
LOCHEARN ELEMENTARY SCHOOL



KINDERGARTEN HANDBOOK

OUR VISION

Students First: All students succeed

OUR MISSION

Inspire Engagement, Learning and Growth for all Students and Staff
in a Safe and Caring Community

OUR MOTTO

Learning Together, We Excel

OUR KINDNESS VIRTUES

- Caring
- Courage
- Inclusiveness
- Integrity
- Respect
- Responsibility



WELCOME TO LOCHEARN ELEMENTARY SCHOOL

We hope you find this Kindergarten Handbook useful and a helpful tool that provides information about our program and answers questions you may have.

Kindergarten is a very special time in a child's life and we as teachers are very 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.

Kindergarten teachers can be reached by phone at 403.845.3721, or by staff email.

DAILY SCHEDULE

Our full day program runs **Monday/Wednesday** or **Tuesday/Thursday** and **scheduled Fridays** from **8:45** am to **3:30** pm. The kindergarten Fridays do not alternate due to accommodations for the school division calendar; however, the programming hours for both programs are the same. **Please consult the colored calendar, available on our website, to determine the Fridays your child will attend.**

Please note the first week of school is a staggered start. Please watch for information on the school's [website](#) or [Facebook page](#) so you know when your child attends.

BUS STUDENTS

Parents that require their children to ride the bus must complete the necessary form by **mid-June** or contact the Transportation Department at **403.845.4255**.

Students arriving on buses will be met by a staff member in the bus lanes and accompanied to their classroom. Students will also be assisted at the end of the day to ensure they are on the right bus to go home. If your child's transportation changes at any time, please indicate this change. Your child will need to know their **route number, not the bus number**.

Check [here](#) for all the Transportation Department Information.

NON-BUS STUDENTS

Students who are dropped off at school or walking should **arrive between 8:30 and 8:40 am**. Students will be **dismissed at 3:30 pm**. Please note there is NO outdoor supervision at the end of the day except for bus lane supervision. Students are to go directly home; no playing on the playground unless you are with your parents/guardian.

If there is someone else picking up your child or a change in routine, please inform their teacher so they know what is happening at the end of each day.

LATES

If you are late getting to school you will need to stop at the office with your child and get a late slip before coming to the classroom.

ABSENCES

If your child is going to be absent from school please call **safe arrival (toll-free) 1-855-756-2797** or log into <http://wrsd.schoolconnects.com> to provide a reason for the absence. Also contact your child's bus driver. This is for your child's safety.

If you need to take your child out of school early, please inform their teacher beforehand and sign them out at the office when you come to pick them up. Also contact the bus driver if your child rides the bus.

CONTACT INFORMATION

It is very important to keep your information current with the school. If there are name, address, or phone number changes or changes to the emergency contact information during the school year, please notify the teacher and the office as soon as possible.

LUNCH AND EXERCISE

Our school day is divided into **three large blocks of learning time with two eating times** and two outside play times. Please pack your child's healthy lunch in such a way that your child will be able to "budget" their food for **two eating times**.

Once a month, there is a hot lunch day organized by our Parent Advisory Council. You are required to pre-order through HotLunch.Net. Sign up information is available on our Lochearn School website. **Parents are welcome to join us for Hot Lunch day.** Times and dates are included in the regular home notes.

A milk program is also available at our school. Ordering is done monthly through SchoolCash Online. Ordering deadlines are included in the regular home notes.

Our program offers **two outside recesses each day**. Please ensure your child is dressed for the weather with footwear and coats that the children can manage easily. We also ask that you send a complete change of clothes in a labeled ziploc bag to keep at the school just in case.

MEDICATION

If your child requires medication to be administered at school, a permission/request form must be completed and returned to the school office. The form can be found on our website under the Parent Forms tab.

SCHOOLCASH ONLINE

Wild Rose School Division offers SchoolCash Online as its method of payment. If you are new to the school and have not registered, please click [here](#).

🌟 **Field Trips** 🌟 **Activity Fees** 🌟 **Milk Program**

COMMUNICATION

Open communication is essential between home and school. Homenotes are sent home each week so families are aware of important learning opportunities and relevant dates.

Your child will also have a zip-lock **Book Bag** that will transport important papers and forms as well as your child's home reading book. Students returning their reading books each school day will select a new one for the home reading program.

If you have any important information to share with the teacher, please include a note in your child's zip-lock book bag, send an email or call the school.

KINDERGARTEN CURRICULUM

Alberta Education has an outline of objectives that are required to be explored during the year. How we cover those objectives are based on training and experience as well as the needs and interests of our students.

<https://www.learnalberta.ca/content/mychildslearning/gradeataglance/kindergarten.pdf>

CITIZENSHIP & EMOTIONAL REGULATION

At Lochearn School we foster citizenship by encouraging kindness. We are kind by including others when we play, respecting differences and being responsible for our choices at school.

We focus on six virtues throughout the school year based on the **Random Acts of Kindness Program**. <https://www.randomactsofkindness.org/>

- ★ **Courage** - being brave when facing new or difficult circumstances
- ★ **Caring** - Feeling and showing concern for others
- ★ **Inclusiveness** - Including others, inviting them in, and welcoming them with open arms
- ★ **Integrity** - acting in a way you know to be right and kind in all situations
- ★ **Respect** - treating people, places, and things with kindness
- ★ **Responsibility** - being reliable to do the things that are expected or required of you

We foster healthy emotional regulation by linking colors to emotions with the language and strategies based on **Zones of Regulation**. We focus on red (anger), green (ready to learn), blue (sad), yellow (agitated or silly).



<https://www.zonesofregulation.com/index.html>

LEARNING PHILOSOPHY

At Lochearn, we use teaching strategies that encourage children to be **powerful partners in their own learning**. Our students are encouraged to ask questions and are supported to find the answers through inquiry questions as well as to be guided through sharing new ideas and working with others.

In kindergarten the children are made aware of how their brain works and are encouraged to think about how they are thinking. Working with partners and small groups to build, explore and play are the ways kindergarten children are guided through the curriculum in an **age appropriate, center based learning experience**.

LITERACY/NUMERACY

Literacy and numeracy skills are infused throughout the program in as many ways as possible to create engaging, and meaningful experiences for the children to become independent with reading, writing and number skills.

At all times we work hard to 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.

For **literacy basics** we use a Canadian program called *Fun Family Phonics* as a basis for letter and sound recognition. We incorporate printing practice through a developmentally

appropriate program called *Handwriting without Tears* and build phonemic awareness using *Words Their Way*.

Numeracy skills are structured using a resource from *Nelson* as well as Power Ten. Numeracy skills are also supported in kindergarten by play centers such as sand, blocks and water that require children to explore and utilize knowledge about comparisons, measurement, geometry and number.

OTHER CURRICULAR AREAS

The curriculum for kindergarten considers the development of all aspects of a child including citizenship & identity, personal and social responsibility, environment & community awareness, physical skills & well-being and creative expression. These areas are embedded into the daily structure of the kindergarten program and weekly phys. ed & music classes.

LIBRARY

Library is held once each week. Please help your child remember to return books. If books are not returned, new ones cannot be signed out. *There is a standard \$15.00 non-refundable charge for the replacement cost of all library books.*

FIELD TRIPS

Field trips and special days will be scheduled with plenty of notice and are planned according to curricular connections. Information can be found in the Home Note closer to event times. Please be sure to sign and return the forms so your child is able to participate.

Kindergarten students participate in the Lochearn School Concert in December and they ice skate in the winter (so will need skates).

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 will be celebrated in June.

ASSESSMENT & PORTFOLIOS

Locheam School works hard to ensure students, parents and teachers are connected throughout the continuous process of assessment and reporting student progress.

There are **three reporting terms** in kindergarten; **November, March and June**. Parents and students are made aware of the specific skills or objectives for the work that is included in each reporting term through goals called "I Can" statements.





"I CAN..." GOALS:

At the beginning of each month we will include the top three main goals for literacy and numeracy in your child's agenda. These goals will also be posted in our classroom.

Other goals and skills will be taught as well but the identified goals will be the ones that are targeted and assessed that month and will be included in the portfolio during the specified term.

PROGRESS INDICATORS

The categories that are used to describe the progress your child is making are as follows:

Excelling 	Demonstrates superior performance and in-depth understanding of learning outcomes.
Meeting 	Demonstrates consistent performance and understanding of learning outcomes.
Approaching 	Demonstrates inconsistent performance and understanding of learning outcomes.
Not Yet 	Demonstrates minimal performance and little understanding of learning outcomes.

Faces are used to better communicate to the children how they are progressing and to help them set personal goals for improvement.

Student Led Conferences are held to share the successes for Term 1 in November and Term 2 in March.

At the end of every school year, we host a 'graduation' ceremony to celebrate the success of your child's learning journey in kindergarten. In early spring, we provide an opportunity for "Kindergarten Farewell " photos. Order information will be provided through Smart Photography

HOW CAN I HELP MY CHILD EXPERIENCE SUCCESS?

As your child is adjusting to 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

Lochearn School loves volunteers and invites you to take an active role in volunteering at our school. 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.

Requirements for Criminal Record Checks have changed. Please read the following information.

★ CRIMINAL RECORD CHECK NOT REQUIRED:

- Volunteer is only assisting with a single event
- Volunteer will not be working with students out of direct supervision of school staff

- Examples: helping with food preparation during a special event, assisting with prepping materials in the staffroom, attending a field trip for skating (tying skates) – always with the large group

★ **CRIMINAL RECORD CHECK REQUIRED:**

- Volunteer is assisting with multiple events, requiring multiple visits in the school

- Examples: assisting with hot lunch program every week/month, doing one on one site words in the hallway every Friday

★ **CRIMINAL RECORD CHECK (Including Vulnerable Sector Query)**

- Volunteer is working with individual or small groups of students on a regular basis without direct supervision

- Examples: coaching a team, attending an overnight trip or trip that is outside of school hours and they are responsible for students

How to apply: You must take two pieces of government issued identification, at least one must be a photo ID, showing you reside in the same community as the RCMP Detachment.

Cover letters are available from the office so there is no cost. *Please be advised there is a waiting period for the completion of this check. If you require further clarification, please contact the office.*

WHAT CAN I SUPPLY FOR THE KINDERGARTEN PROGRAM?

Your child will be required to provide basic school supplies for their school year. Check [here](#) for the School Supply List. **Supplies do not need to be labeled** as we share all materials.

Students also require velcro fastened indoor running shoes (non-marking and low heeled), a backpack and a lunch kit.

Please label ALL personal items with your child's name.

This document is intended to be helpful in answering questions you may have about kindergarten at Lochearn School.

We look forward to a smooth partnership between home and school as we embark on this very exciting first year of school.

Sincerely,

The Kindergarten Staff
Lochearn School