



# Saint Gilbert Kindergarten Handbook

**\*This handbook is in addition to the school handbook**

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## **PHILOSOPHY AND OBJECTIVES**

We, as Catholic Kindergarten educators, believe that each child is unique and special. We strive to provide an atmosphere that promotes Catholic attitudes and values. We believe that “childhood should be a journey ... not a race.” Our Kindergarten program reflects these beliefs.

We facilitate the development of the whole child – spiritually, emotionally, intellectually, socially, and physically. We encourage cooperation, not competition, with a focus upon the unique qualities of each child.

Our hope is that as a team (home/school), we can work together to make your child’s experience with school a positive one.

**DAILY SCHEDULE:** Our schedule, listed in alphabetical order, consists of the following:

**ART:** Emphasis is on process rather than product. In addition to art activities in the classroom, each kindergarten class has a scheduled time period with the Art teacher each week.

**INDIVIDUAL ACTIVITIES:** During CENTERS children may choose their own activities – alone or with a classmate. This time is vital for social growth and for development as an independent learner.

**iREADY:** iReady is a schoolwide assessment and instruction program. The diagnostic data gives each student personalized instruction for reading and math. The online instruction gives each student tailored instruction and practice for maintaining and increased growth in reading and math.

**LIBRARY:** Each kindergarten class has a scheduled time to go to the library and check out a book once a week.

**LUNCH/RECESS:** We have a 20 minute lunch period and a 20 minute recess period. The kindergarten students go outside for an additional recess when the weather permits.

**MATH:** Kindergarten math curriculum includes: counting and cardinality, operations and algebraic thinking, number and operations in base ten, measurement and data, and geometry. (My Math-McGraw Hill)

**MUSIC/ MOVEMENT:** Consists of songs, fingerplays and brain breaks to music in the classroom. Each class also has a scheduled time each week with the Music Teacher.

**PHYSICAL EDUCATION:** P.E. is scheduled for 2 days per week. You will be notified of the specific days of the week at the beginning of the school year.

**RELIGION:** Our religious education program aims to help the children develop a positive sense of their own self-worth. Their ability to know God and their ideas of God are strongly influenced by their ideas of themselves. A kindergarten class can be a faith community – one that shares, loves, cares, helps and prays. Religion is integrated throughout the day. Kindergarten students attend Mass every Wednesday and on Holy Days. We use God Loves Us (Loyola Press) religious program.

**REST:** There is a 15-20 minute rest period in the afternoon. Our day starts early and the children have a very structured day and need some time to rest. This is a quiet time and children are not expected to sleep. Due to the lack of locker space, we stress that only **bath size towels** be sent in. NO plastic mats, roll up pads, or pillows. Rest towels will be sent home on a regular basis to be washed.

**SCIENCE:** We use Science Fusion (Houghton Mifflin Harcourt) as our Science curriculum.

**SNACK TIME:** Because this is a full day kindergarten, please send a NUTRITIOUS snack every day. Cheese, sliced veggies, fruit, crackers, granola bars and yogurt are just a few suggestions. NO candy, chips, cookies or chocolate for a morning snack. The children need a “brain boost” for snack. We ask that you limit the snack to ONE FOOD item. Make sure you send any item your child needs – spoon,

fork, etc. We do not have access to a refrigerator or microwave for student use. Saint Gilbert is a peanut free school.

**STATIONS:** During stations, the children work in small groups on an activity, project, game, or task. They rotate through 3/4 stations in 1 hour.

**S.T.E.M :** (Science, Technology, Engineering, Math) Each kindergarten class has a scheduled time every week in the STEM lab with the STEM instructor.

**STORYTIME:** Literature is a big part of our program and is used throughout the day. We do have a scheduled story time each day when we read a variety of stories to the children.

**SUPERKIDS:** Saint Gilbert School uses the Superkids Reading program. Kindergarten focuses on the 26 letters of the alphabet. Students systematically learn to read and write letters, to associate letters with sounds, to blend letter-sounds to form words and sentences, and to read and write phonetically regular words as well as Memory Words. Kindergarten is split into two levels or semesters: Meet the Superkids & Superkids' Club.

### **General Information:**

**AIDES:** This varies from year to year and corresponds to the number of students in the class. Typically, kindergarten classrooms have a morning aide. Some years we also have an afternoon aide. The teacher aide will assist the teacher and students in the class.

**AFTERSCHOOL CARE:** After School care is offered for PK-8. You can find the registration form on the school website under the tab Current Families and Forms and Resources. You can sign up and use after care as needed based on your schedule. The Afterschool Care service is available from 2pm-6pm.

**BIRTHDAYS:** In kindergarten we celebrate birthdays with: a birthday crown, trip to the birthday box, and by singing Happy Birthday. Due to allergies – EDIBLE TREATS ARE NOT ALLOWED IN KINDERGARTEN. Your child can “treat” the class to a birthday book, game, or toy. You may also see your child’s teacher for specific suggestions. Each classroom has their own routine for birthday celebrations. You will receive more information from your child’s teacher.

Please do not send birthday invitations through school. We will send a class directory at the beginning of the school year.

**BUS SERVICE:** See the school office for bus information. We receive busing from Grayslake and Woodland School Districts.

Please resist the urge to drive your child to school the first few days. All regular bus riders SHOULD ride the bus to and from school on the first day so that the school and bus drivers can keep an accurate count of bus riders.

**CAR RIDERS:** You will receive specific information regarding car rider drop off and pick up at our Kindergarten Parent Night that will be held in August shortly before school begins.

**DROP OFF-** Car riders are dropped off at the designated drop off door corresponding with your child's grade.

**COMMUNICATION:** Each kindergarten teacher will send home a weekly newsletter. We try very hard to keep our kindergarten parents informed of school and classroom news. Your child's teacher will explain more individual ways he/she shares information with you.

Please look through your child's folder every day. All communication will be sent home in your child's folder. All of your child's work will also be sent home in his/her folder. Empty your child folder every day.

**DRESS CODE:** Kindergarten students do wear a school uniform. Please refer to the school handbook in reference to dress code. Girls who wear jumpers should wear shorts under the jumper every day. Girls who wish not to wear the shorts can wear tights that are white, navy, or black, no pattern tights.

**ENTRANCE REQUIREMENTS:** Children entering kindergarten MUST be 5 on or before September 1<sup>st</sup>. Our school is accredited by the State of Illinois. This is a requirement of the State. A kindergarten screening is scheduled each spring.

**P.E UNIFORMS:** Each student will be expected to wear a PE uniform to PE class. This uniform consists of a St. Gilbert gym shirt and shorts or St. Gilbert sweatpants. Please be sure that your child is able to get his/her gym shoes on and off by him/herself. **On PE days your child should wear his/her gym uniform to school. The teacher will notify you of these specific days before school begins.**

**HEALTH/ILLNESS:** All children entering kindergarten are REQUIRED to have a **PHYSICAL, DENTAL** and **EYE** examination. These forms become part of the child's cumulative health record. THE MEDICAL FORM MUST BE TURNED IN PRIOR TO THE FIRST DAY OF SCHOOL. Screening for hearing is offered through the Public Health Department. This screening is held during school hours during the school day.

All communicable diseases should be reported to the school office. If a child is kept home due to illness, it is the school's policy that a parent or legal guardian notifies the school through a written note or a telephone call to the school office by 8:00 AM. If a child is absent and notification is not received, the school office will contact you to check on the reason for the child's absence. If your child becomes ill at school, you will be called and required to come and take your child home.

If your child needs medication at school, a form must be filled out in the nurse's office.

**If your child is ill, especially with fever, diarrhea or vomiting, you should keep your child home until he/she is free of these symptoms for at least 24 hours.**

**LUNCH/MILK:** We do not offer a daily hot lunch program. Please be sure to send a complete lunch every day. The school offers some special lunches each month. You will receive more information at the beginning of the school year explaining the procedure for ordering these special lunches. You will also receive information regarding ordering milk.

All lunch money, milk money and any other cash/checks should come to school in an envelope labeled with your child's name and what the payment is for.

**PROGRESS REPORTS:** A progress report will be sent home in November, March and June. Progress can also be seen through Seesaw Family. Parent teacher conferences will be scheduled in October to discuss school adjustment. Please feel free to contact the teacher at any time if you have any questions or concerns. To contact the teacher you may send a note in your child's folder, send an email, or call the office and ask to leave a message for your child's teacher.

**SCHOOL ARRIVAL AND DEPARTURE:** School starts promptly at 7:25 and ends at 1:55. Students arriving after 7:25 will be marked tardy.

**TECHNOLOGY:** We use Seesaw as our Learning Management System (LMS). Each student has their own ipad issued by the school to take back and forth to school each day.

**VOLUNTEER REQUIREMENTS:** All families will be assigned recess duty five to six times a year. Recess duty is scheduled alphabetically starting where the previous year ended. It is the responsibility of the family to arrange for a substitute or to serve their recess duty. The safety of the students is dependent on every scheduled person to be on the playground on their given day. Substitutes for recess duty are on a volunteer basis and are paid \$15 by the family needing a substitute. Those families paying the \$15 are to forward their payment to the office after they have arranged with the substitute for their service. If an emergency does occur and you are unable to serve your recess duty there is a \$25 fee. This fee helps to ensure that everyone will do their part in keeping Saint Gilbert Catholic School safe and helps to offset the cost of getting someone in an emergency when parents don't show up. If you are interested in helping as a regular recess substitute please call Pat Murphy or Cindy Reed in the school office.

There are other opportunities to volunteer in the classroom that are not required. The classroom teacher will explain volunteer opportunities at parent night.

There are volunteer requirements for all who would like to volunteer in the classroom/school or be a chaperone for field trips.

See the requirements on the website at [www.stgilbertschool.org](http://www.stgilbertschool.org) listed under **CURRENT FAMILIES** and **VOLUNTEER REQUIREMENTS** or click this link [Volunteer Requirements](#)

## **PLAY IS THE BUSINESS OF CHILDHOOD**

Children learn while they play. The following are some reasons why play is such an important part of early childhood:

To explore ..... new things and ideas, sort, manipulate and classify.

To investigate ..... the world around them, to observe in school and on a field trip.

To create ..... with art materials, words and stories, music and rhythms.

To listen ..... to poetry and stories – and to each other.

To move ..... indoors and outdoors – movement and children are inseparable!

To develop ..... a Catholic attitude by caring, sharing, loving and helping.