



# Transitional Kindergarten Parent Handbook

Saint Joseph Catholic School  
2019-2020

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Information in this handbook is for Transitional Kindergarten families, additional information about school-wide policies can be found in the St. Joseph Catholic School Parent/Student Handbook. I look forward to a wonderful year with many exciting activities, learning and experiences. If you have any questions and/or concerns, please contact me. I am readily available through email at [rlama@csdo.org](mailto:rlama@csdo.org) or you may leave a message on my voice message at (510) 724-0242. *Thank you!*

## **Introduction**

In September 2010, the Kindergarten Readiness Act passed. The legislation changed the requirements for Kindergarten entry from five years old by December 2 to five years old by September 1, so that all children enter Kindergarten at age five. In 2019, the policy was updated to include students who are four years of age by the beginning of school an additional year of preparation before entering Kindergarten.

The intent of this policy change in California was to provide an extra year of support and growth in a two-year Kindergarten program to help address the challenges that many students entering school face in struggling to keep up in Kindergarten. These challenges can create difficulties that persist as children advance through the grades.

Transitional Kindergarten (TK) acts as a bridge between a more flexible play-and-learn environment and the more structured academic setting of a Kindergarten classroom. TK classes offer learning opportunities through small groups and hands-on learning. The "gift of time" the program provides helps students meet the social and academic expectations necessary for the Traditional Kindergarten class the following year.

## **Assessment**

Assessment is a continual process that occurs throughout a child's enrollment in school. Use of age appropriate and developmentally appropriate assessment tools can provide early identification of cognitive, social-emotional issues and facilitate early intervention.

Many assessment tools for young children rely on observations because young children are not reliable academic test takers. Assessment evidence is gathered from situations and settings that reflect children's actual performances.

Transitional Kindergarten students will be given a Progress Report every mid-trimester and Report Cards at the end of each trimester. Parent-teacher conferences will be held twice a year; October (mandatory) and May (optional). Conferences will last approximately 15 minutes. These conferences are designed to discuss your child's progress and offer you ideas on how to help your child succeed.

## **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.

## **Curriculum**

We are a Catholic school and religion is part of our curriculum. We will focus on the religious themes behind holidays and special events. Also, we will attend Mass as a school

community and class community. God is freely talked about, and prayers are said throughout the day.

St. Joseph Catholic School curriculum follows the California State Standards. In reading and math, we use the California Common Core State Standards for Transitional Kindergarten and Kindergarten standards and tailors them to meet the needs in TK that are age and developmentally appropriate. Homework will begin in January, 2020.

- \* Reading
- \* Math
- \* Religion
- \* Handwriting
- \* Science & Social Studies
- \* Language
- \* Art and Music
- \* Social and Emotional Development

TK students will participate in the enrichment classes with the Kindergarten students. They will attend computer lab, Music and Art once a week. Spanish and Physical Education will be twice a week.

### 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
- Takes responsibility for his/her actions

### **Immunizations**

California 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.

### **Volunteering**

Parents are welcomed to come help inside the classroom. Visitors will be invited once our learning environment has been established. The children need to feel safe and loved inside the classroom in order for them to succeed academically.

In order for parents to volunteer in the classroom and/or with field trips all paper work needs to be turned in prior to permission.

- TB test verification (X-ray if needed)
- Safe Environment Training Certificate
- Live scan

### **Transitional Kindergarten Schedule**

Regular Day: 8:00am - 3:00pm

Minimum Day: 8:00am - 12:00pm

Snack Recess: 10:15am -10:30am

Lunch Recess: Mondays, Wednesdays and Fridays) 12:20pm-1:00pm

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

### **Drop-Off and Pick-Up**

For the safety of your child and others, follow these traffic regulations when entering Saint 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 Transitional Kindergarten through 3<sup>rd</sup> 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, 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 blue benches outside the Transitional Kindergarten classroom.

**\*\* Please do not use the gate on Prune Street as a walkway. This entrance is for vehicles only. \*\***

### Drive Thru

1. Afternoon pick-up for Transitional Kindergarten students is in front of Grades 4<sup>th</sup>, 5<sup>th</sup> 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 3:15pm. 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.

No child will be released to anyone whose name does not appear on the child's "Identification and Emergency Information" form without specific written 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 Transitional Kindergarten classroom until they are instructed by our Extended Care Personnel to sign in.

## Medication, Absences and Tardies

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

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

We have a NO nits/lice policy. Under a no-nits/lice policy, children may not return to school until the school confirms that your child is being treated and have taken steps toward 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. \*\***

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 send an email to the school office on the day of the absence before 9:30 AM. 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.

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 4<sup>th</sup> 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 TK 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 a thermos for a drink.

Drink boxes and/or juice boxes are too large for Transitional Kindergarten students to finish during snack and lunch time.

### **Recess**

Transitional Kindergarten students will have two opportunities to run and play outside. They may play on the play structure but cannot use the monkey bars.

### **Uniforms & Free Dress**

Transitional Kindergarten students are a part of Saint Joseph Catholic School and will wear uniform like all other students. It is the responsibility of the parent to adhere to the uniform policy.

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

There is a uniform day sale at school in July. 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 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 and outside at play time, but not in the classrooms. All parts of the uniform, except the jumper, skirt, 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. Uniform items should be clean and neat. Do not send your child to school in tattered uniform clothing or with holes.

All Transitional 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 allowed.

### Shirts:

- Plain white, hunter green, or navy blue turtleneck; or
- plain white, hunter green, or navy blue polo shirt.
- No logos on shirts other than the school logo.
- The approved turtleneck or long sleeved white tee shirt may be worn under the polo shirt at any time.
- Only a plain white tee shirt may be worn as an undershirt.
- SHIRTS MUST BE TUCKED IN.
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### Sweaters:

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

- 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 allowed.
- 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.
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### Shirts:

- 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.
- The approved turtleneck or long sleeved white tee shirt may be worn under the polo shirt at any time.
- Only a plain white tee shirt may be worn as an undershirt.

- SHIRTS MUST BE TUCKED IN.
- 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 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 School 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 TK through 5<sup>th</sup> Grades.

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.

## Classroom Parties

The classroom party parents will receive a list from me as to the parties for the school year. Parents will be notified by the party parents when items are needed.

Birthdays are celebrated once a month, usually at the end of the month. The party parents will notify you regarding your child's birthday. Students have free dress on their birthday. (Please refer to the Parent/Student Handbook for free dress regulations).

## Field Trips

We will have at least 3 different field trips. 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, Family 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 Transitional 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 folder daily 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](http://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. Faculty members have the discretion of asking for identification of any individuals picking up students, if needed.

Also, an emergency food bag is provided by parents or purchased from the Student Council. Non-perishable nutritious food items are placed in a gallon-sized plastic bag. There is emergency water in the storage container. 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.

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We have read the enclosed information on the Transitional 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 \_\_\_\_\_