

Charlevoix Elementary School Kindergarten Enrollment Guide



**Successful Beginnings!
2006-2007**

Dear Parents:

Welcome to Charlevoix Elementary School! The overall goal of Charlevoix Public Schools is to provide a solid foundation for children's lifelong learning through the development of active thinking skills.

We recognize that all children are unique, with varying physical, social, emotional, and intellectual needs. Their growth occurs in developmental stages that are sequential and continuous.

Our Beginnergarten and Kindergarten programs emphasize creative and developmentally appropriate education for the whole child. This is promoted through learning experiences and activities that include purposeful play, child-initiated activities, social interaction, active participation, and manipulation of objects, free exploration and skill building as facilitated by the teacher.

We believe an open and cooperative partnership between home and school is an integral and essential element in fostering lifelong learning. I believe we have an excellent school with a very caring and talented staff that will do all they can to make this first big step in formal public education a successful, positive experience. Your gift of time, involvement, and love are extremely important ingredients in making this partnership a success.

This booklet is intended to answer some common questions asked by the parents of kindergarten children. Please refer to it and keep it handy during your child's first year.

Thank you,

Richard L. Swenor, Principal
Charlevoix Elementary School

REQUIREMENTS FOR KINDERGARTEN ENTRANCE

NOTE: In the event a child is to be enrolled and will not be living with the natural parents, it is required that GUARDIANSHIP PAPERS be presented to the school personnel at the time of kindergarten registration.

THE CHARLEVOIX BOARD OF EDUCATION REQUIRES:

- A. Certified copy of birth certificate before entering school. This means a copy from the county clerk’s office with affixed seal. No church, baptismal or hospital records will be accepted.
- B. Immunizations - (State Requirement PA 386)
- C. A vision exam and a hearing exam are required. Call your local health department, or see your private physician.
- D. Completion of enrollment papers.

*Physical examinations are recommended.

BEGINDEKARTEN PROGRAM

We will be offering a Begindegarten program again this year in addition to kindergarten. Begindegarten is a full year of half-day sessions (five days a week for approximately 3 hours a day). The children will attend kindergarten the next year.

The Begindegarten program is designed to allow children to be successful while giving them an extra year in growth socially, emotionally, and academically. This program gives the child a wholesome attitude toward learning. It enhances their self-esteem and helps promote personal qualities necessary for a successful school experience in later years.

KINDERGARTEN HOURS

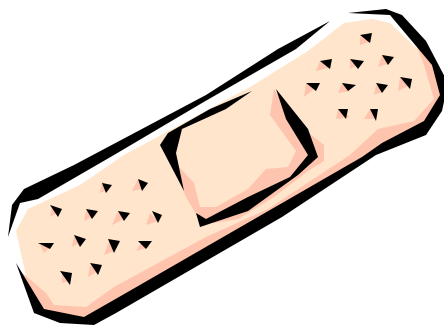
All day kindergarten begins at 8:40 a.m. and dismisses at 3:52 p.m. Morning sessions are from 8:40 a.m. to 11:52 a.m. Afternoon sessions are from 12:37 p.m. to 3:52 p.m. There are times when the teachers are not in the classrooms prior to class starting times due to either lunch periods or scheduled meetings. Children may not be left in classrooms or on the playground unsupervised. If you are driving your child to school rather than using school transportation, a good time for morning arrival is between 8:30 and 8:40 in the morning, and 12:30 if you have a child in the afternoon session. If children arrive late, parents are responsible for signing their child in at the school office.

SPECIALS

All Kindergarten children go to art, gym, music, computer, and library once a week. These classes are 30 minutes in length.

IF YOUR CHILD IS ILL

Keep your child home from school if he/she is ill. Be alert to such symptoms as upset stomach, runny nose, fever, sore throat, or rashes. Please check with your doctor for diagnosis, treatment, and the proper time to return to school.





ATTENDANCE

Regular and punctual attendance is important. In case of absence or delayed arrival, please call the elementary school office at 547-3215. If the office does not hear from you and your child is not in class at bell time, we will do a "safety-check" call to make sure you know your child did not arrive at school. Calling us first saves us from finding you and saves you from being disturbed at work or home. If your child arrives late, please sign him/her in at the office to let us know your child is here.

If you need to pick up your child early for a doctor's appointment, etc., please sign him/her out at the office. If your child is to be picked up after school, or is going to a friend's house, we **must** have a note or a phone call granting permission.



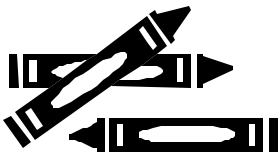
SCHOOL SUPPLIES

EACH CHILD MUST HAVE:

- 1) a large back pack or a large tote bag (please check it each day for your child's work and/or communication from the school)
- 2) a plastic pocket folder to hold their papers and notes (a plastic folder will last longer than a paper folder) **Please, no trapper keepers or binders.**
- 3) a small box to hold their school supplies (shoebox works well)
- 4) tennis shoes or soft sole shoes to be kept at school for gym days and during the winter.
- 5) a change of clothes marked with child's name (underwear, pants, shirt, socks) in Ziploc bag

Below is a list of supplies, which we will be using throughout the year in our classroom. Due to tight budget constraints statewide, we would like to request that you purchase these items for your child to use. We will "pool" these items, so that everyone in the class can benefit.

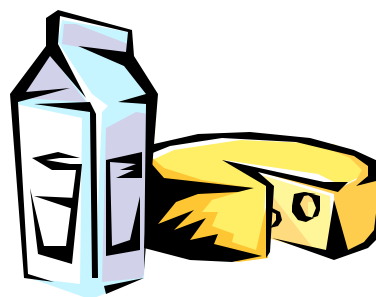
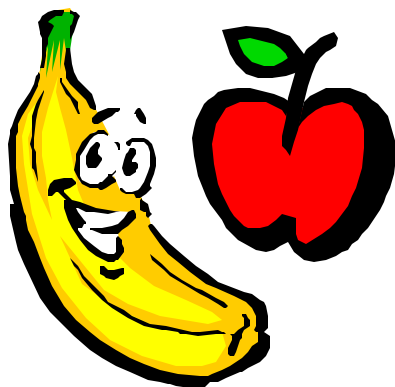
1. 5 or more **LARGE**, white Elmer's School Glue Sticks (please, no colored glue sticks)
2. 1 box of Kleenex
3. 1 sock (to use as an eraser for wipe-off boards)
4. 1 clipboard
5. 1 set of colored pencils



** When you spend \$25 or more at Glen's Market, they will ask you which school you want them to donate to. Please say "Charlevoix Elementary School". We also appreciate your saving Oleson's receipts for your child's classroom. We are also signed up for the Target and Gordon Food Service educational programs. This money is used for field trips, extra classroom materials, and projects. Thank you!

SNACK TIME!

Kindergarten children have “snack time.” We ask that this snack be nutritious. Your child’s teacher will inform you as to the snack procedure for her class during the first week of school.



Each student has a cafeteria account. Lunch money and snack milk/juice money are in the same cafeteria account. You can put as much money as you want into the account. It works best if you put enough money for at least one week worth of lunches and/or snack milk/juice. Your child has a bar coded ID card. Each time he/she buys a lunch, the card will be used and the amount of the lunch or milk/juice will be subtracted from the total.

To put money into your child’s account, simply take it to the cafeteria or have your child give it to his/her teacher. Please put it in an envelope labeled with your child’s name, teacher’s name, and the phrase “lunch/milk account” on it. When your account balance gets low, the computer automatically will print out a receipt to show you the balance. This is given to your child with instructions to bring home to you that same day. Account balances are carried over from year to year, following the child until graduation.

If you have any questions throughout the year about your child’s account balance, please call the cafeteria at 547-3218 between 11 and 11:30 a.m.

GOOD HABITS TO EMPHASIZE AT HOME

1. READ to your child as often as possible.
2. Teach your child to help others.
3. Establish a routine-have a set bedtime and rest time, getting up time.
4. Encourage creative play and physical exercise.
5. Teach your child responsibility. Try to see that the child finishes what is started. Give praise when the child does finish.

Help your child learn to pick up his/her toys and clothing.

Show your child how to empty the trash, make his/her own bed, and set the table.

Help your child to learn to “take turns” and to share possessions.

6. Practice following simple instructions. Check to see that the child follows through with instructions.
7. Practice zipping coats and tying shoes (if needed). Velcro or slip-on shoes are very practical at this age.



HELP YOUR CHILD GET OFF TO A GOOD START

Your child should:

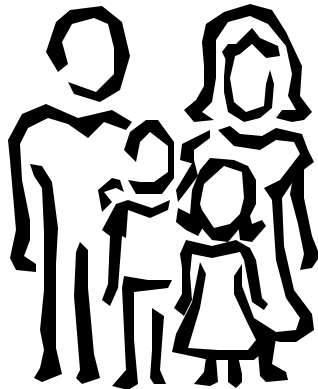
Get plenty of sleep. Ten to twelve hours is recommended for children of this age.

Have a good, healthy diet, including breakfast.

Get up in plenty of time for school so he/she does not have to hurry and is wide awake when school starts.

Wear neat, clean, comfortable clothes appropriate for the weather. **All clothing and footwear must be labeled with the child's name.**

Arrive at school by 8:40 a.m. for the morning class and 12:35 p.m. for the afternoon class.



YOU CAN PREPARE YOURSELF, TOO!

Here are some suggestions:

Learn the school rules regarding clothing, money, supplies and the like.

Know the school calendar--which days your child will be in or out of school.

Learn the school and bus schedule in advance so everything will go smoothly the first day. Children will not be released to anyone other than their parents unless the elementary school office, or the teacher has been notified.

We are looking forward to working with your child and with you. We can all contribute to this most important endeavor!

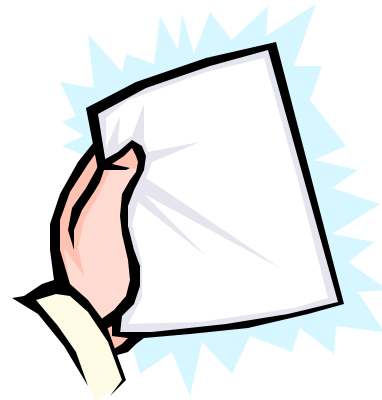
**YOUR CHILD WILL FEEL MORE COMFORTABLE IN SCHOOL
IF HE/SHE CAN TAKE CARE OF BASIC PERSONAL NEEDS.**

For example:

Tying shoes, putting on and taking off outer clothes without help.



Knowing first and last name, parents' names, address, telephone number.



Using bathroom properly, washing hands.



Keeping track of personal property. (Please put name on your child's belongings.)



Remember, if your child can master these before starting school, we can all concentrate more fully on the most important thing we do-seeing that your child gets the best possible education!

YOUR CHILD SHOULD KNOW THESE BASIC SAFETY RULES

1. Cross streets only at crosswalks.
2. Walk on sidewalks wherever possible; walk facing traffic where there are no sidewalks.
3. Don't accept rides with - or even talk to - strangers.
4. Go directly home after school.
5. Behave properly on the school bus. Learn the rules for school bus riders.



BUS RULES

BUS RULES are for the safety of YOUR children. These rules really need to be stressed for the safety of your child. Please help us by reminding them each day...

1. Talk **QUIETLY** to the persons next to them.....NO SHOUTING.
2. SIT in their seat and **STAY SEATED**.....NO moving around.

BOARD OF EDUCATION BUS POLICY SCHEDULING AND ROUTING

Policy EDDC
3/5/90

Adopted 3/3/86-Rev.

1. Students in grades 6-12 may be required to walk up to one (1) mile to the pick-up return point. Students in grades K-5 may be required to walk up to one-half (1/2) mile to the pick-up/return point.
2. Routes for kindergarten students will be established to pick-up and return students as close to home as feasible. If there are older students at the same pick-up/return point as a kindergarten student, the kindergarten student will be expected to walk up to (1/2) mile to the pick-up/return stop with the older students. Pick-up/return points must be on a consistent daily basis.
3. All students will be picked up at a designated stop and returned to a designated stop on a consistent daily basis. When pick-up/return points are different, arrangements should be made prior to the first day of school and must be on a consistent daily basis. If changes are necessary during the school year, such changes must be cleared by the transportation supervisor.
4. In the case of an emergency, or sick babysitter, the student must have a note, including name and address of new stop, to ride a different bus.
5. Students should be at the bus stop at least five (5) minutes before the normal arrival time of the bus at that stop.
6. If it is necessary for a bus to run into a dead end stop, a turn around large enough for a bus must be provided and kept cleared of snow.
7. If a bus runs in special for a student, the parent or student shall call the bus garage on mornings he/she is not going to ride (before the bus leaves the garage.) If bus runs in special for two consecutive days and no one shows, the bus will not run in again until someone calls the bus garage. (Parents subject to this provision will be notified.)
8. Students will be assigned a bus that covers the area in which they live. When more than one bus covers an area, students will ride only one bus and not be allowed to jump buses for convenience.

ALL DAY KINDERGARTEN

Kindermat

Rental fee



Dear Families,

All day kindergarten will be having a short quiet time each afternoon, and we will have mats available for your child to use throughout the school year. Due to extreme budget cuts, we are asking for a small \$5 mat "rental fee" to help cover a portion of the cost. The mats that have been purchased are 2" thick and will be sanitized on a regular basis.

We recommend that each student use these mats as they are sanitary and provide adequate support for resting on the hard floors. The mats are uniform in size for storage and provide easy access for the children to use. We believe that the mats would best fit the needs of your child during this time, but if you would prefer to send in a bath-sized towel, you may do so. If your child brings in a towel, it must be taken home and washed on a weekly basis before it is brought back to school.

During quiet time, we might have the children rest, read a book, listen to a story tape, or meet with the teacher individually or in small groups. We anticipate that some children may fall asleep during the early months of the school year. The days are long and if your child needs some sleep, we will do our best to accommodate them. In talking with other full day kindergarten teachers, we have been told that it is helpful to let parents know that their child may come home tired or cranky. Getting used to a full day takes some time, so be patient and feel free to contact us if you have any concerns.

Please send in the \$5 mat rental fee in an envelope with your child's name on it and titled, "Mat Rental Fee."

We never thought we'd find ourselves in the rental business,
but here we are! ☺

Thank you for your support,
All Day Kindergarten Teachers

Welcome...
Welcome...



...to our K4 family!
...to our K4 family!