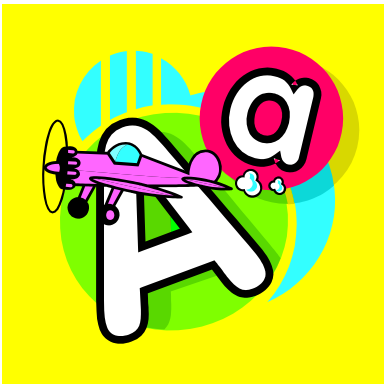




ABC'S OF Pre-Kindergarten and Kindergarten



Attendance- Regular school attendance is essential for your child to make the most of his/her education. Please make every effort to have your child at school everyday.

Aftercare- Aftercare is available until 6:00 p.m. Additional charges of \$5.00 per every fifteen minutes will be posted to your account when a student is picked up after 6:00 p.m.

Awards- K4 and K5 will occasionally give out awards to students during Circle. We will let you know by parent letter the date and the time of the presentation.



Before Care- Before care begins at 7:00 a.m. in the gym. Any student who arrives at school before 7:45 a.m. will be sent to before school care. Please do not let your child off at the cottage until 7:45.

Backpacks- Your child's backpack should be big enough to hold a pocket folder. Backpacks help your child carry folders, notes, projects, and books to and from school. Please check your child's backpack daily. Rolling backpacks do not fit well in our cubbies, so they will not be allowed.

Birthdays- Every child's birthday is special. Birthdays are very important to children. If you would like to bring treats for the class on your child's birthday, you are welcome to do so. We can pass these out during our snack time or lunch time. We do ask that you please be considerate of all students' feelings in regard to party invitations. We ask that any invitations given out at school include the entire class. If this is not possible, please mail invitations instead of bringing them to school.



Chapel- Chapel is held each Monday. The entire school meets in the Sanctuary for a time of worship. Parents are always welcome to attend.

Circle- Circle is held each Friday. This is another time that the entire school comes together. Parents are always welcome to attend.

Conferences- Scheduled conferences are for the purpose of exchanging information between parents and teachers. However, we can conference during other times in the year if the parent or teacher feels the need to have a conference.

Classroom Website- K4 and K5 have a classroom website. We can be found at hvcs.org. Each teacher also has a webpage containing information regarding K4 and K5.

Communication- Communication between home and school is very important. If you feel the need to talk to your teachers, please call the school, send a note or email. We will get back with you as soon as we can. We will respond to emails within 48 hours.



Dress code- K4 and K5 do not have a required dress code. However, we do ask that clothing be easily handled for restroom visits and comfortable for indoor and outdoor play. The children will be engaged in many activities each day. These activities can get messy. Think about this when you dress your child in the mornings. Also, during the school day some children may get chilly. To avoid these discomforts, please send a sweater or light jacket with your child. Please dress your child in comfortable clothing that is appropriate for Pre Kindergarten and Kindergarten. Shoes should be comfortable and **totally enclose the feet**. Please **label** all coats and sweaters.

Dismissal- You will drive up to the green canopy to pick up your child and a teacher will help to put him/her in the car for 1:05 dismissal. You will follow the traffic line and a teacher will bring your child to the car for 3:00 dismissal. If your child goes to our Aftercare program, which begins at 3:20, you will need to park and pick up your child so that you can sign him/her out of aftercare.

Discipline- We will spend the beginning of the school year learning class procedures and practicing them. HVCS wants to provide an optimal learning environment for all students. In order to accomplish this, students must learn respect for self, others and property. Parents and teachers will work together to encourage positive spiritual, social, emotional, moral and educational development of each student. Our classroom discipline system includes a 3 light system. (Green, Yellow, Red) The first time a child breaks a rule, he/she will be given a verbal reminder. Nothing further will happen as he/she reflects on whether that behavior was a good choice. Every child will begin the day with a green light on our Behavior Chart. If the child chooses to break a rule after a verbal reminder, his/her clip will be changed to yellow. Continued misbehavior will

result in the clip changing to red. The student can earn his/her green light back by improving behavior for the remainder of the day. If a child is on red light for a day, he/she will miss 5 minutes of their recess time. A child who stays on the green light for three days each week will receive a treat from the treasure chest each Friday.

If a child continues to be disruptive during class and we feel that a daily or weekly communication between the teacher and the parent needs to be addressed, we will contact you to discuss this. We will also send home a note to let you know if any physical abuse has been demonstrated such as biting, pushing, hitting, etc. You will be required to sign the note and return it to school the following day.



E-mail- We can be reached by email at our school email address daytes@hvcs.org, cshultz@hvcs.org, bshepard@hvcs.org, and aderrick@hvcs.org.

We will check our email as often as we can and try to respond within 48 hours. However, if you need to discuss something urgently, please call the school instead.

Emergency card- Please return and complete the emergency card promptly (if you did not complete it during registration). If your home or work phone number changes, inform the office so you can be located quickly if an emergency occurs.

Extra clothes- We never know if an accident might happen. Therefore, your child needs to have a complete extra set of clothes for each season in the classroom at all times. You may send this in a bag for us to store in the bathroom. Make sure your child's name is in every piece of clothing, including socks.

Early Dismissal- If a child must leave school before the end of the day, parents must go to the office and sign the dismissal book. The secretary will, at that time, call for your child.



Field trips- We have the majority of our field trip experiences come to our school. For example, the Creative Discovery Museum, The Zoo, and The Aquarium all have educational classes that come to our classrooms. They bring all the materials needed for our discussion and set it up in our classrooms. This is a wonderful experience for the children. We try to limit our leaving campus as much as possible.

Fire Drills/Tornado Drills- Your child will participate in frequent fire and tornado drills throughout the year. Students are expected to walk quickly and quietly to our designated exit. We will practice and become familiar with the procedures before our first scheduled drill so that your child will be prepared.



We will have a lot of **good** times in our room.



Health- Please let us know of special circumstances which may affect your child. These could include medication that may make him sleepy, a death in the family, etc. Also, please let us know of any allergies your child may have, especially food allergies. We sometimes cook or do food activities to complement lessons in class and it would be helpful to know when we plan our recipes.

Help at Home

Your child is expected to know these readiness skills:

- “Full name “Address “Telephone number
- “Parentsqnames “Basic colors “Counting to 10
- “Printing first name beginning with a capital letter and the rest in lower case

When time permits, work on these skills also:

- “Reciting the alphabet “Shape names
- “Birthday (month & date) “Identifying and writing numbers to10
- “Identifying letter names “Tying shoes

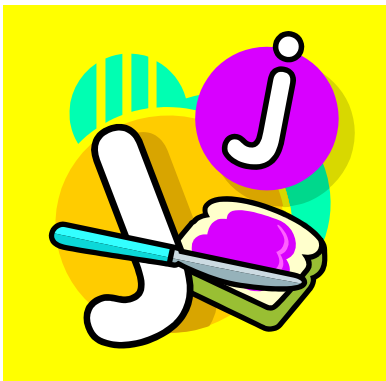
Your extra help at home really makes a difference!

Handwriting- Please practice handwriting skills with your child.



Illness- The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy. If your child has had a temperature, we ask that you allow him/her to be fever free for 24 hours before returning to school.

Independent Reading- Because children learn to read by reading, they need plenty of opportunities to read independently. Sufficient time and appropriate materials are necessary to develop and strengthen reading abilities. By giving the children time to read both at school and at home, we can work together to provide a literature-rich environment and a life-long love of reading.



Journal writing-One strategy that will be used to help convey the vital concept that print conveys meaning+ is the frequent use of journal writing. In these journals, the kindergartners combine their emerging writing skills with their drawing skills. As the children are exposed to a variety of phonics and reading experiences, journal entries will move from drawings and inventive+spellings towards more conventional writing. We

will spend time writing in our journals. Journal writing is a process that begins with scribbles. You should see a growth in your child's writing throughout the year.



Pre-Kindergarten and Kindergarten is a special time for your child. We want to make this experience the best possible. **Kids come first!**

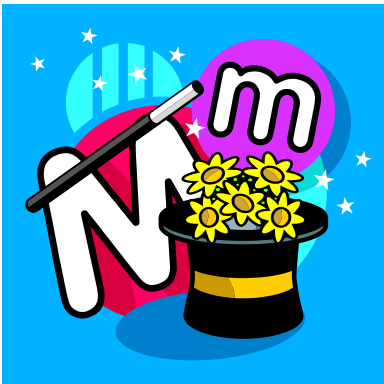
Kindness-Students in our classroom are encouraged and expected to treat all members of our class, as well as others, with kindness and respect. Bothering others, bullying and interrupting learning will not be permitted.



Library- The children go to the library one day a week. In the library, a teacher reads a story with the children and allows them to become familiar with the library. In a few weeks, the children will have a chance to select a book to borrow for a week. The children must return the book they have borrowed in order to select a new book.

Lunch- We will eat lunch from 11:30-12:00 each day. Children may bring a packed lunch from home or eat a school lunch. The lunch menu is available online for you to print and complete before

returning it to school. You select what days your child will eat at school. The days that you do not select for your child to eat at school, you need to be sure to send a packed lunch for him/her. It is important to keep a copy of your lunch menu in a prominent place at home in order to keep track of the days he/she has ordered lunch. You are welcome to come and eat with your child or bring a lunch to him/her. If you choose to eat school lunch, please let the office know so Janet and Lindsey can prepare accordingly. Please sign in at the office and wait for us in the gym.



Money- We will notify you if your account will be charged for anything. If cash is required, please send all money to school in an envelope with the following information printed on the front: student's name, teacher's name and the purpose of the money (field trip, tuition payment, lunch, etc.).

Monday Mail is the weekly informational packet sent home in a special white envelope each Monday. It may include the monthly school calendar, an informational newsletter from the office and student work from the previous week.

Milk- Half pints of skim milk, two-percent milk, chocolate milk, and orange juice are available for students for snack and lunch. This is provided on an annual basis with a one-time payment. The school secretary has information concerning cost and participation in the milk and juice plans.

Music- The children will go to music once a week. Mrs. Shepard will teach them through songs, instruments and other activities. She has a special K4/K5 music web page on which some of the music activities will be posted.



Newsletter- We will send home a Newsletter on the first Monday of each month. This will also be posted on our webpage. This will keep you informed of any special activities that pertain specifically to Pre-K and Kindergarten, such as special visitors, parties or campus field trips. If we feel any new information needs to be brought to your attention, we will send/post additional written communication.



Outside- Your child will have outside time daily, weather permitting. Please dress your child appropriately for the weather. We do not play outside on days when the temperature is below 32 degrees.



Parent Involvement- Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. We will try to let you know at least a week ahead of time if we need help. Requests for help will be published in our weekly newsletter. We hope that you can come and join in the fun! Every parent should volunteer.

Parties-We will have various parties throughout the year. Our room parent(s) will contact you to help with our celebrations. There are five main parties each year---Harvest/World's Fair Party, Christmas, Valentine's Day, Easter and End of the Year. The room parents usually organize these events and coordinate volunteers and donations. All are welcome to participate in the festivities! We will have some other celebrations that we will organize also.

Playground Procedures

Please review these playground rules and safety procedures with your child:

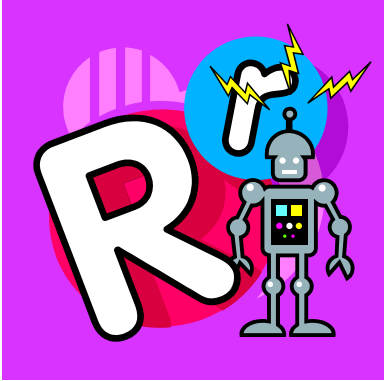
1. Always follow the directions of the adult on duty
2. Follow all school rules.
3. Walk to recess and lunch in an orderly manner.
4. Do not jump off any playground equipment.
5. Always make sure you can see the adult on duty.
6. Do not run outside the fence. If a ball goes outside the fence, report it to the adult on duty.
7. Stay off the hill by the parking lot.
8. There will be no football or any games involving tackling.
9. Only one person per swing. Do not twist the swing.

10. You may only come down the slide on your bottom facing forward.
11. Do not remove clothing outside, including underwear.

Practice Pages- Your child will have activities or worksheets to practice at home for reinforcement of skills taught at school. These pages will be sent home in your child's red folder each Monday. Please return the practice pages in the red folder on Friday. Your child should complete worksheets by himself/herself, under your supervision. An instruction sheet will be sent home for any activities for you to do with your child for reinforcement. Completing and returning these practice pages will help build a sense of responsibility and prepare him/her for the homework he/she will have to complete in later school years.



Questions- Please contact us if you have any questions or concerns regarding your child's education. We will make every effort to meet with you and discuss your concerns. Please feel free to call us at school, send an e-mail or write a note.



Report cards- K5 students will have report cards issued every nine weeks. These reports reflect the progress your child has made toward various kindergarten objectives and uses an evaluation system which reflects the developmental nature of kindergarten learning.

Room parent(s) - The room parent's job is to be available for any number of things: help coordinate parties and activities, seek volunteers for help in the classroom, help with general communication, etc. Being a room parent is a great way to be involved in your child's school life.

Recess- Your child will have recess every day unless it is raining or it is too cold. Please keep this in mind when helping your child select clothing for the day.

Rules- We have six rules for Pre-K and Kindergarten.

- We are always good listeners.
- We are helpers, not hurters.
- We are walkers, not runners.
- We are builders, not breakers.
- We are talkers, not shouters.
- We are quiet workers, not players.

Restrooms- We have restrooms in our rooms. The children are able to use the restroom at any time he/she feels the need.

READ- Read with your child for at least twenty minutes each day/night.

Rest Time- We will rest for forty-five minutes each day. Your child will need a mat to rest on during rest time. Kindergarten does not require the thick mats. There is a small mat similar to a sleeping bag that has a pillow and blanket built into it which has worked great. These are smaller and fold up nicely so they can fit in the cubbies. These can be found at JCPenney's or the Schoolbox. However, Pre-K is required to have the thick mats that are about 2 inches thick and also waterproof. These can be found at Schoolbox, Walmart, or K-mart. Pre-K children must have a washable cover to lay over the vinyl mat as well as a blanket to cover their bodies while resting. Crib sheets will fit these mats. However, some other suggestions are a large bath towel or a sleeping bag.



Safety-Your child's safety is top priority. We take every precaution when your child is in our care. Please send a note with your child or call the school if he/she is to go home a different way. We will dismiss students only to parents or designated persons unless otherwise notified. We may ask for identification if we do not know the person picking up a child.

School Supplies-You can find our school supply list at: hvcs.org Sometimes we run out of certain items and we may ask you to replace supplies during the year.

Snacks-We have a daily morning snack schedule. Please only send healthy snacks. A piece of fruit, cheese, crackers and peanut butter or some other nutritious food will renew the child's energy.

Show & Tell-Throughout the year, we will have show and tell. We will let you know in our monthly newsletter what to bring. Please let your child practice telling you about the item, because he/she will be in front of the class telling the class about the item. This is the **only** day your child should bring a special toy. If you are afraid a toy brought for show and tell will get broken and you do not want your child to play with it during playtime, let us know and it will be kept in his/her cubby. If your child wishes to share a special book related to our studies, the book should be clearly marked with your child's name.

Schedule-You will receive a copy of our schedule at Parent Night. You may also see it on our website at hvcs.org



Tardies- If a child arrives at school after the 8:00 start time, he/she is tardy. If your child is late for school, you must accompany him/her to the office to sign the tardy log. After you have signed the tardy log, please walk your child to the classroom.

Toys- Bringing toys to school is discouraged because they distract the children from learning. If a toy is accidentally lost or broken, feelings will be hurt. Students sometimes want to bring a movie to share with the class, however, this will not be allowed. Parents have different beliefs about movie ratings and content. The children also are disappointed if they bring a movie and we are not able to watch it on the day they bring it to school.



Unique- Pre-Kindergartners and Kindergartners learn that they are special and unique. Kindergartners have opportunities to describe how they are alike as well as different from others. They share their culture and learn about different cultures within the class.



Volunteers- We love to have volunteers in the classroom. The volunteer list suggests the different ways you can help. If you are interested in volunteering at our school, please complete the volunteer sign up sheets.



Water Bottles-Water bottles are needed at the beginning of school when it is so hot outside. We want your child to stay hydrated during the day and water bottles are a

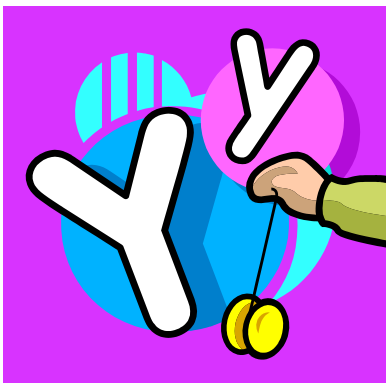
convenient way to get water quickly. Water bottles will be sent home every day to be washed. Don't forget to send them back each day.

Wish List- Throughout the year, we sometimes need supplies above and beyond our classroom materials (such as metal coffee cans and extra dry erase markers.) These needs will be posted in the class newsletter. Extras items that you think we might be able to use are always welcome!

Weather- When inclement weather necessitates the closing of school, announcements for HVCS will be made on television stations WDEF (12), WRCB (3), and WTVC (9); also radio stations WDEF, WGOW, and WBMW. We have also recently added the EventLink service to help in these situations.



Please make sure your child has **extra** clothes at school. Be sure that we will provide extra love and care for your precious one!



Yearbooks- You will have a chance to buy a yearbook in the spring. What better way to capture those

elementary years than with an HVCS yearbook? Please share your pictures with us.



ZZZZ's- Make sure that your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day!