

## St. Joseph Cathedral Morning Kindergarten Handbook

**Absence from school:** Please call the school office by 8:30 a. m. to notify the school that your child is sick. Send a note to the teacher when He\she returns to school briefly explaining the absence. Please explain any restrictions regarding outdoor recess, or P.E. Date all notes that your child brings to school.

**Arrival:** Morning Kindergarten students should arrive between 7:30-7:45a.m. Students who arrive before 7:30a.m. must enroll in Before School Care with Mrs. Nivens. Students are tardy after 7:50a.m.

**Backpack:** Each child will need to bring a backpack to school EACH day. Important notes for the teacher and office, could be inside the carried home. CHECK BACKPACK **DAILY**. Please encourage your child to give me important notes from you that are inside their bag. WE DO NOT check each bag every day. It is important that your child learn this responsibility as soon as possible.

**Birthdays:** Your child may celebrate his\her birthday at school. We do not have a birthday party. However, your child is permitted to bring a treat for the entire class. Treats should consist of a snack that is easy for your child to pass to the class. Snacks such as cupcakes, cookies, crispie treats, or individual ice cream are best. Home party invitations will not be distributed by teachers, or students; unless it includes all of the students in the class.

**Conferences:** Conferences will be scheduled at the end of the first and third quarters. At that time you will have a scheduled ten minute conference. If you wish to further discuss your child's school progress during the school year, you may make an appointment with the classroom teacher. A conference at the end of each quarter is not scheduled. Please do not conference in the classroom at arrival times. Teachers are planning and greeting each student at that time.

**Class Lists:** Students are chosen for classes based on the following guidelines; parent requests (whenever possible), boy-girl ratios, extended care numbers, and sibling preschool enrollment.

**Computer:** Students will have a scheduled weekly computer time. Parents volunteers will assist a small number of students in the computer lab. A sign-up sheet will be sent home early in the year. Computer time will begin sometime in late September.

**Contacting the teacher:** Parents may contact the teacher whenever there is a question or problem. We will be happy to answer any question, or assist with any problem. You may contact us during the school day during planning times, or leave a message to call you back. The school office number is 635-5024. You may also contact me by e-mail, my school address is [debbie.buermeyer@cathedralschooljc.com](mailto:debbie.buermeyer@cathedralschooljc.com)  
I leave the classroom at 11:00a.m. daily, so I may not respond to your e-mail until the next day.

**Curriculum:** The Kindergarten curriculum at St. Joseph School follows guidelines given by the Jefferson City Diocese. Subjects taught include Religion, Reading Readiness, Language Development, Math, Handwriting, Science, Social Studies, Art, Music, and Physical Education. Other areas of emphasis include Christian Social Development, Work habits, and Personal development.

**Departure:** Morning dismissal time is 11:00a.m. Non-extended care students should be picked up promptly at 11:00a.m. Morning Kindergarten parents should form a single line on the north side of the parking lot directly in front of the school door. Preschool parents will form a line on the south side of the parking lot. directly in front of the school. Afternoon dismissal time is 3:10p.m. Please be on the lot promptly at 3:10p.m. If your child is going home with a different person than usual, please send a note to school naming that person.

**Dress Requirements:** The Kindergarten class **WILL** be required to dress according to the dress code of grades 1-8. Copies of the dress code may be picked up in the school office. For safety purposes, the Kindergarten teachers request that **all** students wear tennis shoes to school everyday.

**Extended care:** St. Joseph School offers child care for working parents who need care for the child. Care is provided from 7:30a.m. to 3:10p.m. Mrs. Buermeyer will accompany the morning Kindergarten to Mrs. Nivens at 11:00a.m. The students will eat lunch then remain with Mrs. Nivens throughout the afternoon until 3:10p.m. Afterschool care is also available with Mrs. Nivens.

**Grade cards:** Your child will receive a grade card at the end of each quarter. The grade card is divided into two sections. One section indicates Christian Social Development. The other section indicates some of the skill areas that we have been working with that quarter. The grading key for the primary department is listed below.

**Library:** Beginning in September, each week students will be allowed to check out books from the St. Joseph School Library. One book per week may be checked out for students who returned the previous week's book by library day. If the book is lost, and after a reasonable time a notice will be sent home to you. Grade cards will be held until payment is made. Parent volunteers will help students to select and check-out books. A sign-up sheet for volunteers will be sent home the first week of school.

**Medication:** If your child needs to take medication at school, a form must be filled-out in the office. Teachers do not give out any medication. Contact the school office in the event your child needs medication given during the school day.

**Notes to the teacher:** Please date and sign all notes sent to the teacher. If there is a check or money to be sent to the teacher, please place it in an envelope. The envelope should be labeled with your child's name on the outside.

**Parent folders:** The oldest child in the family at St. Joseph School will receive a folder labeled "Parent Folder" to be brought home. This folder will contain important information from the school office. Please remove the information inside the folder, read it, and respond to any necessary information by placing it back inside the folder. **Sign and date the folder** on the attached sheet and send it back to school the NEXT DAY. This folder will usually come home on Friday.

**Physical Education, Music, and Art Classes:** Students will go out of the Kindergarten room to participate in these classes. Each of these teachers will set guidelines for conduct and participation. All students must wear **gym shoes** to participate in Physical Education. Girls who wear dresses or skirts on gym days are required to wear shorts under their dress or skirt.

**Recess:** Students will be allowed to have supervised play outside when the weather permits. Please be sure that your child wears a jacket to school when it is cool. We will not go outside when it is extremely cold, or in snowy weather. Your child does NOT need to wear boots to school unless he or she walks home.

**Reward System:** On the first day of school your child will be given a gumball sheet. It will be in the shape of a seasonal or unit character. When your child follows the rules, listens well, follows directions, or shows consideration for the other students he or she will color a gumball. There are about twenty-five gumballs on each sheet. When the gumball sheet has all of the gumballs colored, then your child may visit the reward basket. The reward basket contains stickers, pencils, and some candy. Then your child will get a new gumball sheet and begin the process all over again.

If your child has difficulty following teacher directions or doesn't show consideration for others, a gumball will be Xed. Gumballs are Xed after chances to change inappropriate behavior are ignored. If four X's are received on any one gumball sheet then, the gumball sheet will be sent home without a trip to the reward basket. (This rarely happens.) A new gumball sheet is then given to the child to start over with clean

slate.

**Room parents:** A letter will go out the first few weeks of school giving moms or dads the opportunity to sign up as a room parent. Duties include providing a treat and paper products for parties, helping out at parties, or planning the picnic at the end of the year.

**Scholastic Book orders:** An order will be placed periodically with See Saw Books. See Saw books are a series of story books appropriate for Kindergarten and 1st grade students. Parents who choose, may purchase a book or books for their child. The order form will come home in your child's bookbag. Select the book or books your child is interested in ordering. Send a check in an envelope labelled with your child's name. Checks should be made payable to See Saw Books. Please return order form and check by the deadline listed on the order form.

**School Website:** [www.cathedralschooljc.com](http://www.cathedralschooljc.com)

**Screening:** All children enrolled in Kindergarten will be screened prior to entering St. Joseph School. Screenings will be conducted during February for students entering Kindergarten the following school year. Students must have their 5th birthday by August 1 in order to be enrolled.

**Snack:** Kindergarten students will have a snack almost every day. Snacks consist of cookies, popcorn, crackers, ice cream, fruit, etc., and milk or water. You need not pay any additional money for snack, as the fee for snack was included in your enrichment fee. However, students like to occasionally bring a treat to share with the class.

**Supplies:** All supplies listed on the supply sheet given out at the screening should be brought to school at the Open House in August. Please bring supplies in a brown paper bag. Please label ALL of your child's belongings with a permanent marker. Your student may bring his/her tote bag or backpack on the first day of school.

**Weekly folder:** A folder will come home on Friday of most weeks during the school year, containing many of the papers that the students have completed, a brief checklist of student behavior and skills mastery. Please remove papers from folder, sign and return the checklist in the folder on Monday of each week.