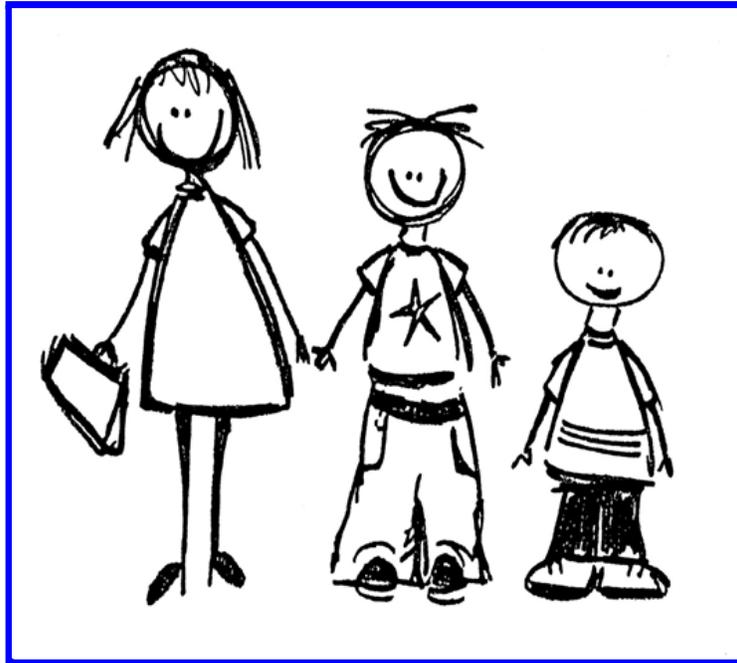


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# Pre-Kindergarten Handbook



## Lochearn Elementary School

5416 54 Street  
Rocky Mountain House, AB  
T4T 1S6

Phone: 403.845.3721  
Safe Arrival Attendance Line: 1.855.756.2797  
Website/<https://lochearn.wrsd.ca/>

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# Welcome to Lochearn Elementary School!

Pre-Kindergarten is an important time in a child's life and we are pleased to be part of your child's learning journey. It is important to create a partnership between home and school. You are your child's first and most important teacher. We look forward to working with you and your child to create a positive partnership that builds a love of learning.



Questions and concerns can be addressed by calling the school 403.845.3721 or you can consult the school web site <http://lochearn.wrsd.ca/> or email to the Pre-K teacher.

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## Daily Schedule:

Our program runs Monday through Thursday morning from 8:45 a.m. to 12:00 noon. You are responsible for transportation to and from school for your pre-k child. If there is someone else picking your child up or a change in routine, please keep the school informed.

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## Absences:

If your child is going to be absent from school, please call the Attendance Line at 1.855.756.2797 before 9:00 am. If you need to take your child out of school early, you must sign them out at the office when you come to pick them up.

*If your student is accessing Program Unit Funding (PUF), please contact the Student Support Facilitator, Liane Huson, as well.*

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## Contact Information:

If there are name, address, or phone number changes or changes to the emergency contact during the year, please notify the teacher and the office as soon as possible.

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### **Program Fees:**

Monthly program fees are due by the 15th of each month. Program fees are payable through our school website. Students with special learning needs may qualify for a tuition subsidy, and the Student Support Facilitator will discuss this with you prior to September.

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### **Medications:**

If your child requires medication (prescription or non-prescription) to be administered at school, a permission/request form must be completed and returned to the school office. All medication is kept at the office and must be in the original container. The form can be found [here](#) on our website under the Parent Forms tab.

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### **Snacks and Exercise:**

Your child will require a healthy snack and water bottle for each school day. We ask that you avoid items containing nuts or peanut butter due to severe allergies in our school.

Each week Pre-K children have supervised outside free play opportunities on the playground and scheduled physical education in the gym.

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### **Pre-Kindergarten School Supplies:**

- ü Indoor Running Shoes (Velcro)
- ü Backpack
- ü Lunch Kit and Water Bottle
- ü Package of 24 Crayons
- ü Package of 10 Broad Line Markers
- Ü 2 Glue Sticks
- ü Labeled zip lock bag with extra clothing (just in case!)
- ü Weather appropriate clothing for outside play

*\* Label all personal items with your child's name.*

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## **Communication:**

The *Communication Book* is a notebook and zip-lock bag that is used as an information tool between school and home. It travels back and forth in your child's backpack. It contains and transports important forms and papers as well as your child's home reading book. Your child will select a new reading book to bring home each day.

Home notes will be placed in the notebook informing you of Literacy and Numeracy objectives as well as events and deadlines that are important for Pre-K. Weekly home notes will also be shared with you through Fresh Grade.

Parents should use the communication book to write in information the teacher may need to know regarding your child or changes to your child's schedule.

Information for general school events can be found on our school's [website https://](https://) and our [Facebook](#) page.

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## **What will my child learn?**

Our Pre-Kindergarten program fosters growth in the social, emotional, physical, creative, and intellectual facets of each child. Our program is center based with language learning and speech as our primary focus. Guided exploration and play are the cornerstones of our child centered and developmentally appropriate strategies that are designed to increase opportunities to build personal confidence and verbal skills.

Literacy and numeracy skills are infused throughout the program in as many ways as possible to create engaging, and meaningful experiences for children to become familiar with reading, writing and numeracy skills and behaviors. At all times we provide the appropriate level of challenge to address the spectrum of learning levels in each class so all children remain enthused and involved in their learning.

Physical literacy skills are fostered centre exploration, play and our "Exercise Room". The exercise room is a large circuit or obstacles and equipment designed to challenge specific large motor skills and build strength. Our circuit changes regularly and is explored in small groups under adult supervision. Fine motor skills are built and challenged in the classroom through planned projects and games.

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## How are my child's speech and language and other needs addressed?

Pre-K children requiring speech and language support will be seen on a scheduled basis by a Speech and Language Pathologist (SLP). An Educational Assistant (EA) administers direct daily speech support with the SLP preparing and adjusting the program as your child progresses.

The teacher ensures time for the speech sessions to occur each school day and supports the learning in the classroom by creating opportunities for speech and language practice in play based, small group and direct teaching situations.

Services for children having Occupational Therapy or Physical Therapy needs may be provided on a case by case basis.

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## Digital Portfolios:

Lochearn School works to ensure students, parents and teachers are connected throughout the continuous process of assessment and reporting student progress. Using the secure digital system called *Fresh Grade* allows parents to be instantly informed of your child's progress as it happens in the classroom.



Fresh Grade can also be used to capture and share some of those special moments that occur at school each day.

We encourage parents to download the free app to their smartphone so the full portfolio can be viewed at any time.

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## Special Events:

Field trips and special days are scheduled with plenty of notice and are planned according to curricular connections. Information is in the Home Note closer to event times. If the class is leaving the school grounds for any reason, we must have parental signed permission. Please be sure to sign and return the notes so your child is able to participate.

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## Birthdays:

We celebrate each child's birthday on the school day that it falls closest to. You are welcome to bring a special snack to share with the class. Summer birthdays are celebrated in June.

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### **Scholastic Book Club:**

Every month we will send home a Scholastic Book Club flyer for you and your child to look over. If you choose to order, please make your cheque *payable to Scholastic Books*. Please do not send cash.

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### **How Can I Help My Child Experience Success?**

As your child is adjusting to pre-kindergarten it is important to support them by creating a positive environment at home that connects home and school. The following are a few suggestions that can set your child up for success:

- Take time to talk with your child
- Have regular routines for bedtime, meals and hygiene
- Encourage self-help skills / independence /self-control
- Read, read, read to your child everyday
- Assist and monitor your child's choices about clothes, snacks, activities and screen time (TV, computer, & digital devices)
- Expect your child to clean up after him or herself after eating and playing
- Get Involved in your child's school life

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### **Volunteering at Lochearn School:**

Volunteers are an essential part of our school community. Volunteers can be found helping in the classrooms, during special events and programs and on the Parent Advisory Council (PAC).

Volunteers are required to have a criminal record check and a child welfare check done prior to working in the school. Cover letters can be picked up at the office to ensure there is no cost to you.

Often our most exciting learning experiences cannot occur without more adults to help out. If you have younger children at home, it is preferable that you arrange childcare for them during volunteer times within the classroom due to safety concerns and space.

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It is with enthusiasm that you and your child are welcomed to Lochearn School! We look forward to sharing in an exciting year of learning!

Sincerely,

Pre-K Teacher  
Lochearn School