



—✦— CATHOLIC SCHOOL —✦—

It's more than a school...It's a way of life!

Handbook for Kindergarten

2019 - 2020

J. M. J





409 South 22nd Street, Escanaba MI 49829
906/786-7550, fax 906/786-7582
office@holynamecrusaders.com

Catholic Schools in the Diocese of Marquette are:

Communities of Faith

- In communion with the Bishop and Pastors
- In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- In Christian collaboration among the staff, teachers and parish
- In respectful personal relationships between teachers and students

Committed to the integral formation of the student

- Through educational practice founded upon an understanding of children as persons created in the image of God
- By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- To deliver challenging learning experiences to develop learning, thinking and life skills that lead to success at the next level
- To continually assess student learning and adjust teaching to meet learning goals and student needs
- To provide and coordinate learning support services to meet the unique learning needs of all students
- To offer a progressive technology infrastructure designed to support teaching and learning goals

Committed to excellence in all co-curricular and extracurricular areas of programming

- To imbue in students a culture of charity through community service programs
- To establish co-curricular programs that enhance the core curriculum
- To provide team sports and other extra/co curricular programs as a means to a well rounded formation of students

PARENTS OF KINDERGARTEN STUDENTS

This introduction to our kindergarten program is focused on parents. They are part of the educational team: student, parents and teacher. Providing children with affection, discipline, guidance and a growth-stimulating environment makes the difference in the degree of success in school. Research studies have produced volumes of evidence of the child's home learning being crucial to mental development. Somehow this information has been slow in filtering down from scholarly journals to the people who are most important - the parents. About half of the child's general intelligence is developed before entering school.

This booklet is offered as a thoughtful checklist for parents so that they may provide all that is necessary to support and secure their children's maximum spiritual, intellectual, social, emotional, and physical development for the school years ahead.

Administration

The Holy Name Catholic School Council (HNCSC), under the Catholic Diocese of Marquette and the superintendent governs the school. The Council consists of the parish priests, several parents, and community members; it meets the third Wednesday of the month at 6:30 pm in the school conference room.

Admission

Children will be admitted to Holy Name according to the following criteria:

- Catholic family currently enrolled
- New Catholic family
- Non-Catholic family currently enrolled
- New non-Catholic family

Withdrawal

Parents may withdraw their child from Holy Name by giving the teacher a one-week written termination notice.

Holy Name may terminate care of a child for any of the following reasons:

- Failure to submit all required forms (birth certificate, immunization record, health appraisal, etc.)
- Immunizations are not up-to-date or waiver is not on file
- Unresolved behavior problems
- Reserve the right to dismiss child if he/she harms other children

Tuition will be refunded on a pro-rated basis depending on time of withdrawal, minus an administrative fee.

Kindergarten School Information

The State of Michigan law states that a child must be five years of age on or before **September** first of the same year to be eligible for entering kindergarten in September; exceptions may be allowed with written parental request and approval of the principal.

Forms needed, besides the registration paperwork, by Holy Name and the State of Michigan, as required by law, are copies of the following documents for the students' official school file:

- Children's birth certificate
- Medical evaluation record
- Immunization record

State law requires that each child have current immunizations or a signed waiver in order to enter school. Waivers may be obtained from the Delta-Menominee Counties Health Department. Schools are not allowed to give out the waiver forms.

Regularity in attendance is as important during the kindergarten years as in later years; but, if children are running temperatures or have been sick in the evening, they should stay at home and not come to school. **All absences must be reported to the school office by 9:00 a.m.** Remember, if children are well enough to come to school, then they are expected to go outside for recess.

We strongly discourage parents from remaining in a classroom with children after the second week of school. In most cases, a quick parting is easier for both parents and children.

Hot lunch is currently \$2.95 per day for students including milk. Extra milk is \$.25 per carton. Breakfast is \$1.80 per day for students. Applications for the federal free and reduced lunch program are available in the office. Breakfast is served to students from 7:00 a.m. – 7:20 a.m. Payment for school lunch and breakfast may be given to the teacher or the office; the payment needs to be in an envelope and clearly marked with the student's name and amount included.

Our kindergarten schedule is Monday through Friday 7:30 a.m. to 2:30 p.m. Public school bus transportation is available for kindergarten children, who are five by September 1.

Kindergarten Daily Schedule

We are very flexible with our schedule.

7:30 – 7:50	Bell work, attendance, lunch count
7:50 – 8:00	Convocation
8:15 – 9:00	Opening activities, ABC/counting, recitations, calendar, poetry, and review throughout the week
9:00 – 10:00	Writing, reading, finish bell work
10:00 – 10:20	Recess
10:30 – 11:00	Lunch
11:10 – 11:40	Prayer and story
11:40 – 1:30	Instruction/lessons: language, phonics/grammar, math, science, Catechesis of the Good Shepherd, social studies
1:30 – 2:15	snack, free play, story
2:15 – 2:30	Prepare to leave and dismissal

Extra class activities are gym, library, technology, art, chapel, Catechesis of the Good Shepherd and weekly Mass.

Kindergarten Objectives

Reading Readiness

- Child will identify the eleven basic colors
- Child will use left to right progression
- Child will arrange three or four pictures in a left-right sequential order
- Child hears rhyming words and recites a rhyming word
- Child will recognize upper and lower case letters of the alphabet
- Child will know the sounds of all the letters in the alphabet
- Child will supply beginning and ending consonant sounds
- Child will identify like and different sound patterns
- Child follows directions in sequence
- Child will be able to read sight words and sound out short words
- Child takes part in writing basic words by using phonics skills
- Child will be able to blend letter sounds and know phonic blends
- Child will be able to use reading skills to read appropriate leveled books

Physical Development

Large Muscles:

- Child will be able to balance on one foot
- Child will jump with two feet together
- Child will hop on one foot
- Child will gallop smoothly
- Child will be able to bounce and catch under control
- Child will kick a rolling ball with proper form

Small Muscles:

- Child will use writing tools
- Child will cut on a line
- Child will print his name on lined paper
- Child will snap, zip, and tie shoes etc.

Math Development

Child understands terms:

above-over below-under between left-right top-bottom

The child identifies objects by: size, length and height difference

Child will identify shapes in common objects:

circle square triangle hexagon rectangle oval diamond

3D: cube, cylinder, cone, rectangular prism

Child counts verbally to 100

Child will recognize the numerals 0-30 out of order

Child will count by 10's to 100

Child will count by 5's to 100

Child will write 0-100

Child understands the concept of a set

Child will add and subtract single digit numbers up to 10

Self Identification

Child states his first and last names

Child states his birthday and age

Child will distinguish his left and right hand/foot

Child states his telephone number

Child states his full address

Successful Learning Behaviors

Attentive and Engaged

- ❖ Displays adequate attention span
 - Listens to direction
 - Stays on task while working on activities at seat
 - Knows what to do when done with each activity
- ❖ Works independently

Responsible and organized

- ❖ Responds promptly and willingly
 - Transitions to different activities
 - Follows directions
- ❖ Accepts direction and correction

Diligent

- ❖ Puts forth best effort
- ❖ Completes works in a timely manner

Expressive

- ❖ Works and plays cooperatively

Respectful

- ❖ Practices self control
- ❖ Works without disturbing others

Spiritual Development/Religion

Child shows reverence during religious practices and Mass

Child participates during religion lessons

Child knows Sign of the Cross

Child will recite the Meal Prayer, Guardian Angel, Glory Be, Hail Mary and the Our Father

Language Growth

Child takes part in conversation and class discussion

Child speaks clearly and is easily understood (speech therapy is available if needed)

Child uses proper sentence structure

What to Wear to School

Kindergarten students at Holy Name do not wear uniforms. The children should wear clothing that is sturdy, washable, and easy to manage. All articles should be labeled with student's name. Winter clothing, including boots, must be easy to put on. A pair of clean, non-scuff soled gym shoes is needed for physical education class. These shoes are kept at school. A complete change of clothes (socks, underwear, shirt, pants) should be in the student's locker and replaced when a change of clothes takes place.

Safety

Safety to and from school is important. Parents can do much to foster good safety habits in the beginning days of school such as walk to school or to the bus stop several times to familiarize children with the route, and allow children to walk independently when parents feel they are ready. It is also important for students to know their bus number. Teachers must be notified in writing of any change in children's daily transportation routine. Delivering or picking up children is done through the gym entrance. Please park in the parking lot. Parents are asked to wait in the gym foyer area. The children will be brought there at the end of the day. **Delivery or pick-up of children in the front of school is not permitted. This interferes with the busses and the students who are riding the busses. Walking between the busses is not allowed.**

Reporting Child Abuse and/or Neglect

The staff is required by law to immediately report any known or suspected abuse to the Michigan Department of Human Services or law enforcement agency.

Screening for Parents and Volunteers

Parents are always welcome to visit the classroom and must sign-in at the office when they come on campus. Be aware that a parent or volunteer will never be left alone with children. We do have parent or volunteers that sit in the hallway with students. The Diocese of Marquette also requires all volunteers to attend VIRTUS training which is about protecting God's children. Sessions are offered in the fall and are free of charge. The web site to register is www.virtusonline.org.

Sexual Harassment Policy

Under state and federal law, sexual harassment is an unlawful employment practice. In compliance with the law, it is the policy of the Diocese of Marquette not to tolerate and condone any sexual harassment of and by its employees, volunteers and students. The diocesan policy is as follows:

A. It is the policy of the Diocese of Marquette that all parishes, schools and institutions maintain a working and learning environment that is free from sexual harassment.

B. It is a violation of this policy for anyone who is involved with a parish, school or institution to harass an employee, staff member, volunteer or student through conduct or communications of a sexual nature as defined in Section II.

The policy definitions and procedures can be found in entirety on the internet at www.dioceesofmarquette.org.

Emergency Procedures

Emergency supplies such as first aid, ER instructions, and signs are provided in all classrooms. A direct communication link to the office is available. Supplies are brought off site as well. Procedures have been established and documented for all emergencies. Emergencies are practiced throughout the year.

Minor Emergency Procedures

For minor injuries, the designated staff assesses the condition of the child and administers immediate first aid. If the child needs to go home, a parent is called, otherwise, a note is sent home to parents describing the event and the first aid administered.

Major Hospital Emergency

For emergency situations, the child is transported using car or ambulance as appropriate. An adult accompanies the injured child and takes along accident/injury documents. Parents are notified. The school office is notified. An accident report form is completed by the appropriate personnel and submitted to the school office within twenty four hours.

Evacuation Procedures for Fire

Fire drills are practiced five times a school year with appropriate exits assigned for each class. Exits are clearly marked and escape routes are posted in classrooms. Students are to leave the building in an orderly, quiet manner by the nearest exit. Teachers will take attendance as soon as the students are safely away from the building. Students are to remain outside with their teacher until signaled to return to the building. All adults in the building are to follow the same procedure.

Tornado Emergency

Tornado drills are practiced twice. Procedures are similar to the evacuation; however, teachers lead the children into the hallway away from windows. Everyone is asked to crouch down by the lockers and put their heads to the floor. Once everyone is in place, attendance is taken and clearance of everyone's safety is given to the principal.

Emergency Response Plan Drills

Three times a year, Holy Name holds lock down drills to familiarize students with proper procedures in case of a bomb threat, harmful person in the building or other out-of-the-ordinary event. Personnel are alerted through our P. A. system and are to proceed with the proper emergency plan until the all clear signal is given.

