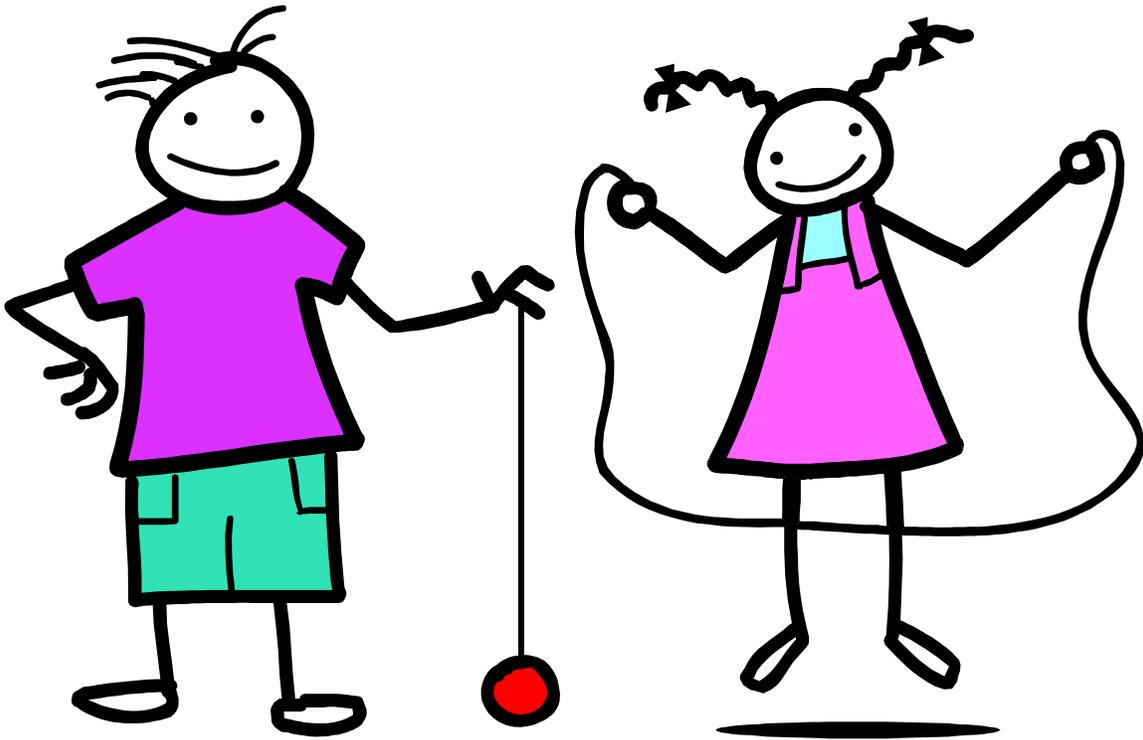


Huntley Centennial P.S.

# Kindergarten Handbook



Junior and Senior Kindergarten



Please keep for future reference



## Important Information

**Huntley Centennial** is located at 118 Langstaff Drive in Carp, Ontario. Our phone number is 613-839-2020 and our fax number is 613-839-1963.

Your kindergarten team is made up of a teacher and 1 to 2 ECEs (Early Childhood Educator) in each classroom.

### September Orientation Sessions and Staggered Entry

#### a) Junior Kindergarten

Parents and kindergarten children will take part in an orientation session in your child's classroom during the first and second days of school.

You will be able to discuss the Kindergarten Intake Form (available for downloading on the Huntley website) and briefly discuss your child's development. This is a time for you and your child to see the classroom, to meet the teacher, ECE, and some other families, and also to learn some routines.

After the interview days, a process called "staggered entry" will take place. One group of the children will come to school on one day (the third day) and the other group will come the next day (the fourth day). If your child is in the Extended Day Program, they will attend both staggered entry days. This process helps us get to know the students better. It also aids the child by providing a slower pace to the day, with more individual time and attention to help ease into the program and routines.

On the fifth day of school, all Junior Kindergarten students attend at once.

#### b) Senior Kindergarten

There will be a group orientation session in the classroom during the first two days of school. At least one parent is to accompany their child to this orientation session. Students new to Huntley Centennial P.S. will go over the Kindergarten Intake Form. This is a time for you and your child to see the classroom, to meet the teacher, ECE, and some other families, and also to learn some routines. Senior Kindergarten students only attend for their orientation time during the first two days.

All Senior Kindergarten students will attend school beginning on the third day of school. Busing begins on this day for all Senior Kindergarten students.

## Kindergarten Hours



If you bring your child to school, please bring them around to the kindergarten yard and say goodbye before the 8:15 bell.

Kindergarten follows a schedule called "Balanced Day" which involves two recess times during the day and is consistent with the rest of the school. Please make sure that a kindergarten staff member is present and aware of your child's arrival before you leave the school property.

### Daily Routine

#### **8:00 - 8:15 Morning Arrival Time**

Kindergarten staff and our bus monitors all work together to meet the kindergarten students at the buses and bring the students into the kindergarten yard. Beginning at 8:00, kindergarten staff will be in the yard and will remain with our students until the morning bell.

Before and after school, bus lanes are for school bus use only. If you are driving your child to school, please park on the road (the parking lot is closed during morning and afternoon bus times) and bring them to the yard, where they will be greeted by a kindergarten staff member.

#### **8:15 - 10:15 First Instructional Block**

At 8:15 am, the bell rings. Kindergarten students enter the school, attendance is taken and the academic day begins. If you are arriving after 8:15, please bring your child to the office to sign them in and then proceed to the kindergarten area.

#### **10:15 - 11:00 Outdoor Play & Nutrition Break**

Students have 25 minutes of outdoor play followed by 20 minutes to eat.

#### **11:00 - 12:40 Second Instructional Block**

#### **12:40 - 1:25 Outdoor Play & Nutrition Break**

## 1:25 - 2:45 Third Instructional Block

### 2:45 Dismissal

Kindergarten classes dismiss at this time. Parents who are picking up are asked to **meet their children at the front of the school**. Please be there 10 minutes early as the bus students need to be escorted to the buses, which leave at 2:50 p.m. The buses block off the parking lot, so park on the road if you do not wish to be blocked in!

### Personal and Caregiving Information

It is important that the school be kept informed of any changes made to the personal information provided to us when you registered your child for kindergarten. This information includes:

- home, cell and work telephone numbers for both parents
- e-mail address
- street and mailing addresses
- emergency contact name and number
- any custody arrangements
- caregiving arrangements and telephone numbers

If the information is not up-to-date, it can result in delays reaching you in the case of an emergency. Therefore, if there is any change in your personal information, please inform the office as soon as possible. Your cooperation is appreciated in this matter.

If your child's daily routine is changed in any way (e.g. a new person picking them up, a play-date after school, a drive instead of the bus) you must send a note on that day in your child's note-tote, informing the kindergarten team. Please note that students are **not allowed** to take a friend's bus for play dates, etc.

Also, if your child permanently changes buses, please inform your child's teacher first. The office staff and school board need at least a week's notice to make changes to busing.

### Absences

Absences should be reported to the school by calling the office at **613-839-2020** and then accessing the attendance line. Please indicate your child's name and classroom teacher and the reason for their absence. By calling in, you eliminate the need for the "Safe Arrival Team" to call you to determine the reason for your child's absence.

## Illnesses

Children who are ill (fever, vomiting, diarrhea, bad cold/cough, etc.) should remain home until they are fully recovered. Children who are sick are not able to function well at school, may infect other children in their classes, and will recuperate more quickly in the comfort of their own home. All parents are asked to regularly check for lice in their child's hair. If you detect anything, please notify the teacher and office so that we can notify other families in the class to check immediately.



## Visitors

Parents and visitors are asked to enter by the front doors. All visitors are warmly welcomed at Huntley Centennial Public School. To help ensure the security of all students and *also to respect the business of learning in all classes*, all visitors must stop at the school office where they are asked to sign in and to get a visitor's identification badge to wear while in the school. The office staff is happy to assist with any inquiries.

## Nutrition Breaks

The food that you choose to send is your child's **fuel** for their full day of learning. Please consider sending only healthy food choices, as treats are best saved for home. Your child needs enough food to be eaten during the two 20 minute nutrition breaks.

Your child needs to be able to **independently** open his/her snack. This can be achieved by providing easy to open containers, or by practicing opening the containers with your child. Students are strongly encouraged to bring water in a labeled, spill-proof "Rubbermaid-style" or stainless steel container. Current research shows the value of keeping students well hydrated with water to enhance their cognitive learning.

## Litterless Lunches

We encourage all families to remember to send their child with a litterless lunch as often as possible.

In a litterless lunch:

- there is no throwaway packaging
- the food is placed in reusable containers (please label)
- the drink is placed in a refillable bottle (please label)
- the lunch is placed in a lunch kit

Please keep Huntley an earth-friendly environment.



## Healthy Snacks and Lunches

We ask everyone at Huntley to avoid peanuts and nuts in lunches as we have students in many classes with life-threatening allergies to these foods. Your classroom teacher will give you a list of other foods that you should avoid as there may be a student in the class with a different life threatening allergy. Please read the labels on the food you include and try to avoid foods that contain a great deal of sugar (e.g. fruit roll-ups, chocolate bars, and similar foods which are mainly sugar) or have little nutritional value (e.g. chips). Try to purchase whole grain foods more often and include fruits and vegetables each day.



Here are some things to consider as you plan a healthy lunch and snack:

- fruits and vegetables should be a part of every lunch
- include protein and healthy carbs
- last night's dinner can make a quick lunch for the next day
- pack water, milk, or 100% fruit juice for drinks

Some healthy lunch and snack ideas are:

- carrots, cucumbers, cauliflower, grape tomatoes and dip
- meat or egg sandwich on whole wheat bun or whole wheat wrap
- fruit (cut or peeled)
- soup with whole grain crackers
- raisins, dried apples, dried cranberries
- whole wheat bagel with cream cheese
- muffins (if homemade, use whole wheat flour)
- pasta
- yogurt tubes (frozen to remain cold) or yogurt
- hard boiled egg
- cheese or cheese stick and crackers (whole grain)
- whole wheat pita and hummus
- multi-grain pretzels
- chicken or ham (cut up)
- granola bars without sugary or chocolate coverings (read ingredients)

For more information about packing healthy lunches go to

<http://ottawa.ca/en/residents/public-health/healthy-living/nutrition> or call Ottawa Public Health at 613-580-6744.

## Dress Code

Students are expected to wear acceptable school attire, reflecting community standards and parental guidance.

- It is expected that students dress in a way that contributes to a positive academic environment.
- Children should have a pair of indoor running shoes that will be left in their cubby at school.
- Students are expected to remove hats in school, and if they wear jewelry we ask that they not remove it during the day.
- A hooded raincoat is much easier and effective than an umbrella at this age.
- During the warm months, sunscreen should be applied at home and sun hats should be worn for outdoor play.
- It is advisable for children not to wear flip-flops, heels or slip-on shoes on the play-structure or while engaged in active outdoor play.



Please send a labeled Ziploc bag to school containing an extra set of clothes for your child in case of a toileting "accident", or spilled food, or drink. This bag should contain clothes that still fit, including pants, a shirt, underwear, and socks. This bag will be left at school, and needs to be "replenished" if an article of clothing is worn home.

## Vacationing During School Days

If your family goes on holiday during regular school days, your child will miss instructional time. As it is difficult to provide you with the exact material to be covered during your child's absence, it is suggested that you speak with the teacher to find alternate learning opportunities. These may include reading together each day and completing a travel journal of his/her adventures while he/she is gone.

Please make sure that you provide a written note detailing the length of the absence to the school office.



## Birthdays



Birthdays are special events for kindergarten students. Please do not send in invitations to be distributed at school, as any children who are not invited, or who do not receive an invitation will have hurt feelings.

For children whose birthday falls during the summer holidays, we have special days in June on which we celebrate all of these birthdays. If your child's birthday falls on a weekend during the school year, we can celebrate it on the previous Friday, or the following Monday.

We would prefer that you not send birthday cakes, as they are hard to serve in the classroom setting. If you are sending a treat, consider items such as healthy muffins, rice krispie squares, cookies, chopped fruit, mini cupcakes, stickers, pencils, etc. **Please be sure to respect any food allergies that may be present in your child's class if you are bringing in something to share.**

## Preparing Your Child For Kindergarten

- Be sure to talk about school before coming to the intake interview in September
- Drive or walk by the school several times. Come and play in the kindergarten yard over the summer. Be sure to peek in the windows.
- If your child will not be on the bus, time your arrival at school with the start of yard supervision at 8:00.
- If your child will be a bus student, take him/her to the bus stop to see the bus and the driver. Watch the pick up and drop-off procedures. Kindergarten children always sit at the front of the bus. If an older sibling wants to, they are usually allowed to sit close by.
- Practice independent bathroom skills, as we do not enter the bathroom. The children need to know how to use the toilet and how to flush, how to put the seat up/down, how to properly wash their hands with soap, and how to fasten their clothing correctly and independently.
- Late in August, encourage your child to look for things in daily life that are related to school. For example; point out buses, backpacks in the stores, schools on TV, etc.
- Help your child to learn and use our names.
- Encourage your child to practice using his/her new backpack, snack containers, kid scissors with proper grip, shoes, jacket, and raincoat.

- Encourage them to dress independently for outdoor play before September. We would like them to be able to manage both their indoor and outdoor shoes on their own. Fostering independence helps to develop self-esteem and it is a huge help!
- Establish your child's "school" bedtime routine in early September as they will find the first few days of school exciting, yet tiring!
- Consider having your child's vision and hearing tested by a specialist before school begins.
- Encourage your child to tidy up after play, to listen to and follow instructions, to share, colour, and to use scissors and glue appropriately.
- Encourage them to print their name for practice, using a capital letter to begin and lower case letters for the rest. Encourage them to begin their letters at the top and to move downwards. Using a very short pencil helps to encourage correct pencil grip. Doing it all properly at this stage decreases frustration and muscle fatigue later.
- If your child will be riding the school bus, take the opportunity to participate in the "School Bus Safety Awareness Day" that is offered annually by the school boards. See the Ottawa Carleton District School Board website for more information. It is also advertised in local newspapers.

#### Voluntary Kindergarten Levy

There is a voluntary **\$20.00 Kindergarten levy** (cheques can be made payable to *Huntley Centennial Public School*). The levy is used by the teachers to buy consumable items for the classroom throughout the year.

Some examples of consumables are:

- |                         |                           |
|-------------------------|---------------------------|
| • Special paper         | • Sidewalk chalk          |
| • Finger paints         | • Foam pieces             |
| • Feathers              | • Stamp pads              |
| • Ziploc bags           | • Clothes pins            |
| • Pompoms               | • Cotton balls            |
| • Pastels               | • Stickers                |
| • Sentence strips       | • Gems                    |
| • Name cards            | • Beads                   |
| • Coloured craft sticks | • Seasonal craft supplies |
| • Soil & seeds          | • Bubbles                 |

## Shopping List for Fall

All JK and SK students in the OCDSB are provided with a voluntary supply list for the fall. We appreciate your donations and request that, if possible, to please bring the items to your orientation session in September:

- 1 package of crayons
- 1 package of washable coloured markers
- 1 pair of blunt scissors
- 2 large glue sticks (preferred brands: UHU, Elmer's, Staples--*Dollar store glue does not tend to work*)
- Velcro indoor running shoes, labeled with child's name, to stay at school
- Kid friendly, medium-sized zippered back pack, labeled with child's name
- Labeled Ziploc bag with an extra change of clothes (labeled shirt, underwear, socks, pants) to remain at school



## Special Events

We hope to plan some special events (such as a field trip, a performance or a workshop event) for the children during each school year. If there is a cost for the activity, we will inform you and ask for a voluntary contribution to help cover the cost.

## Report Cards and Interviews

An interview will be scheduled for each child in the fall.

Only Senior Kindergarten students receive a report card in February. Both Junior and Senior Kindergarten students receive report cards in June.

Open communication is very important during the year. If at any time, you have any questions about what or how your child is doing at school, please call the school and leave a message for their teacher, and your call will be returned as soon as possible. Alternatively, you can also send a note in the child's note tote and the teacher will respond as soon as they can.