in the classroom except for the St. Joseph jacket.

Girls' Uniform

Pants:

1. Navy blue corduroys or twill, purchased with no logos (must match the uniform company pant in style and color), navy blue WALKING shorts.
2. No oversized trousers or shorts are allowed.
3. Pants must be worn at the waist. Pants may not be excessively form fitting. No sweatpants, cargo pants with oversized pockets, denim or jean pants, or jogging pants are allowed as part of the uniform.

Shirts:

1. Plain white, hunter green, or navy blue turtle neck; or plain white, hunter green, or navy blue polo shirt. No logos on shirts other than the school logo.
2. The approved turtleneck or long sleeved white tee shirt may be worn under the polo shirt at any time.
3. Only a plain white tee shirt may be worn as an undershirt.
4. SHIRTS MUST BE TUCKED IN.
5. Undergarments under white polos must be white or beige.

Sweaters:

Red uniform sweater, cardigan, pullover, or sleeveless vest. Hunter green or navy blue are not uniform sweater options.

Sweatshirt:

Uniform sweatshirt with school logo only. This must be purchased through Classic Designs.

Jackets:

No other outerwear may be worn in the classroom except for the St. Joseph jacket.

Jewelry

One small item may be worn on the wrist. No lanyards may be worn around the neck. Necklaces need to be tucked in. No hoops, loops or oversized earrings may be worn, studs in the earlobes only, for safety reasons.

Shoes

PLEASE PAY PARTICULAR ATTENTION TO SHOE CHOICES.

Tennis shoes or leather shoes of white, navy, red, black, grey, hunter green or brown, may be worn, including high tops. SHOELACES FOLLOW THE SAME GUIDELINES for Grades Kindergarten through Fifth Grade.

The following guidelines are necessary for safety:

- NO slip-ons
- NO open-toed shoes
- NO electric lights or shoes that make sounds
- NO prints
- NO platform shoes (which includes tennis shoes)
- NO shoes with wheels or wheel holes
- NO sling-backs
- NO boots

For safety reasons, feet must be enclosed, leather shoes must have rubber soles, and shoelaces must be tied on the top of the shoe. Velcro fasteners are acceptable.

SHOE POLICY ALSO APPLIES FOR FREE DRESS DAYS FOR SAFETY REASONS.

Solid color socks ONLY: white, red, navy blue, black, grey or hunter green

Uniform Grooming

Hair must be neat and clean in appearance. The length for gentlemen should not extend beyond the bottom of the collar. Both ladies and gentlemen should refrain from having hair hanging over the eyes. No fad haircuts, no bleaching or processed (not dyed or chemically altered) hair colors, no gang related haircuts, no hair sculpturing with an excessive amount of gel or spray, no feather weaving, or large adornments will be allowed at St. Joseph Catholic School.

Class Parties

The classroom party parents will receive a list from the teacher as to the parties for the school year. They will notify the parents for help and contributions as needed.

Religious holidays and traditions will guide our choice of party themes.

Birthdays are celebrated once a month, usually the last Friday of the month. The party parents will notify the month's birthday children's parents.

Progress Reports, Report Cards & Conferences

Progress Reports are given out every mid trimester and Report Cards are sent home at the end of each trimester. Conferences are twice a year; October (mandatory) & May (optional).

Questions/Concerns

Drop off and pick up times are not the best times to discuss your child. Please schedule an appointment, call or email the teacher to allow for time and privacy.

Field Trips

We will have at least 3 different field trips during the year. All our field trips are by bus or we walk. Check the classroom page for details of up-coming field trips.

Family Communication

Email, Class Dojo, Envelopes and Classroom Folder

Each Monday, a plastic envelope is passed out to the oldest child in the family attending St. Joseph Catholic School. Inside will be information on school happenings, reminders of upcoming events, etc. Please take the time to read this information. Send back through the envelope, all papers that need to be given to various people. Sign and date the envelope so we know that you have read the information. The plastic envelope should be returned no later than Tuesday.

Each Monday, the weekly newsletter the Tiger Tale will be emailed with attachments that affect with the entire school via Constant Contact. Teachers and the Administration will send other classroom information and reach out individually to parents via text through Class Dojo.

Each Kindergarten student will have a folder. This folder will become the bridge between home and the classroom. It will help create independence and responsibility with your child. Any notes, newsletters and/or work will be put in this folder. Your child will place the folder in the designated bin every morning and it will be given back every afternoon. Please support our efforts and check the daily folder and remind your child to put it away and place it in the bin in the morning.

Extended Care

St. Joseph Catholic School offers quality Extended Care before and after school on all school days from 6:30am and after school until 6:00pm. There are three payment plan options. Extended Care information is included in the Registration

packet, downloaded from the website at www.stjosephpinole.com or may be obtained in the school office. Students may not be dropped off at school before 7:30am. Children will be placed in Extended Care, if it is before 7:30am.

Emergency Preparedness Policy

Parents are required to complete appropriate information cards for emergency student dismissal. It is imperative that the office be informed in writing of all new phone listings. Make sure if there are changes in numbers or contact persons, that the office is notified. The children will be cared for until pick up and then released to the appropriate person.

Also, an emergency food bag is provided by parents or may be purchased from the Student Council. Non-perishable, nutritious food items are placed in a Ziplock gallon bag. Place a picture of your family, and an "I love you" note in the baggie. This bag will stay in the classroom until the last day of school. There is emergency water in the storage container.

Kindergarten Program

Throughout the year, the work done in Kindergarten will be for the learning experiences involved and not for the end product, which your child will carry home. Remember to praise and encourage the work brought home. Your child spent time doing it.

The art work and papers may not be perfect according to adult standards, but they will be his/her own work. Praise your child for his/her work daily!

Curriculum

Our program is a busy one and includes many different kinds of activities. Through all our activities your child will be encouraged to develop good feelings about himself/herself and school, and to attempt new experiences.

Religion: In Kindergarten, we introduce the children to the wonders of God's creations. We help them discover the uniqueness of the world about themselves and others. We help them learn how to care for themselves, others and the world around them as Jesus did.

Reading: The reading program is a complete program of language arts, phonics and writing that follows California Common Core Standards. The children learn the

sounds, blending and, eventually, reading books by mid-year. We work on writing sentences and understanding parts of a story

Mathematics: Understanding of numbers, shapes, positions and problem-solving are explored during math through manipulatives, games and songs that follow Common Core Standards.

Social Sciences: Appreciating the world around us and fostering their inquisitive nature, as well as learning about God's creatures and life cycles by hands on activities that follow the Next Gen Science Standards.

Art: Basic art skills such as cutting, folding, gluing and using different art materials will be introduced to the Kindergartners.

Music: The children will learn new songs and gain an appreciation for the art of music.

Physical Education: Through this program, your child will have the opportunity to develop a better understanding of balance, large muscle coordination, and creativity through movement. Our program will include basic locomotor skills, such as walking, running, jumping, hopping, rolling, skipping, leaping and balance. Skills involving equipment such as balls, hoops, ropes, obstacle courses, balance beams, and parachutes are included.

Spanish: The children will learn how to say "The Our Father", as well as learn basic colors, months, numbers, days and body parts in Spanish through writing, music and movement activities.

Computers: The Kindergartners will experience a variety of programs which cover number recognition, addition and subtraction. They will learn how to type simple sentences, as well as their name. Our computer lab experience will offer opportunities on the Macintosh computer. The students go to the Computer Lab once a week. Laptops and Ipads are, also, available for our use.

Learning Centers: During this time, the children work independently and in small groups. Activities will be in the form of games and learning manipulatives. The children will be able to strengthen skills learned throughout the week, but most importantly, learn interaction skills with their peers.

Student Learning Expectations

Be a Child of God who:

- Loves neighbor and self
- Helps those in need
- Joins in worship and prayer
- Is honest and forgiving

Be a Communicator who:

- Shares feelings, thoughts and needs
- Listens attentively
- Uses learning tools responsibly

Be a Learner who:

- Is curious and enthusiastic
- Does his/her best work
- Is a problem solver
- Works well alone and with others

Be a Growing Child who:

- Respects God's world
- Follows Jesus
- Is a good citizen
- Courteous and polite

Homework Policy

The experiences, which a child has at home, can have an important influence on a child's success at school. I would like to make the following homework assignments for all Kindergartners.

1. Read aloud to your child 15 minutes every day.
2. Take your child to the public library at least once every 2 weeks and let him/her choose books to enjoy at home.

By reading to your child at home you will be helping her/him:

1. Learn to appreciate and enjoy reading.
2. Expand concepts and knowledge.
3. Increase vocabulary and language development.
4. Develop an ear for language and grammar.
5. Develop auditory and listening skills.
6. Lay a solid foundation for the time when they begin reading on their own.

There is probably no better way to help your Kindergartner at home to succeed in his/her future school endeavors.

Let your child choose books which appeal to her/him.

At times, if you want to help increase some of the social studies and science concepts which we work on at school, you might want to choose some books on the following topics:

Home, Family
Autumn, Winter, Spring, Summer
Holidays
Indians
Growth
Senses
Colors
Transportation
Community Workers
Weather
Space
Habitats

Here are a few pointers about your reading time:

1. Always make reading sessions pleasurable.
2. At times, discuss what you've read, but don't make it a question-and-answer session

Ways To Help At Home

Many parents have asked for suggestions for ways which they might help their child at home. Below are listed some suggestions which you might want to try. As the year progresses, we will include others that are relevant to your child and to our program.

GENERAL SUGGESTIONS

1. Read to your child often. This should be a warm, friendly experience. Discuss together the books you have read.
2. Make certain that your child has books available which he/she can handle and look at independently. Trips to the library are an excellent experience.
3. Help your child choose good TV programs and later discuss them, casually, with him/her. Educational TV programs, such as children's specials or Reading Rainbow, are always a good choice.
4. Have good conversation at the dinner table with thought-provoking questions, but do not make it a question-and-answer session. Your child is at

an age where he/she is learning many new facts. He/she needs the opportunity to express these facts verbally and your help as he/she organizes them so that they have meaning.

5. Encourage your child to listen for and follow directions. Play games with him/her which require concentration.
6. Encourage your child to accept responsibility at home which is adjusted to his/her maturity and interests.
7. Take your child on trips to points of interest in the local community.
8. Encourage your child to make decisions. Give her/him choices and let her/him choose such things as the variety of breakfast food he/she will eat, the color of his/her bedroom, what he/she will wear each day for play, etc.
9. Encourage your child to notice his/her environment, to touch, smell, taste, see, and hear everything educational in his/her immediate surroundings. Let him/her experience the thrill of discovery.
10. Have paper, pens, pencils, crayons, and markers available for writing and drawing.

Ways Parents And Teachers Can Work Together

1. Visit the classroom whenever you can. Observe classroom activities and get to know your child's teacher and friends. Remember to check in at the office first.
2. Talk to your child about his/her day.
3. Show your child you are happy about all the new things he/she is learning to do by displaying his/her artwork or special projects at home.
4. Share your ideas or concerns about the children's activities with the teacher.
5. If you have some time and talent to share such as singing, dancing, sewing, or carpentry, please let us know. If you work for a public service, please let us know, because we like to have guest speakers come to our classroom when we study about community workers.
6. Tell us how we can help you with your child. You are encouraged to request a conference at any time.
7. Encourage your child to dress and feed himself/herself. Invite your child to help you at home (i.e. cooking, setting the table, etc.).
8. Attend scheduled parent meetings and conferences.
9. Join us for field trips or special activities.
10. Share your culture and ethnic background with us.

Play

It is important to respect children's play. A good Kindergarten will not only respect play, but will encourage it by providing important centers which will naturally allow for and motivate socio-dramatic play such as Playhouse and Block areas and sand and water areas.

The classroom for young children should be an environment and atmosphere conducive to play and the activities planned should be playful in nature.

Play is important for the intellectual growth and development of children.

Make believe play requires children to recall and keep images in their minds for long periods. During play, language development is stimulated as children who are actively involved communicate their ideas and express their thoughts to others. During play, a child has the opportunity to explore and to test ideas and to try to make sense of those things, which they are trying to understand.

Play empowers children and allows them to learn skills of working with people and to learn the importance of both leading and following. It offers opportunities for children to learn cooperation and other skills, which relate to their social development.

We have read the enclosed information on the Kindergarten program. If we have any questions or concerns, we will direct them to the teacher.

Parent Name(s) _____

Parent Name(s) _____

Parent Signature(s) _____

Parent Signature(s) _____

Child's name _____