

# OCS

## Owensboro Catholic Schools



### Welcome to the Elementary K-3 Campus

Welcome to the Owensboro Catholic Elementary K-3 Campus! What an exciting year this will be for your child! Sending your son or daughter off to school is a huge leap of faith and trust, whether this is your first child or your last.

Thank you for choosing to place your faith and trust in us! As a faculty and staff we realize what an awesome responsibility it is to be given the opportunity to work with your child and to ensure that he or she receives an unparalleled Catholic Education in all areas: spiritually, academically, emotionally, and socially, through stimulating learning activities.

You will find the Elementary K-3 Campus a warm and inviting place where Christ is the center of every day. Parents are encouraged to **get involved** in their child's school experience. You can be active and visible at school in several ways. You can: volunteer in the classroom or in the school, attend PTO meetings, volunteer for a committee, attend our weekly School Mass, and/or come eat lunch with your child at school.

Parents are a child's first and best example. By developing an open and trusting relationship with your child's teacher and the K-3 Staff, you are encouraging your child to do the same. Together we will make this a wonderful, positive, first-year school experience for your child, which will set the standard for years to come.

We hope this **OCS Kindergarten Handbook** will answer many of your questions and give you a good idea of what to expect during your child's first year at the Elementary K-3 Campus.



revised January 2011

# ABC's of OCS Kindergarten



**Absences** ➤ If your child will be absent, please call the office by 9:00 a.m. at 684-7583. If your child will be absent for an extended period of time, please contact both the office and the teacher. Most of the work we do at school occurs in the classroom and requires active participation from the students. Attendance at school is very important!

**After School Care** ➤ The Elementary K-3 Campus offers an Extended School Day Program to provide a place for students to interact socially with other students and/or complete homework. Students are given a nutritious snack and time for playing outside or in the gym. Students also rotate around to the Computer Lab and the After School Room for games and structured activities. A weekly fee is charged. The program ends at 5:30 each day. Space is limited and only students registered for the program may attend. You can register for the program at OCS Registration in July.

**Arrival** ➤ School begins at 7:45. Children dropped off before 7:30 will be supervised in the cafeteria. Students may go to the classroom at 7:30 a.m. Students should not be dropped off at school before 7:00 a.m.

**Attendance** ➤ On-time, regular attendance is essential for academic and social growth. Our first bell rings at 7:30 and classes begin at 7:45. Children arriving after 7:45 a.m. will be marked tardy. Also, students who are checked out of school before 2:30 p.m. will be marked as tardy due to lost class time. Please try to make all appointments on days that school is not in session or after school hours.



**Backpacks** ➤ Your child should have a backpack for school, that he brings to school every day. Please make sure that the backpack is labeled with your child's name. NO backpacks with wheels, please!

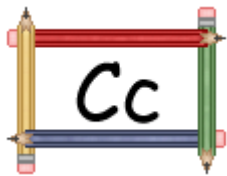
**Behavior Management** ➤ A lot of time is spent at the beginning of the year discussing our *Guidelines for Success*. Good behavior management is essential for an optimum learning environment, so the time we spend laying the groundwork helps students stay on task throughout the year. Any easy way to remember our general school Guidelines is that they spell **CHRIST**. **C**ooperate with everyone; **H**ave responsible actions; **R**espect Others; **I**mitate Christ in all things; **S**how a positive attitude; **T**ry your best. We ask that you also reinforce these Guidelines at home.

**Birthdays** ➤ If you want to bring in a treat for your child's birthday, please contact his/her teacher. Please do not send in birthday party invitations to hand out unless all children in the class will be invited. We ask that only pre-packaged treats that have nutritional information on the box be brought to school. We have many students with food allergies, so this is a serious health issue. Please do NOT bring in big cookies or cupcakes.

**Book Orders** ➤ Scholastic book orders are a great, inexpensive way for you to build your child's library with quality books and encourage a lifelong love of reading! When you place an order you also help your child's teacher earn bonus points. These bonus points can be used to obtain free books and materials for the classroom. If your child brings home a book order and you wish to place an order, please send the order back to school with a check payable to "Scholastic" in a sealed envelope with your child's name on the outside.

**Box Tops for Education** ➤ The K-3/4-6 PTO collects General Mills Box Tops found on many items that your family eats. Simply clip out the Box Top with the UPC Code and send them in to the school. You might want to start a baggie at home and when it gets full send it in. The school get .10 cents for each Box Top collected.

**Breakfast** ➤ Please make sure your child arrives to school having had a nutritious breakfast. We have a busy day, and a good breakfast will ensure optimum learning! Breakfast is available in the school cafeteria from 7:10-7:35 for \$1.25.



**Changes in Curriculum** ➤ The Kindergarten Curriculum has changed a lot in the past few years. The Elementary K-3 Campus follows National Curriculum Standards to ensure that the Kindergarten Program maintains these standards. The Kindergarten Curriculum is more challenging today. Teachers will plan developmentally appropriate, yet challenging activities to ensure that your child is achieving the necessary skills to be prepared for 1<sup>st</sup> Grade.

**CHAMPS** ➤ In order to teach students what expectations are in the classroom, you will notice CHAMPS charts hanging in every classroom. These are used to teach children about **C**onversation level; How to ask for **H**elp; **A**ctivity; **M**ovement allowed; **P**articipation expected. Teachers will change the CHAMP chart based on the type of teaching- whether it is whole group; small group; seatwork, etc.

**Communication** ➤ We value open communication between home and school and we encourage you to contact us at any time with questions or concerns. We strive to keep parents continuously informed about what is going on at school through: **E-mail Newsletters** Parents may sign up to receive e-mail announcements. Weekly e-mails include upcoming reminders, daily announcements, Saint of the Day, links to the lunch menu, and more! **Monthly School Newsletters** A School Newsletter is sent home at the end of every month. These Newsletters have important information about upcoming events and many reminders for parents. Any handouts that must be sent home are stapled to the Newsletter.

**Teacher Newsletters** Classroom teachers send home a Weekly Newsletter with information about curriculum covered in the classroom, field trip reminders, upcoming events, and other important items. **Daily Folder** Your child will also have a “take home” folder. ***Please check this folder daily*** for any personal notes from the teacher.

**Computers** ➤ There are at least 4 computers in each classroom for student use, for educational games and programs. Twice a week, the class goes to the Computer Lab. In the Lab, students work on the Lexia Reading program which is designed to evaluate each child and provide incremental lessons that fit your child’s individual needs in beginning reading skills.

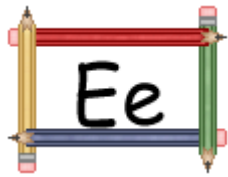
**Conferences** ➤ Parent-Teacher conferences will be held at the end of the first quarter. At this time, your child’s teacher will go over your child’s report card with you and discuss your child’s learning abilities, social skills and classroom behavior. If you feel the need for a conference at any other time during the year, please contact your child’s teacher. In February, conferences will be scheduled for those students who may need an extra year by going into our Kindergarten Transition Class.



**Differentiation** ➤ All teachers at the Elementary K-3 Campus have been trained in Differentiated Learning. We believe that every child can learn- just not all on the same day and not all in the same way. Your child’s teacher will continually assess him/her to determine what his/her academic needs are and plan a variety of learning activities in order to meet the individual needs of all.

**Dismissal** ➤ Dismissal time is 2:30 for car riders. Bus riders are dismissed at 2:05. If you are picking up your child, please wait *outside* of the school in the parking lot. Once the bell rings, all traffic entering the parking lot will be stopped. Parents should get out of the car and stand near the school and then escort their child back to the car. Parents do not pull out of the parking lot until a signal is given and then cars exit by way of Steele Drive in an orderly manner.

**Daily Schedule** ➤ The Kindergarten day is carefully planned to meet the needs of all children. Flexibility is deliberately built in to allow for special needs, circumstances and interests. However, planning and organization promotes continuity, routine and daily repetition necessary for the young child. **Daily Curriculum:** Reading and Language Arts; Math and Calendar; Religion; Science/Social Studies (integrated into the curriculum using thematic units); Center Learning; Recess/PE; **Weekly Co-Curricular Classes:** Music, Art, Computer Lab, Library, Physical Education



**Early Check Out** ➤ If you need to pick up your child from school before the end of the day, you will need to sign him out in the office. The office will notify the classroom to let the teacher know when your child needs to leave. Please send in a note with your child if you know in advance that you will need to pick him up.

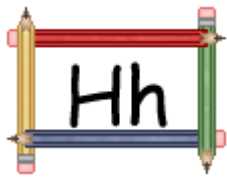
**Emergency Information** ➤ Emergency information for your child *must be on file in the office*. We will collect this information at Registration in July. In addition to your home phone number, please list all work and cell phone numbers where you can be reached. Also, please provide numbers for relatives, friends, and neighbors that would be available to pick up your child in the event of illness, accident or an emergency school closing. Please notify the office if there are any corrections, additions or deletions to this info during the school year.



**Field Trips** ➤ Several Field Trips will be planned throughout the year. A blanket permission slip is signed when you register your child for school. This form **MUST** be signed by the parent or guardian in order for your child to go on a Field Trip. Parents will be notified several weeks in advance when the Kindergarten Class will be going on a Field Trip. Teachers always take emergency sheets with them on the field trip in case parents need to be contacted for any reason. Some Field Trips your child may go on are: Arts Teach Kids Shows at the RiverPark Center; OCS Mass at the Sportscenter; Picnic in Legion Park



**Growth** ➤ Kindergarten is a year of significant academic growth. There is a large range of "normal" in Kindergarten. Some children are ready to master concepts earlier in the year than others. It is our job to differentiate instruction so that all children will reach their learning potential. **Parents can help by checking their child's folder each evening and helping with homework.**



**Health Room** ➤ The Health Room is located in the back of the Main Office. A full time Health Tech is always available to administer medication or first aid as needed, as well as any medication that is taken on a regular basis. The Health Tech keeps a complete record of all students who visit the Health Room and any services received. The Health Tech will always contact parents any time there is a concern about a child's health and wellness.

**Homework** ➤ The homework that is given to the children is intended to enrich the learning that has taken place in the classroom. It also fosters responsibility and helps your child establish good work habits. We teach the children that it is their responsibility to turn in completed homework. **One of the most important things parents can do in early elementary school is to *read, read, read* with their child every night!**



**Illness** ➤ Your child's health is very important in order for optimum learning to occur. If your child is ill, please keep him or her home until she is well. Remember to call the school when your child will be absent.



**Jesus** ➤ The number one reason for our existence is JESUS! Our faith is incorporated into everything we do. We begin and end the day with prayer. Every classroom has pictures and reminders of our Catholic Faith. Religion is part of the curriculum and is taught every day. Mass is one of the highlights of each week. It is important for parents to remember that they are the primary examples for passing on the faith to their children.



**Kindergarten Transition** ➤ The Elementary K-3 Campus offers a Kindergarten Transition Class for students who have already completed a year in Kindergarten and would benefit from another year before going to 1<sup>st</sup> grade. The Transition Class gives students the gift of time. Time to mature and prepare for 1<sup>st</sup> grade. Class size is limited. Once the Kindergarten Transition Class is full, students will be placed in one of our Regular Kindergarten Classes.



**Label, Label, Label!** ➤ Please mark all backpacks, sweatshirts, and loose items with your child's first and last name. You would be amazed at how quickly unclaimed items can accumulate (especially in the winter!).

**Lost & Found** ➤ Our school lost and found is located in the hallway next to the front office. If your child loses something and it is not located in the classroom, please check this area.

**Lunch** ➤ Kindergarten classes begin going to lunch after 12:00. Check with your child's teacher to find out exactly what time your child goes to lunch. You are welcome to join your child for lunch in the cafeteria. If you plan on eating a school lunch, you must call the office by 9:00 a.m. to reserve your lunch. Please sign in at the office and get a visitor's sticker before meeting your child in the cafeteria. Parents are not permitted to bring in fast food for their child to eat during lunch.

**Lunch Boxes** ➤ Children may bring lunch from home in a bag or a lunch box. They may purchase a milk, juice, or water from the school for .50 cents, or bring a drink from home. NO carbonated beverages, please!

**Lunch Prices** ➤ A Hot Lunch, Chef Salad, or a Sack lunch (peanut butter sandwich or cheese and crackers) is \$2.00 per day- milk or juice is included in the price. If your child wants to purchase a bottle of water it is an additional .50 cents. Students are also allowed to purchase extra entrees and side items. This can add up on your child's lunch bill. If you do not want your child to purchase additional food items, please let the cafeteria manager know. We ask that you stay "ahead" in paying for your child's Cafeteria Account. Additional money can be deposited in advance. Each student is given an individual PIN number to punch in as they go through the lunch line.

Please send in cash or a check made out to Elementary K-3 Campus. Please send the money in an envelope labeled with your child's name, teacher's name, and the amount of money enclosed. You can send this in your child's Take Home Folder. Please do not send in loose money, as it may get lost.

OCS participates in the Federal Lunch Program. Families that fall within a certain income bracket may qualify for free or reduced lunch and breakfast. Forms will be included in the Registration Packet or you may request those at any time from the Cafeteria Manager.



**Mass** ➤ We celebrate Mass on Thursdays at 9:00 at Our Lady of Lourdes Church. Sometimes due to Priests Convocations or Holy Days this may change. Always check the Weekly Newsletter to see if there has been any change in the Mass Schedule. Every Mass is led by a different classroom. Students learn how to do the readings, the prayer petitions, serve,

and lead the rest of the student body in music. We encourage all of our parents and friends to come worship with us! You are guaranteed to leave feeling spiritually uplifted!

**Medication** ➤ In order for medication to be given at school, parents must fill out the appropriate paperwork. The Elementary K-3 Campus has a fulltime Health Tech who works under a Registered Nurse. Medication must be brought in by the parent and must be in the original container, labeled with a pharmacy logo and must indicate your child's name. Tylenol, Tums, cough drops, and other over the counter medications can also be administered at school by the Health Tech. No medication will be given to your child without your permission.

**Money** ➤ Please send any money to school in a sealed envelope labeled with your child's name, teacher's name, the amount, and the reason (i.e., lunch, book order, field trip, etc.). Please put the money in your child's Take Home folder. It is your child's responsibility to turn in money to his/her teacher.

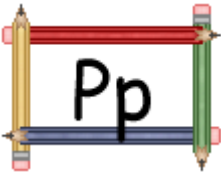


**Newsletters** ➤ You will receive a School Newsletter at the end of every month, and a Classroom Newsletter from your child's teacher every Monday in your child's Take Home Folder. These Newsletters will give you an idea of what is happening in our school and in your child's classroom. Please post these in a place so that you can refer back to them as needed. Our School Newsletters and lunch menu are also posted online on our website: [www.owensborocatholic.org](http://www.owensborocatholic.org) under the Elementary K-3 Campus tab.



**ONE CALL** ➤ The Owensboro Catholic School System has the ONE CALL system in place. This is an automated calling system that will notify you if school has been canceled due to inclement weather or if school will be letting out early for any unforeseen reason. ONE CALL is also used occasionally to remind parents of upcoming events and/or to inform them about issues concerning their child. If school is delayed due to weather, the school will open according to the announced delay. Students cannot be dropped off at 7:30.

**Outside** ➤ Weather permitting, we will go outside for recess when the temperature is above 40 degrees. Please make sure your child has appropriate outside attire. On inclement weather days, children will go to the gym for physical exercise.



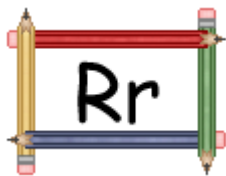
**Parties** ➤ Per Diocesan Policy, the only official party we have is a Christmas Party. If you are interested in helping or in volunteering to be a Room Mother for your child's classroom, contact your child's teacher or the PTO. For the Christmas Party, all activities are planned and run by parents. Room Mothers call other parents to bring in specific items, such as food and/or prizes.

**Philosophy** ➤ The Owensboro Catholic Schools philosophy is one centered on the total development of the Christian child: ***spiritual, moral, intellectual, social, cultural, emotional, and physical.*** It is our belief that the function of the educator is to nurture this development by supporting and building on the faith life of the child which has begun in the home. At the Owensboro Catholic Elementary K-3 Campus we will provide a stable environment in which each member of the school family will be challenged by the Gospel message.

**PTO** ➤ The Elementary K-3 Campus and Elementary 4-6 Campus have one PTO. Regular meetings are held four times per year. The PTO is an essential part of the Home/School Partnership. Along with the officers, the PTO needs many volunteers and chairpersons for a variety of committees such as: Grandparents Day, Teacher Appreciation Luncheon, Used Uniform Sale, Chocolate Bar Fundraiser, Field Day, Tailgate Party, Auction Dinner



**Questions** ➤ If at any time you have questions about anything going on in the classroom or in the school, do not hesitate to contact us. The school telephone number is 684-7583.



**Recess** ➤ Students will have recess every day. Recess provides children with a physical release and gives them a time to socialize with friends. Unless it is below 40 degrees or too wet, we will go outside. Please keep this in mind when your child is getting dressed in the morning. Please do not allow your child to bring toys from home to play with on the playground. We will have balls and other equipment for the children to use during recess time.

**Registration Information** ➤ Children entering Kindergarten must be 5 years old by October 1<sup>st</sup> of the year in which they enter. At registration every child must have the following: **a birth certificate, a baptismal certificate (if Catholic), a social security card, a physical examination form, an official eye exam, and a certificate of immunization.**

**Report Cards** ➤ Report cards are issued 4 times a year. When report cards are sent home with your child, they will be enclosed in an envelope. Please sign the Report card and return it to school in the original envelope. The 4<sup>th</sup> quarter Report Card will be mailed to you in June, once all tuition and fees are paid in full.

**Restroom** ➤ The students will go to the restroom twice a day as a whole class. Students are allowed to go in between these breaks as needed.

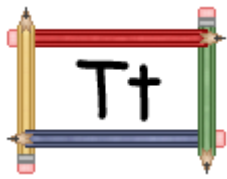


**Snacks** ➤ Each morning Kindergarten Students will take a snack break. Parents will be asked to take turns sending in a healthy snack for the whole class. Students will also get a milk, juice, or water from the cafeteria. .50 cents will be charged to their Cafeteria Account for their drink. If you do not want to pay for water, you may send in a bottle of water from home.

**Supply List** ➤ The Elementary K-3 Campus furnishes many of the supplies needed by students.

However, parents are asked to provide the following supplies:

- 1 Zippered Backpack- NO Wheels
  - 12 Count Package of- #2- Yellow Pencils
  - 1- 2 Pocket plastic folder (with a pocket at bottom)
  - 6- Large white glue sticks
  - 2-Flat rubber eraser
  - 2-Large boxes of Kleenex- White with NO LOTION
  - 1- Container of Wet Ones
  - 5- Boxes 24 Crayons
  - 1-Box 8 Classic Color Markers- **Regular** Size (washable) Boys Only
  - 1-Box 8 Classic Color Markers- **Thin** Size (washable) Girls Only
  - 2- Rolls of Paper Towels
  - 1- Package Napkins
  - 1- Package Baggies (Quart Size) Boys Only
  - 1-Package Baggies (Gallon Size) Girls Only
  - 1- 8oz. Bottle of Hand Sanitizer
  - 1- Bag of individually wrapped candy (no hard candy or gum)
- NO Plastic Art Boxes Are Needed



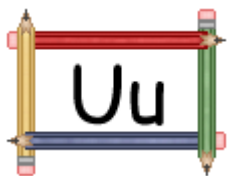
**Take-Home Folder** ➤ Each child will have a Take-Home Folder that is to travel to and from school each day. Your child will bring home important papers from school in this folder. You can also send notes to school using the Folder. Lunch money, book orders, etc. can also be sent to school in the Take-Home Folder.

**Tardies** ➤ If your child arrives later than 7:45, they will need to check in at the office before walking down to the classroom. Morning routines begin the minute the bell rings. It is important that children are at school on time so that they can get settled in and become acclimated.

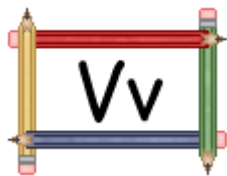
**Technology** ➤ Technology is a valuable tool to prepare students for their future and to facilitate and enhance learning. Along with computers in every classroom and a computer lab, all classrooms have access to and regularly use portable SMART Boards and Elmo Projection Cameras.

**Testing** ➤ The Elementary K-3 Campus begins using Standardized Testing in the 1<sup>st</sup> Grade. Kindergarten students are assessed using a variety of Research Based methods: Dibbles Literacy Test is administered three times per year and Scott Foresman Benchmark Tests are administered at the end of each unit.

**Transportation Changes** ➤ If your child will be going home a different way than usual, please send a note in his/her Take Home Folder or call the office as soon as possible in the day. Please do not email about a transportation change, as we may not check email until after school is over. Your child will not be allowed to go home a different way than usual without written or called-in notification from you.



**Uniforms** ➤ Students at the Elementary K-3 Campus must follow the OCS Uniform policy. Solid navy pants, shorts, skirts, or jumpers are worn with a long or short sleeve plain, white collared shirt. Belts must be worn. Shoes must have a back. On Friday's students may wear their "Faith in Education" shirts with uniform bottoms. Students get one *Out of Uniform Day* per month- the date will be announced each month in the School Newsletter. More detailed information about uniform policy is in the Parent/Student Handbook, available on line.



**Visitors** ➤ We welcome visitors to our school! For the safety of all in the school building, we ask that you sign in at the office and obtain a visitor's badge when you arrive. Please do not walk directly to the classroom without obtaining a visitor's badge.

**Volunteers** ➤ We value volunteers and encourage parents to volunteer in the classroom and in the school. If you want to volunteer we encourage you to do so! If you are unable to come into the classroom to volunteer but would like to do some work at home, your child's teacher would be grateful. If you are interested in volunteering, contact your child's teacher or the front office. Parent Volunteers are needed every day in the school cafeteria to help open drinks, provide students with assistance, and wipe off tables. All Volunteers must go through the Diocesan Safe Environment Training. This can be done on-line at [www.sheildthevulnerable.org](http://www.sheildthevulnerable.org). The On-Line Training is free and takes about an hour. It can be done over a period of several days. Once you have completed this training, please print out the Certificate and turn it in to the School Office.



**Website** ➤ Check out the OCS website [www.owensborocatholic.org](http://www.owensborocatholic.org). You can click directly on the Elementary K-3 Campus link to see photos of events, as well as keep up with the upcoming calendar. We encourage everyone who has email to sign up for our electronic newsletter by clicking on "Newsletters" at the top of the website. You may sign up for the *Elementary K-3 Campus Electronic Newsletter* and for the *In the Loop*, which comes from our Central Office and includes important information and news.



**X'tra TLC** ➤ Especially at the beginning of the year, children may need some extra assurance from you that they will do just fine in school. It is perfectly normal for children to feel overwhelmed, tired, nervous, etc. during the first several weeks of the school year. Once routines at home and school are established, things will run quite smoothly. Strive to maintain a positive attitude for your child.



**You** ➤ You are the most important adult in your child's life, and no one knows your child better than you. You are your child's biggest supporter in their education, and we truly value your input.



**Zzzzz** ➤ Young children need plenty of rest each night to prepare for a full day of learning. It's important to set and stick to a nightly bedtime so that your child is ready to go when morning comes.