



BLACK GOLD
REGIONAL
DIVISION NO. 18

Linsford Park Kindergarten Handbook (2023-2024)



LINSFORD PARK KINDERGARTEN

Principal: Mrs. Ann Oppermann

Teacher: Mrs. Joline Huisman

School Secretaries: Mrs. Plican & Mrs. Hammer

Class time: 8:35 am - 3:10 pm

School Address: 4502 - 51 Street, Leduc, AB

School Phone: 986-8474

Basic Goals of Kindergarten

The kindergarten program is based on the philosophy, goals, and program dimensions outlined in the Early Childhood Services handbook prepared by the Department of Education. It is the goal of the kindergarten program to provide meaningful learning experiences to enhance the development of the total child, which includes social, spiritual, intellectual, emotional, creative and physical development. Each child will be encouraged to realize that they are special and loved unconditionally and thereby help to develop a positive self-concept and genuine love for learning. The program facilitates skills and concepts in preparation for Grade 1.

Program Dimensions

Physical Development: gross motor or large muscle skills (running, jumping, climbing); perceptual motor skills (spatial, directional, temporal, and sensory awareness); fundamental movement abilities (coordination, balance and stability, locomotion, rhythm); awareness of body's physical needs (nutritious foods, rest, exercise, hygiene).

Social Development: encourage social interaction among children and adults; encourage social development of young children (large and small group activities that invite social -interaction); cooperate and share; respect people and property; demonstrate good manners; be honest.

Emotional Development: recognize, accept, and express feelings; cope with frustration; make decisions; develop initiative; develop awareness and respect for the feelings of others; gain confidence; continue developing a positive self-image.

Intellectual Development: develop positive feelings toward learning; allow time for children to select, plan, and organize their own learning activities; develop curiosity; follow directions; develop observation skills through the use of the five senses; classify objects; compare objects; arrange things in order; measure; pair; develop concepts related to number, space, and time; develop questioning and problem solving skills; develop language skills; develop listening skills; develop an awareness of the role of print, non-print, and electronic media as means of communicating and storing information; develop beginning computer awareness skills.

Creative Development: develop the ability to use past experiences to generate new ideas or new combinations of ideas. It is basic to all creative self-expression and creative problem solving which is indicated by:

- a) using imagination and materials in novel and unusual ways
- b) giving more than one answer to a question
- c) finding more than one solution to a problem. Here, in a little more detail, are some intellectual skills that the children will start to learn.

Pre-reading Skills: learn about calendars, browse in books; draw and name pictures; draw pictures and tell stories to go with the picture; understand left to right, top to bottom direction of print; print name and other meaningful words; learn to identify and print the alphabet, letter sounds and some sight words.

Math Skills: patterning, 2D & 3D shapes, sorting, counting; matching numerals to sets; identification and formation of numerals; greater than, less than, equal to; measuring weight, length, temperature; ordinal counting.

Listening Skills (auditory discrimination): rhyming words; beginning and ending sounds; distinguishing differences in sounds - volume, pitch, and tempo; increasing attention span; contributing to discussions; answering questions; following instructions; beginning music skills and awareness.

Visual Discrimination: progress from left to right, top to bottom; perceive similarities and differences in pictures, colours, shapes, sizes, letters, and numbers; sorting and patterning

Speaking Skills: use correct grammar; speak in sentences; learn new vocabulary; speak in front of others comfortably; speak in a voice appropriate to the environment (i.e. classroom or playground).

Sensory Skills: describe likenesses and differences in smells, sounds, taste, temperature, and texture.

Science Skills: learn about plants, animals, weather, and space; do simple science experiments; observe changes around us.

Christian Program Spiritual Development: during Chapel times sing Bible songs; listen to and discuss Bible stories; in class, encourage children to ask 'what would Jesus do' in given situations and to develop confidence when praying/talking to Jesus both quietly and aloud.

Themes

The overall theme for Kindergarten is "Me and My World" as your child will explore different parts of the world around them and how they relate to it. Our daily activities planned around a theme include stories, songs, literacy and math learning activities, play activities, art projects and creative movement activities. For example, some of the activities relating to the theme of Fall: fall stories, songs and videos, creative movement, fall leaves number book, dot-to-dot pictures, clay/play dough, fall toys, puzzles, digging for fall items in the rice table, fall colouring, etc. Our monthly newsletters provide an update on the themes and special events, skills and concepts we will cover that month.

Daily Activities

Arrival

The children will come in to get ready for the day through the east doors south of the main entrance doors. Students will gather outside prior to entry into the school each morning. A supervisor (our EA or myself) will be bringing the children into the boot room at this door. The children will take off their outside shoes/boots and then go to the classroom to finish getting ready for the day. Please do not arrive **prior to 8:25**, as the class will not be open prior to that time.

Opening Activities

Opening activities include singing "O Canada", morning announcements, attendance, review of job chart, and smart board calendar activities.

Library

Once a week the children will go to our library where the librarian will give them a variety of experiences with books. The kindergartners will learn proper library etiquette as well as how to care for books. The librarian will read them a story often seasonal or theme-related. Then the children will be able to check out two books to take home for a week. These books are to be returned the following week before new books can be checked out

Gym

During this time, the children will experience a variety of activities focused on physical development (i.e. gross motor skills) and social development (i.e. sportsmanship). Gym time also provides the children an opportunity to move their bodies to help get their brains for learning. This may include activities outside, in our gym, or in our class using online resources (i.e. GoNoodle, Cosmic Kids, etc.)

Snack

During the morning, the children will be having a snack time. In keeping with our school's healthy living initiatives, **PLEASE send nutritious snacks like veggies, fruit, yogurt, cheese/meat pcs, crackers, etc.** An afternoon snack time will also be offered as an option during their afternoon play center time. My class rule is that sugar treats are for dessert at lunch after healthy food is eaten or for the afternoon snack time. If you choose to send food high in sugar like candy, chips, pop, sugary food, etc. please limit it to a small number of items.

Learning Centers

Daily the children will complete various table activities related to the theme we are studying. These will have a language, math, science or art-related focus. Each child will be provided adult support as needed to complete these activities. We have a morning and an afternoon learning center time. During this time the children will complete activities at a teacher-led table, an EA or parent-led table and an independent table.

Play Centers

In addition to activities relating to a specific theme, children will have time to play with different activity centers such as building blocks, puzzles, and painting. The purpose of this 'play' time is to provide children an opportunity to develop:

- social skills and problem-solving skills
- oral language and vocabulary development
- independence, self-confidence and competence
- creativity and imagination
- opportunities to expand and strengthen skills and concepts both physical and academic

While keeping in mind the safety guidelines for Covid19 restrictions, toys are cleaned at the end of the day in preparation for new children to use the toys the following day.

Recess

The kindergartners will have their recess time on the playground from 11:35-12:05. The children will be supervised by a member of our staff during this time. All children are expected to go outside at lunch recess. Please ensure that your child has appropriate clothing for the weather (i.e. winter coat and snow pants, mittens and boots in winter).

Lunch Time

Lunch break is from 12:05-12:35. The children are supervised by me while they are eating. In the past, our school offered a Milk Program and a monthly Popcorn Program. We hope to make these available again to purchase on your parent portal in the coming weeks. There is no microwave available to heat lunches so please refrain from sending lunches requiring heating.

Closing Activities

At the end of the day, one of the classroom staff will escort bus students to the appropriate bus. Bus children **WILL** be placed on the bus unless **PRIOR NOTICE** has been given to me by the parent(s) through **WRITTEN NOTE or EMAIL** (prior to 12:30) **OR A PHONE CALL TO THE OFFICE** (before 2:00 pm).

Once the bus children have left, children who do not ride a bus home, are dismissed to their parents at the Kindergarten entrance door. If you have to pick up your child early, (i.e. doctor's appointments, etc.) please inform us at the beginning of the day so that we will make every effort to have your child ready to go. If your child is going home with someone else, please **NOTIFY US BY WRITTEN NOTE or EMAIL** (prior to 12:30) **OR A PHONE CALL TO THE OFFICE** (before 2:00).

Parent Involvement

Parent involvement in their children's educational program provides many benefits for the child, the parent, and the educational program. Parents are the child's first teachers and an important part of their child's educational career. In the kindergarten setting, parents can assist the teacher and class in many activities including working with individual or small groups of children and assisting with preparing classroom materials (i.e. assembling booklets, gluing, cutting, etc.) during their special day. At home, providing support to your child in completing homework and spending time each day reading with your child helps to promote a healthy learning attitude and provides parents insights as to where your child may need extra help.

Volunteer Days

Parent volunteer days are opportunities for you to come in and be with your child during their school day and see what they are learning as well as participate in their learning. Please sign up for volunteer days on the calendars posted on the parent board outside the kindergarten classroom. I will include filled and open spots on the calendar with our monthly newsletter. If you cannot attend a scheduled volunteer day, please make other arrangements by connecting with another parent or contacting me. Please note that other **adults** are also welcome to volunteer (i.e. friends, grandparents, family members, etc.). Volunteer times are as follows: **8:35-11:40 / 12:30-3:10.**

Play Dough Parents

We will be looking for two parents (one from each class) to make play dough for our classes. One parent will take the supply bin from **September to January** and the other parent will have the supply bin from **February to June**. All instructions and ingredients will be included in a large bin provided by the kindergarten.

Prep Parent

On occasion, we have prep work that is not able to be completed in the class time available. If there are parents who are available throughout the year to help with preparing various classroom materials used in class assignments (i.e. Cutting, stapling, assembly, etc.) in the comfort of your own home, please let me know.

Special Activities

Literacy Program

This program promotes a fun and active approach to learning letters and letter sounds. The Animated Alphabet program begins in early November to allow time for the children to strengthen their fine motor skills for printing. As we learn more letters, the children will begin to start blending sounds together into simple words. Each child will bring home an Animated Alphabet crown as well as homework pages weekly to complete. This year I plan to use the UFLI Foundations program that will also be used by Grades 1-3 in our school. "UFLI Foundations is an explicit and systematic program that teaches students the foundational skills necessary for proficient reading. It follows a carefully developed scope and sequence designed to ensure that students systematically acquire each skill needed and learn to apply each skill with automaticity and confidence. The program is designed to be used for core instruction in the primary grades or for intervention with struggling students in any grade." (quote from: UFLI Foundations <https://ufl.education.ufl.edu/foundations/>)

Surprise Time

The purpose of Surprise Time is to develop public speaking skills. Children become more comfortable contributing in class and asking questions as well as answering questions. It also provides an opportunity to develop descriptive vocabulary and curiosity about unfamiliar objects. At home, children will choose an object to bring to class (I encourage the children to find objects other than just toys). Parents, please print three clues about the object on the form provided. We will help the child to put their object in our Surprise Time container to hide it from view. We help the children read their clues to the class and their classmates get to guess what is the surprise. The item will be sent home at the end of the day. Clue Sheets will be sent home when your child is chosen to have a turn.

Star Student

Each week starting in mid-October a child will be chosen to be our weekly Star Student. Each child will take part in an interview during which we will be asking them about themselves (i.e. their families and their favourite things). They will also have an opportunity to have a special time with our Principal, Mrs. Oppermann. Prior to your child's special week, I will email instructions on how to make a photo collage that can be shared digitally about themselves and their family.

Home Reading Programs

The goal of the reading programs is to promote literacy in the home. Reading to/with your child on a daily basis promotes pre-reading skills and the love of books.

"I'm A Bookworm" Program is designed to provide your children the opportunity to gain exposure to books by listening to stories that are read aloud at home. The books used for this program can be from the public and/or school libraries as well as your own home collection. Recording sheets will be sent home to list the books your child has had opportunity to enjoy. These lists can be returned to school to redeem for small prizes from our treasure box.

"I'm A Reader" Program is designed to provide your children the opportunity to develop emergent reading skills through exposure to simple readers. This program will begin in late January since the children will have gained some early reading strategies from our Animated Alphabet program and classroom instruction. The children will bring home a simple reader from our classroom collection to read at home with or without parental assistance depending on their individual abilities. Books and recording sheets must be returned to class in order to receive new books. Prizes will also be rewarded at the completion of reading ten books.

Assessments/Report Cards/Student-led Conferences

Informal assessments of each student are completed throughout the school year using observations and anecdotal records. Our district requires each child to be assessed using the EYE (Early Years Evaluation) in late September - early October. The results of this assessment will be made known to you in November and opportunity to discuss the results will be given during our parent-teacher meetings/interviews. Signup Genius will be used to book times for our meetings. The purpose of the assessment is to allow teachers to accurately assess and identify student needs and strengths in five aspects related to school preparedness and early literacy skills:

- ☐ **Awareness of Self and Environment** - a child's understanding of the world and his or her ability to make connections with home and community experiences.
- ☐ **Social Skills and Approaches to Learning** - a child's attentiveness during classroom activities and his or her ability to interact with peers while respecting the classroom rules.
- ☐ **Cognitive Skills** - a child's basic math and pre-reading skills and his or her ability to solve problems.
- ☐ **Language and Communication** - a child's understanding of spoken language and his or her ability to express thoughts and feelings.
- ☐ **Fine motor:** a child's ability to perform small movements that require hand-eye coordination.
- ☐ **Gross motor:** a child's ability to perform large body movements that involve arms, legs, and body.

Kindergarten will be also included with the rest of the school in the use of PowerSchool to provide parents with ongoing assessment information. Information provided by our district on how to access your child's report card information will be provided via email as well as posted on our kindergarten website. A paper copy of the 'report cards' will be sent home at the end of January and June. In February formal interviews may be set at parent or teacher request. If your child has an IPP (Individual Program Plan) individual meetings will also be arranged during the reporting periods.

Kindergarten Field Trips

During the school year, we hope to participate in field trips off school grounds. We also have in-school/virtual field trips, during which time, outside presenters bring special information and activities to the classroom to expand our knowledge of a subject we are learning about. It is District-wide policy that a field trip permission form be filled out each time we leave the school grounds. **All field trip permission forms are time sensitive and MUST be completed online through your PowerSchool parent portal in order for your child to accompany us on the field trip.** We encourage parent involvement with our field trips; however, the number of parents that can accompany us on our field trips depends on the type of field trip and varies according to parent/child ratios permitted by the organization.

Classroom Communication

Our primary digital connection is via email. Each month a newsletter informing you of our monthly themes, and special activities is sent via email. Updates and reminders about upcoming events will also be sent via email, so **please remember to check your email regularly.**

A [Kindergarten website](#) has been created to provide you online access to classroom information such as monthly newsletters and calendars and accessing PowerSchool assessments. The site also has information regarding our Kindergarten team as well as literacy, math and fine motor skills practice ideas.

Kindergarten Fees & Supplies

Kindergarten Enhanced Fees are \$100. These fees are used to fund your child's participation in virtual and out-of-school field trips throughout the year as well as to purchase school supplies and materials (i.e. writing & colouring tools, scissors, glue, paint, etc.) used by your child throughout the year.

School supplies will be purchased for your child as part of your kindergarten enhancement fees. Please equip your child with a **large backpack** to bring to school each day. It must be large enough to hold outerwear (coat and snow pants) as well as lunch and school papers. Your child also requires a pair of non-marking shoes to wear inside the classroom. These shoes will remain in the school at the end of the day on the boot room shelf. As accidents sometimes happen please also keep an extra set of clothes in a zip lock bag in their backpack.

Kindergarten Memory Books will be prepared for each child. The memory book is filled with photos of your child throughout the year highlighting special occasions and field trips and other memorable events. The memory book will be emailed to you at the end of the year as a PDF for you to print off or use as you wish. I do ask that you refrain from posting any part of it on social media. Throughout the year we will also make a collection of special art projects and journal entries from our field trips that will be handed out to your child at the end of the year.

Reminders

1. Parents must perform a health assessment of their child before sending them to school. Please do not send your child to school when they are sick to help contain the spread, especially during flu season.
2. Attendance is taken at the start of each class, 8:35 a.m. School Doors are locked so children are required to check in through the office doors if they come to school after that time.
3. Please phone the school if your child will be absent from school. If your child is absent at the start of class and you have not called the office, you will be phoned by the school's automated system to confirm your child's whereabouts. ****This service is to help protect your child****
4. **LABEL ALL PERSONAL ITEMS** that your child brings to school (i.e. coats, shoes, boots, snow pants, lunch containers, backpacks, etc.). This is especially important to help ensure that we do not have items mixed up between children and are able to ensure that health and safety protocols are in place.
5. Encourage your child to gain independence and praise their efforts.
6. Bus students will be escorted to the appropriate bus at the end of the day unless **PRIOR NOTICE** has been given to me from the parent(s) **BY WRITTEN NOTE, EMAIL** (prior to 12:30) or **PHONE CALL TO THE OFFICE** (before 2:30).
7. Children will be dismissed to parents at the kindergarten door at the end of the day. Children **WILL NOT** be allowed to go home with someone else's parent unless **PRIOR PERMISSION** has been given to me from the parents **NOTIFY US BY WRITTEN NOTE or EMAIL (prior to 12:30) or PHONE CALL TO THE OFFICE (before 2:00)**.
8. To ensure the health and safety protocols, children are encouraged to leave **ALL** toys at home. If toys are being sent for use on the bus ride, they must remain in the child's backpack.