

*BSE- approved
2-16-10*

NAPOLEON AREA SCHOOLS

AWAY WE GO TO SCHOOL

A GUIDE FOR KINDERGARTEN PARENTS

2010 - 2011

Dear Kindergarten Families,

On behalf of our entire school staff, I would like to welcome you and your child to our school district. This is an exciting time of growth and learning for both of you. We hope that your experience with us is positive. As you have questions concerning our school or kindergarten program, please contact the teacher or me in the office. As your child begins his or her school journey, I would like to invite you to become a part of it by being actively involved. This opportunity for your child presents itself with many positive experiences and memories for you both to cherish.

Sincerely,

Karen Bachman, Principal

TABLE OF CONTENTS

How Do I Know My Child is Ready for Kindergarten?	3
Entrance Requirements -----	4
Schedule, Breakfast/Lunch Program, Transportation ----	5
Writing Name -----	5
Kindergarten Clinic -----	5, 6, 7
Beginndergarten Class-----	7, 8
Physical and Immunization Policy -----	8, 9, 12
Printing Chart -----	10-11
Emergency Medical Form -----	13
Emergency Care-----	13
Symptoms of Illness-----	13
Reentering School after an Illness-----	14
Pediculosis (head lice) -----	14
Goals for the Year -----	14, 15
Preparation for Kindergarten -----	16, 17
Characteristics of a Five Year Old -----	17, 18
Birthdays and Parties-----	18
Parent-Teacher Communication -----	19
Clothes to Wear -----	19
Letter to Parents-----	20

Dear Parent/Guardian:

Welcome to Kindergarten!

This is the first step in your child's educational journey. Your kindergartner's conversation will now include my teacher, my friends, and my day in school.

The joy in sending your child to kindergarten is that you get to share by listening to your child's adventures and participating in your child's education. You were the first teacher and now you need to partner with the classroom teacher to provide a solid link between the school and home.

Your child's teacher, principal, and superintendent will celebrate the success of your child's education with you. It is important that you stay connected to this new experience by communicating often with the teacher.

Examine all the information you receive from school carefully, so that you have the opportunity to question the teacher on any concern you may have.

As I look out over a graduating class, the overwhelming feeling most parents have is of how quickly this journey of K-12 education comes to a close. If I can be of assistance to you, please do not hesitate to call my office. Enjoy this experience and be confident that we will work together in the best interest of your child's school journey.

Sincerely,

Al J. Haschak, Ed.D.
Superintendent

HOW DO I KNOW IF MY CHILD IS READY FOR KINDERGARTEN?

Answer these questions:

- Can my child manage their own clothing?
- Is my child able to follow one step directions?
- Can my child separate from me without tears?
- Is my child completely potty-trained?
- Can my child listen without interrupting?
- Can my child stick with a task for ten minutes?
- Has my child had experience with crayons, pencils, and scissors?
- Does my child share with others easily?
- Does my child take turns willingly?
- Can my child recognize their name?
- Does my child know when to ask for help?
- Does my child turn five years old before April?
- Does my child show an interest in books and stories?
- Has my child had a pre-school experience?
- Does my child show a willingness to try new experiences?

If you answered 'no' to six or more of the above questions, your child might be a good candidate for our Beginnergarten program. You can get more information on this program at our Kindergarten Clinic.

REQUIREMENTS

Each child entering kindergarten must:

- be five years old on or before September 30th
- present a birth certificate
- present a copy of any custody papers if there has been a legal separation or divorce
- have a physical examination signed by a licensed physician
- present an immunization record current with our board policy found on page 9
- complete all enrollment papers
- complete an emergency medical form

SCHEDULE

Napoleon Area Schools will be following an all day, every day schedule for both Kindergarten and Beginnergarten classes. Children will begin their day at 8:20 a.m. and be dismissed at 2:55 p.m.

BREAKFAST AND LUNCH PROGRAM

With the implementation of the all day kindergarten program, BK and K students have the opportunity to have breakfast and lunch provided by our school cafeteria. Menus for meals are sent home at the beginning of each month so families can plan accordingly. If your

child prefers packing instead of buying at lunch, milk is available to purchase. Cafeteria fees are set annually and announced at the beginning of each school year. Families that are eligible may wish to fill out forms for free or reduced meals. Families paying for meals may send in checks or cash that is deposited into an account for the student. When the account balance is low, a notice is sent home with the student.

TRANSPORTATION

Parents are responsible for the transportation of kindergarten pupils except those living in rural or designated areas. Transportation, both to and from school will be provided for all those kindergarten children living in rural or designated areas.

Shuttle services are available between all elementary buildings. Students riding a shuttle should be at the building by 7:50 a.m.

WRITING NAME

Children entering kindergarten need to be able to write their name. However, children eager to learn to write should be taught to use lower case letters. Capital letters are used only for the first letter. The correct way to write these letters are found on pages 10 and 11.

A MESSAGE ABOUT THE KINDERGARTEN CLINIC

Napoleon Area Schools, like all schools in the state of Ohio, conduct a screening so that we may determine if there are any areas of development that may hamper your child's success in school. Our screening will be conducted in the late spring. Each child will be evaluated on an individual basis so that any problems which need immediate attention can be detected readily. An orientation and registration meeting with the parents will be held in conjunction with our clinic to acquaint the parents with the kindergarten program. Parents will have the opportunity to review the results of the clinic so that they can have the summer months to work with their children on any areas of concern that may hamper their readiness for school.

Since we are mutually interested in your child's success in school, we desire that his/her initial school experience begins on a positive note and that your child develops a good attitude and good feeling of self-worth. We want to be assured that your child possesses adequate language development, does not experience excessive difficulties in hearing, speech, vision, large and small muscle activities; and is able to interact with other children his/her age. After evaluating each child, it is our desire to make positive recommendations to the parents. This would help provide you with an indication of your child's readiness for school.

The areas which the children will be evaluated in during the clinic will be:

Articulation (speech)----- The speech teacher will question and talk with each child so that help may be given in the future if needed.

Hearing----- A nurse or speech teacher will administer hearing tests to determine if the child has any difficulties in this area.

Readiness Skills ----- A teacher from our kindergarten staff will work with your child on-on-one to assess fine motor skills, vocabulary, ability to follow oral directions, and attention span.

Social Development----- The child will be given an opportunity to interact socially with other children.

Language ----- A teacher will be communicating with the child to record the child's ability to respond to various questions.

Vision ----- The nurse will give each child an eye test in order to find any vision problems. This will be done in the fall.

Our kindergarten clinic is designed to be an informal and relaxing experience for your child. Since the children will be doing various physical activities, they should come comfortably dressed in slacks, jeans, and tennis shoes.

The parents will be given an opportunity to discuss their child's medical history with the nurse. Each parent will be sent a letter containing information about the child's evaluation in the weeks following the clinic.

If there are concerns or questions about the child's screening, a conference will be set up with those parents to review the specific areas of concern.

BEGINDEERGARTEN

As a result of our kindergarten clinic, we have discovered that some students have not reached certain developmental stages in their young lives yet and may have a difficult time handling the requirements for kindergarten. We offer a Begindergarten class for those students. This is a two year program concentrating on some pre-readiness skills as well as social skills. This allows the children to mature and grow with their friends but does not put them into a stressful learning situation. The next year they will go to kindergarten and we have found that the majority of these students have had a successful year in kindergarten.

Which children would benefit from this program?

Children who:

- are intelligent, but immature
- are very shy or withdrawn
- have difficulty sitting still
- may be clumsy or awkward
- have difficulty with fine motor (small muscle) coordination
- have a summer or fall birthday

How is a student considered for placement in this class?

Results of the kindergarten clinic are compared and the students that are not as developmentally advanced will be considered for this class. We try to organize the class with children that have similar needs. Parents are contacted and are asked if they will support this

program for their child. No child is placed in the Begindergarten class without the consent of the parents. Parent requests are also considered along with the clinic results for that particular child.

FALL TESTING

KRA-L (Kindergarten Readiness Assessment - Literacy)----- This assessment is designed to help educators evaluate young children's literacy skills at the beginning of the kindergarten year. Educators may use the results to shape instruction, identify children who may benefit from additional support or identify children who may require further assessment. The KRA-L measures the elements of vocabulary and literacy development known to correlate with later reading success. Those components include: letter identification, rhyme identification, oral language processing, oral language comprehension and beginning sound identification. This test is required by the State of Ohio and is given to all incoming Kindergarten and Begindergarten students.

NAPOLEON CITY SCHOOLS PHYSICAL AND IMMUNIZATION POLICY

- I. Upon enrolling in the Napoleon Area Schools each student in grade 12 must produce a record of the following immunizations:

<u>Vaccine</u>	<u>Doses</u>
DTP	4
Polio Vaccine	3
MMR	2 (must be given after first birthday)
Hepatitis B	3 (grades 1-11)

If the student has received the initial dose of one DTP, one OPV/IPV, and immunization against measles, mumps, and rubella, he/she may be conditionally admitted to school providing the remainder of the required immunizations are in the process of being received. However, they must make satisfactory progress in completing the DTP/DT/Td and polio series in order to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance.

- II. School health authorities require the following immunization program for all students entering kindergarten through grade 11:

- DTP #5 -** Unless 4th dose given after fourth birthday
- Tdap-** Required booster for entrance into seventh grade.
- POLIO VACCINE #4 -** Unless 3rd dose given after fourth birthday
- MEASLES/MUMPS/RUBELLA #2**
- HEP B #3 -** Student considered "in process" until series completed, as described above.
- VARICELLA #1 -** Student exempt if they have a history of varicella ("Chicken pox") (grades 1-4) infection and a signed waiver on file with the school nurse.
- VARICELLA #2-** Required for school entrance.

(grades BK-K)

- III. All students entering kindergarten or ninth grade must have a physical examination by a physician before the first day of school. All students participating in athletics must have a physical examination by a physician (including doctor of chiropractic) before the first day of practice. Nursery school physicals completed after August 1 will be accepted for entrance into kindergarten. New students need to show proof of a K-8 physical exam or a current high school physical.
- IV. All students have fourteen school days from the time they are notified by the immunization card/physical exam form to obtain the required immunization/physical or be medically excluded from school.
- V. All students not immunized because of medical reasons must have a waiver slip signed by a physician. Objection on religious or philosophical grounds is a valid exemption only when a written statement to this effect is signed by a parent or guardian; these parents should be warned that their children are subject to exclusion from school in the event of a school-based outbreak of any of the aforementioned diseases.
- VI. A student must have a permission slip from his physician to return to school if he/she has a contagious condition requiring a physician's treatment.
- VII. Annual screening tests conducted are:
Vision - K, 1, 3, 5, 7, 9
Hearing - K, 1, 3, 5, 9
Scoliosis - 6, 7, 8
- VIII. No employee in the Napoleon Area School District shall administer internal medication to a student except the school nurse or person designated by the school nurse in writing for each separate occasion.

*Legal References: ODH 0814.11; ORC 3313.67, 3313.671, 3313.71, 3701.13 and 4104.011
A(5) Revised 05/19/05
Napoleon Area Schools Board Policies: JCH, JHCA, JHCB*

EMERGENCY MEDICAL FORMS

These forms signed by the parents, need to be on file in the school offices. The parents should list two different telephone numbers where they could be reached in case of an emergency. No child will be permitted to ride on a bus or go on a field trip without an emergency medical form on file.

EMERGENCY CARE

Every effort is made to prevent serious accidents, but if one does occur, you will be notified immediately. To facilitate immediate action in time of emergency, it is essential that

the school knows whom to call if you cannot be reached. This information should be obtained at the time of registration.

SYMPTOMS OF ILLNESS

We recommend that you do not send your child to school when any of the following symptoms are present:

1. Flushed face - elevated temperature of 99 degrees or above.
2. Pain in stomach.
3. Nausea with or without vomiting.
4. Sore throat.
5. Runny nose, coughing, sneezing.
6. Eye discharge.
7. Unknown skin eruptions.

REENTERING SCHOOL AFTER ILLNESS

A written statement from your doctor must be presented to the school office when the child returns to school after a contagious disease, or if the number of days absent exceeds Board of Education Attendance Policy!

PEDICULOSIS (Head Lice)

Throughout the year we do spot checks of the classrooms to check for this condition. If we learn that a child has head lice, the nurse checks all the children in the homeroom, brothers and sisters, and children who have had recent contact with the child. If we find a child with head lice (or nits), we contact parents to come and get the child and offer help and advice. The child cannot return to school until checked by the nurse and found to be free of lice and/or nits (eggs). Please note that if your child is sent home for head lice, they must be checked daily by the school nurse to assess if progress is being made. Failure to do so will result in your child being marked as unexcused from school.

GOALS FOR THE KINDERGARTEN YEAR

1. Know street and phone number.
2. Know birthday and age.
3. Count to 100 - recognize numbers 1-20, value of numbers 1-20.
4. Know a penny, nickel, and dime.
5. Recognize and write manuscript name.
6. Put on coats and outerwear.
7. Take part in games.
8. Knowledge of left and right (count from left, walk to right, left and right parts of the body.)
9. Tell or make up a story.

10. Able to name the eleven basic colors.
11. Tie shoes.
12. Know a triangle, circle, square, oval, rectangle, and rhombus.
13. Do hand work (cut, paste, color, paint, mold).
14. Name the days of the week.
15. Know the meaning of words (largest, smallest, tallest, shortest, longest, thinnest, thickest, littlest, biggest.)
16. Know opposites (winter-summer, full-empty, up-down, asleep-awake, cold-hot, clean-dirty, catch-throw, night-day, sick-well, boy-girl, over-under, walk-run, sit-stand, in-out, little-big.)
17. Match forms and objects.
18. Make up a story from a picture.
19. Do rhythms, including practice with rhythm band instruments.
20. See likenesses and differences.
21. Follow directions.
22. Know how to listen (when spoken to, to stories told, to directions given).
23. Take responsibilities.
24. Know how to be polite (speech habits, do not interrupt when others are talking.)
25. Know how to cooperate.
26. Take part in discussion.
27. Have self-control.
28. Recognize words that rhyme.
29. Know how to share and get along with others.
30. Know and recognize the twenty-six capital and lower case letters of the alphabet.
31. An understanding of the four seasons of the year and the months of the year.
32. Know the consonant sounds.
33. Know a cube, cylinder, sphere, and cone.

PREPARATION FOR KINDERGARTEN

The Children Can Help If They Can:

1. Dress and undress. Manage buttons, zippers, and overshoes.
2. Tie and untie their shoes.
3. Know their own name, address, telephone number, and parent's name.
4. Clean up after play and assume responsibility.
5. Use a handkerchief properly.
6. Listen when others speak.
7. Follow simple directions.
8. Find way to and from school, or know which bus number they ride.

The Parents Can Help if They:

1. Help their child feel secure away from home.
2. Encourage their child to want to go to school
3. Send and pick up Kindergarten child at times designated by schedule.
4. Provide many experiences for the child.
5. Speak clearly and carefully. Children are great imitators.

6. Answer child's questions honestly, promptly, and gladly.
7. Show genuine interest in child's stories and accept the things your child makes. Give your child a feeling of being liked just the way they are.
8. Assign definite tasks to be completed at definite times.
9. Label all garments and paint shirts.

The Kindergarten Can Help By:

1. Providing experiences in working and playing with large groups of children.
2. Developing muscular coordination.
3. Forming good health and safety habits.
4. Lengthening attention span.
5. Providing opportunities to use many materials, and to develop skills in their use.
6. Helping child to follow simple directions.
7. Encouraging the use of language to enrich experiences.
8. Developing creative expression in rhythms.
9. Helping form desirable attitudes and habits by:
 - a. respecting the rights of others
 - b. using soft voices
 - c. developing ability to choose something worthwhile and completing the chosen activity at the child's level of maturity
 - d. being clean and neat

CHARACTERISTICS OF A FIVE YEAR OLD

Physical

1. Period of rapid muscular growth.
2. Has gained fairly good muscular control.
3. Can handle large pencils and crayons, learn to cut and paste, and be responsible for clean-up after play.
4. Fatigues and recovers quickly. Needs frequent change of position and activity.
5. Heart growth is slow.
6. Eye muscles still developing.
7. Is usually definitely left or right handed.
8. The average child is constantly active.

Intellectual

1. Is curious and capable of solving problems.
2. Likes to experiment with materials.
3. Often interchanges fact and fantasy.
4. Has short attention span.
5. Has limited ability to deal in the abstract.
6. Can reason and understand verbal directions.
7. Likes to achieve quick results.
8. Likes to talk and can be a good listener.
9. Is able to use sentences and can tell a complete story or event.

10. Can memorize.

Social

1. Inclined to be self-centered.
2. Likes to play in small group.
3. Can understand in a limited way the feelings of others.
4. Wants to please the teacher.
5. Can take turns.
6. Is eager to gain social recognition.
7. Wants to do right but is not always able to tell right from wrong.

Emotional

1. Needs affection, but is not demanding.
2. At times expresses a feeling of anger and babylike behavior.
3. Manifests fears at times.
4. Has awareness of being an independent personality.
5. Can usually change moods quickly.

BIRTHDAYS AND PARTIES

Birthdays are a special time for the young children in kindergarten. Our teachers try to make each child feel important on that day. Parties are handled differently at each school, so please check the information handed out in the fall concerning this.

PARENT-TEACHER COMMUNICATION

Close cooperation between the home and school is vital to the success of the educational process. The kindergarten year serves as the foundation for the entire school program.

Progress Report Cards will be issued twice a year (at the semester break and end of the school year).

Parents are asked to arrange a special conference with the teacher whenever they deem it necessary. District-wide Parent-Teacher conferences are held in November.

CLOTHES TO WEAR IN KINDERGARTEN

Washables are best. Underclothes should be simple and easy to adjust. All outer clothing including mittens and boots should be labeled. Boots should be easy to manage.

Snowsuits should have easy zippers, big buttons, and generally be easy to put on and take off.

Changes to Kindergarten Handbook 2010-2011

1. Cover date change to 2010-2011
2. Change “readiness” section, re-written as a self-check for parents
3. Change schedule to begin at 8:20 a.m.
4. Add shuttle information in Transportation section.
5. Replaced KRA-L description with Readiness Skills under “A Message About Kindergarten Clinic”
6. New section – Fall Testing – includes description of KRA-L
7. Several changes to Immunization List
 - Hepatitis B 3 (grades 1-11) – Section I
 - School health authorities require the following immunization program for all students entering kindergarten through grade 11 – Section II
 - **Tdap-Required booster for entrance into seventh grade.** – Section II
 - **VARICELLA #1** - Student exempt if they have a history of varicella (“Chicken pox”) (grades 1-4) infection **and a signed waiver on file with the school nurse.** – Section II
 - **VARICELLA #2- Required for school entrance. (grades BK-K)** – Section II
 - Section VIII eliminated.
8. Under “Parent-Teacher Communication” eliminated first sentence in third paragraph. Added the following sentence, “District-wide parent-teacher conferences are held in November.”