
LOCHEARN ELEMENTARY SCHOOL



PRE-KINDERGARTEN HANDBOOK

OUR VISION

Students First: All students succeed

OUR MISSION

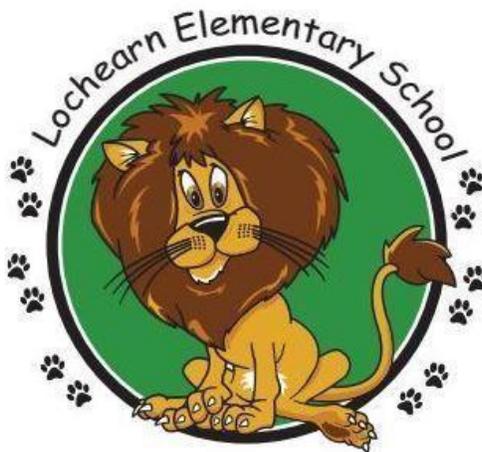
Inspire Engagement, Learning and Growth for all Students and Staff
in a Safe and Caring Community

OUR MOTTO

Learning Together, We Excel

OUR KINDNESS VIRTUES

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



WELCOME TO LOCHEARN ELEMENTARY SCHOOL

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.

Our Pre-Kindergarten teacher can be reached by phone at 403.845.3721, or by staff email.

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.

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.

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 our Student Support Facilitator at the school as well.

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.

PROGRAM FEES

There is a monthly fee associated with Pre-Kindergarten that you will be made aware of prior to the start of the program. This fee is essential, as it allows programming to Pre-Kindergarten age students, as the program is not funded by Alberta Education.

Monthly program fees are **due by the 15th of each month** and payable through [SchoolCash Online](#).

Students with special learning needs may qualify for a tuition subsidy, and the Student Support Facilitator will discuss this with you prior to September.

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](#).

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.

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.

PRE-KINDERGARTEN SCHOOL SUPPLIES

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

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

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.

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](#) and our [Facebook](#) page.

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 through centre exploration, play and our "Exercise Room". The exercise room is a large circuit with 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.

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.

PORTFOLIOS

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

SPECIAL EVENTS

Field trips and special days are scheduled with plenty of notice and are planned according to curricular connections. Information can be found 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.

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.

SCHOLASTIC BOOK CLUB

Every month we will send home a Scholastic Book Club Order Form for you and your child to look over. If you choose to order, return the form and payment to the pre-k teacher. Please make cheques *payable to Scholastic Books*. Please do not send cash.

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

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.*

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