



Our Lady of the Angels

*Kindergarten
Handbook*

PRIMARY BUILDING (K3-Grade 3)

**215 Union Street
Columbia, PA 17512
684-2433**

ELEMENTARY BUILDING (Grades 4-8)

**404 Cherry Street
Columbia, PA 17512
684-2664**

Please consult your family calendar for important dates and special events.

OUR PROGRAM



The Kindergarten day is devoted to readiness activities preparing the child for first grade. Listed below are some of the areas included in our curriculum.

LANGUAGE ARTS: Identifying colors, sequence, letter identification, consonant and vowel sounds, finding details and the main ideas in a story, reading and writing from left to right, opposites, Reading and writing readiness, etc. Kindergarten students are involved in the balanced literacy program, guided reading, and Kidwriting.

HANDWRITING: Writing first and last name in proper upper and lower case letters on handwriting lines, writing all letters of the alphabet in upper and lower case, writing numerals from 0 to 30, small muscle skill development through coloring, cutting, games, etc.

MATH: Counting and writing numerals from 0 to 30, identifying shapes, classification, patterns, time by the hour, money, addition and subtraction readiness, etc.

Other areas include Religion, Computer, Social Studies, Science, Physical Education, Art, Music, Story Sharing Time, and Dramatic Play.

The complete curriculum is available on the Diocesan website, www.hbgdiocese.org



SCHOOL HOURS, ARRIVAL AND DEPARTURE

Kindergarten will be in session from 8:05am-2:40pm. Arrival and departure are at the Union Street door. The Kindergarten classroom is located in the lower level of the school. It is mandatory for an adult to bring and pick up students, unless the student is a bus rider. Kindergarten children will not be permitted to walk home alone. Please complete the form at the end of this handbook stating the person who will be picking up your child each day. It is important that we receive this form when your child comes for Early Prevention of School Failure Screening. **If anyone other than that designated person is to pick up your child, the Kindergarten teacher is to be notified in advance in writing or in the morning by email.** The school is to be advised of any change in the residence or phone number of the person coming for your child. If an emergency arises and you will be late, please call the school office at 684-2433 so that we can reassure your child.

Children are permitted to enter the Kindergarten classroom between 7:55am and 8:05am. If it is necessary for your child to enter the school building before 7:55, those students need to report to the cafeteria **with a note from their parent/guardian indicating the reason for the early arrival.** For safety reasons the Union Street door is locked shortly after 8:05am.

All children will be dismissed at 2:40pm. Please be prompt. Drivers should load and unload children **on the school side of Union Street. If you must park on the other side, you must come across the street for your child. Children will not be permitted to cross the street alone.**

Dismissal the first week of school will take awhile until we can associate child with driver. It would be helpful if your child was familiar with their driver in cases of car pools.

FIRST DAY OF SCHOOL

On the first day of school we ask you to bring your child to the classroom door and bid him/her a **quick** "good-bye". We will take care of your child and we fully realize this may be their first separation from home. **Please do not make a habit of accompanying your child to the classroom or cafeteria.** After a week or so, the children will be expected to enter the door and find the classroom on their own; this gives the feeling of accomplishment.

If you have a need to speak to the teacher, please send the message in a note with your child, email or notify the office. Please avoid having discussions about concerns during the opening minutes of class. It is a very busy time.



FOLDERS

Each child will receive a daily communication folder. Teacher notes, papers from the office, your child's work papers, etc. will come home in the folder each evening. Your child is expected to bring the folder to school every morning. If you have any communication for the teacher, i.e. lunch money, notes, etc. please use the folder or the white pouch so those items reach school safely. The folder will be replaced as needed by the teacher.

Each child is issued a canvas book bag to transport reading books. Bags must be returned at the teacher's request. Damaged books or bags need to be replaced. Cost of books vary, bags are \$3.00.

ATTENDANCE POLICY

Our Lady of the Angels School attendance policy is as follows:

All students must be in their classrooms by 8:05am. If for some reason a student arrives late he/she must report to the office for a classroom admittance slip. **The parent/guardian or driver must accompany the child to the office.** We implemented a procedure that if a child is **more than 15 minutes late per marking period they will make that time up after school.**

We ask that when possible appointments are made before or after school. When this is impossible the classroom teacher should be notified in writing of the day and time when the students will be leaving the building. Parents/Guardians should come to the school office to pick up the student. Students will **NOT** be dismissed from their classroom.

ILLNESS AND SCHOOL ABSENCE

If your child appears not to be feeling well, please keep him/her home. Contagious illness can spread very quickly in a kindergarten situation. Also your child will feel much happier at home.

When a student returns to school after being absent, he/she must bring an excuse signed by his/her parent or guardian, stating the reason for the absence and the dates of absence. School absentee forms are provided for this reason and are available on the school website, www.ourladyoftheangels.org. Completed excuse forms may be emailed to the teacher. When absent three consecutive days a signed doctor's excuse is needed, unless approved by the principal.

Inform the school of a child's absence in the morning by telephoning or emailing the office. It is permissible to have a brother or sister report the absence to the office. However, this does not replace the need for a note upon returning to school.

For contagious illnesses refer to the Our Lady of the Angels School Handbook.

If your child must be on medication, please refer to the Our Lady of the Angels School Handbook for the procedure to follow. No medication is given by the teacher. All medicine is kept in the school office with a few exceptions.



LUNCH

A monthly lunch menu is included in the first Friday folder each month. The menu must be returned before the beginning of the upcoming month. Parents are to choose which option their child is to receive and circle it (sandwich, packing or packing with milk). If the child chooses to pack, there is also an option of buying milk for \$.35 per day. Milk money is collected in the same method as lunch, weekly or monthly. When packing we ask that the food be healthy and appropriate. Your child will be served the entrée for the month if the menu is not returned by the due date.

The cost of the school lunch is \$2.00 a day. Lunch may be paid weekly, monthly or yearly. Please send the money to school in an envelope marked with your child's name, the amount and the words "Lunch Money". Checks should be made payable to Our Lady of the Angels School. Our Lady of the Angels does participate in the government lunch program. Applications for free or reduce lunches are available at the school office.

Kindergarten also charges a snack fee of \$10.00 for the year. Please send payment for the snack fee separately from lunch money in an envelope and marked snack.



STATIONERY FEE

A stationery fee of \$35.00 per student will be charged to cover the cost of tablets, pencils, paints and other classroom stationery supplies. Please send your payment the first week of school in an envelope marked with your child's name and amount. Checks should be made payable to Our Lady of the Angels School and be separate from tuition.

BUS TRANSPORTATION

Bus riders will be dismissed from the classroom as their bus is announced over the intercom. Children, whose primary mode of transportation, will ride the bus unless we received a note or the office is notified.



CHURCH

Starting in October the children will attend Mass with the rest of the school Friday mornings and Holy Days. **PLEASE NOTE:** Mass on Friday begins at 8:15am. We will leave our classroom to go to church at approximately **8:05am**. When mass is at Holy Trinity Church, children are to be dropped off at the Elementary Building (Cherry Street). Please consult your school calendar for the location of mass each week.



WEATHER RELATED DELAYS

Please listen to WSBA-Warm 103 or WGAL-TV Channel 8 when snow or inclement weather occurs. If your child rides a bus, please listen for delays, cancellations, and early dismissals in your particular school district. Your bus child will not be marked absent or late when following their school district's schedule. In the event of an early dismissal, children whose normal mode of transportation is bus, will be dismissed according to school district pickup times.

CONFERENCES AND GRADE REPORTS

Grade reports will be distributed three times during the year. Progress reports are sent half way through each trimester. Parent-Teacher conferences will be held twice during the year at which time we will discuss your child's adjustment to Kindergarten. Dates are listed on the school calendar. If you would like to meet with the teacher at other times during the year, call the office or email the teacher to schedule a time.



REST TIME

Kindergarten students have rest time each afternoon. Rest time generally lasts 40-50 minutes. Mats and bags are provided for each child. Children are given mats and bags in good condition. Parents will be held financially responsible for damages to mats caused by their child. The cost to replace mats is \$15.00 and \$3.00 for bags.

In order to make rest time as comfortable as possible, each child is permitted to bring one small blanket (crib size), one small pillow, and a small stuffed animal. You will receive a cloth bag at Parent Orientation to put these items in. All items **MUST** fit in this bag. Please have your child practice putting these items in the bag. Items that do not fit will be sent home for replacement. Please explain to your child that the bag with these items will remain at school until sent home to be washed.

UNIFORM POLICY

Please refer to the Our Lady of the Angels School policy the Student Handbook for questions regarding the Kindergarten Uniform policy.

- ★ We highly recommend shoes that are flat with a soft, non-slippery sole for safety in the play yard and on the stairs.
- ★ **ONLY** Our Lady of the Angels Gym Uniforms may be worn on gym day. Order forms for gym uniforms are on our website.
- ★ Your child is required to bring an umbrella and/or hooded poncho to school. They will be **kept** in school for the year.
- ★ Boots may be worn only if the child can put on shoes and boots by herself/ himself.
- ★ *****Please mark your child's outerwear, sweaters and gym clothing with his/her name.** All children will be expected to dress themselves, pull sleeves right side out, zipper, snap, button, etc.
- ★ The children should bring a large, roomy bookbag to school everyday. Art smocks will be provided for the children.
- ★ Students may bring water in an OLA bottle that will be provided. Additional or replacement water bottles may be purchased at the office.



BIRTHDAY CELEBRATIONS

We will celebrate each child's birthday at school. Birthday treats are permitted, but please keep it **simple and healthy** (individually cut or wrapped). Please inform the teacher if you want to celebrate your child's summer birthday during the school year.

FIELD TRIPS

Parents/Guardians will be informed about specific trips before they occur and a separate permission slip will have to be signed for field trips involving car or bus travel. Parents must be on the **approved volunteer list** to accompany the class on field trips. If your child is ill the day of a field trip please contact the school office so we are not waiting.

SHOW AND TELL

Throughout the school year, we will have Show and Tell. Your child may bring one item to show the class. At other times, please encourage your child to **keep all toys and school supplies at home**. No home toys are permitted to be brought to school except for books or other items requested by the teacher.



Kindergarten Contact Information

Name of Student: _____

Mode of Transportation at Dismissal

_____ Car (Please complete information below)

_____ Bus: Name of School District _____

_____ Angel Care

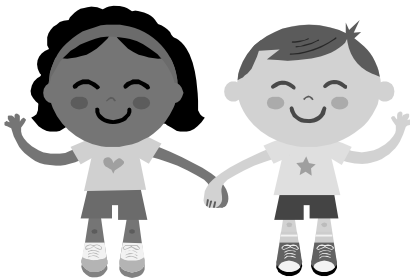
Name of person picking up my child after school

Phone Number

Cell/Home/Work

(Primary) _____

(Alternates) _____



SIGNATURE OF PARENT/GUARDIAN

DATE

PLEASE RETURN WHEN YOUR CHILD COMES FOR
EARLY PREVENTION OF SCHOOL FAILURE SCREENING