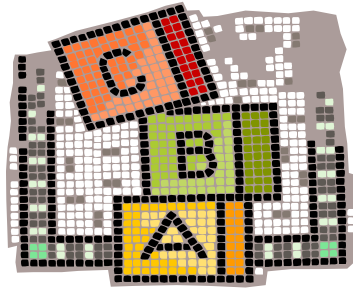


Southeast Delco School District
Kindergarten Center



Welcome to Kindergarten

In this orientation booklet you will find a wealth of information as you get ready for your child's adventure into the world of Kindergarten. You will find information, including ways to prepare your child for school, skills needed to start the year, a supply list, and some tips on how our school runs. We look forward to sharing with you, your child's journey of lifelong learning.

The Kindergarten Center Staff

KINDERGARTEN HOURS

Office Hours 8:00 – 4:00

Kindergarten Student Day 8:40 – 3:10



Students should not arrive before 8:30 unless they are entering the daycare program or eating breakfast. Breakfast is served at 8:20 each day.

Preparing for the First Day of Kindergarten

The first day of school is a special time in your child's life. Your understanding of this "turning point" is important to the child's future attitude towards school and to his or her healthy growth and development. Experts in child mental health and development emphasize that you, the parent, can play an important role in starting your child off with the self-confidence needed throughout life. This self-confidence is built upon good feelings about parents, about authority figures at school, about other children, and about himself or herself as a worthwhile human being.

Here are some things for you to keep in mind:

- Recognize that the day your child goes off to school is an important event. Realizing this can help you to make it a positive experience. It is the first major step into the world of school and towards independence from the familiar world of home. Your greatest gift to your child at this time is your positive support and understanding.
- Remember that learning to like school and liking to learn are closely related. Partner with your child's teacher to help your child make a happy transition.
- Help your child be ready for school by explaining what to expect and by answering questions honestly. Children need to know that they will stay for lunch, and about how they will get there and back. Working mothers and dads should make sure that the child knows the dismissal plan for before and after school care. Make transportation plans clear to your child. If he or she walks to school, walk the route together a few times before school starts. If a child goes to school by bus, help the child recognize their bus.
- Give your child free playtime at home. Now that your child spends more time in a structured day, you should give them more free time at home for play.
- Get to know your child's teacher. Join and get involved with all the school activities and support fundraising efforts. Your involvement communicates the importance of school to your child.
- Let your child settle the problems that may arise with school friends. Usually, unless children are harming each other physically, it is best not to rush to the rescue. Try to let them work out their own differences.
- Help your child cope with occasional frustrations and disappointments at school. Learning to cope with challenges is important to your child's development and prepares them for the stresses of life.
- Avoid comparing this child's school experiences with how brothers and sisters or neighbors did when they began school. Such comparisons can be hurtful to a child. Each of us is different, and we make our individual successes in life differently.
- School fears are common in young children. If your child cries coming to school at the beginning, take a confident approach. Your child's fears will grow stronger if you change your routine and keep them home from school. They need to see from you, that there is nothing to fear and that you know they can do it. If you are dropping them off, give a quick hug and depart. It will be hard for you, but your child will most often be distracted from the fear within a few minutes. We welcome you to call us to check in if you have had to leave your child crying.
- Occasionally, when a child does not accept school after several days, or when fearfulness and feelings of distress appear and are not improving, the child may have a problem. At this point, you should seek advice from the guidance counselor, your family physician, or others who may offer expert advice.
- Remember, all rooms have a phone and you can always leave a message with your child's teacher about your concerns, or if you feel we need to know something specific.
- Bedtime may need to be earlier now that your child is in school. Young children need a bedtime of 7:30 or 8:00 p.m. to get the rest they need for a full day of school. Save bedtime privileges for the weekend.

ARRIVAL AND DISMISSAL FROM SCHOOL

Arrival

All children should enter the school through the front cafeteria door. Children eating breakfast should arrive at 8:20 a.m. to allow time to finish before going to class. All other students will be walked around the building to the back courtyard where they will line up with their class.

Dismissal

Dismissal includes several procedures.

- The staff from the daycare program on site, Today's Child, will pick up their students and walk them to the day care center at 3:10 p.m. each day.
- Walkers will be brought to the cafeteria to meet their designated adult at 3:10 p.m. Approved adults must be carrying a key ring card to enter the cafeteria pick-up area. They must also sign the child out each day.
- Car riders will be walked to the cafeteria area and escorted to their pick-up vehicle by staff members beginning at 3:10 p.m. For safety and security reasons, parents and older siblings are requested to wait in their vehicles and proceed around the designated cones to the front of the covered area. **Do not park in the bus circle or in the faculty parking lot or you may become parked in.**

Changes in the Going Home Procedure

Any change in the going home procedure for your child must be given in a written note to the teacher that morning. Phone calls to teachers have a chance of being missed during the day. Emergency changes need to be reported to the office before the 3:10 p.m. dismissal. Without a written note, the child will return home in the usual routine. We will not rely on a child's verbal report to make changes.

EMERGENCY SCHOOL CLOSING OR DELAYED OPENING

In the event of severe weather and the possibility that school may be closed, parents are asked to stay tuned to their radio or television for information and look for Southeast Delco School District. To maintain open phone lines on which to communicate with parents, you are asked not to call the school.

- **If school is to be closed or dismissed early**, the district will call using the automated "Global" messaging system which generates calls to the numbers that you have provided. This Global form is included in the first day packet and must be returned so you receive communications. It is critical that you notify the school office of phone number changes so the system can be updated. When providing new numbers, tell us the number that needs to be replaced in our system.
- **Closing information** will also be posted on the district's TV channel on Comcast 11 and RCN's channel 51. 6ABC.com also posts school closings. Click on School Closings and scroll to look for Southeast Delco School District. This information will also be posted on the district website at www.sedelco.org. Our school is not authorized to dismiss school early unless so directed by the Southeast Delco central office.
- When the district delays the start of the school day due to weather conditions, school will begin two hours later at 10:40 a.m. Buses pick up times will also be two hours later. You will be notified in the same manner as with school closing. Breakfast will not be served on delayed opening days.

Our Emergency Closing Number is: **#464**

AGE REQUIREMENTS

The following dates will be used to admit beginners to Southeast Delco School District: Students must be five years old by September 1st for Kindergarten and six years old by September 1st for first grade.

VISITORS

All visitors are required to register in the school office when entering the building. Please pre-arrange all classroom visitations with your child's teacher. If you wish to talk to the teacher, please arrange for a conference at a mutually agreeable time. Teachers are responsible for an entire class of children and cannot take time from the teaching day to hold a conference. This would be unsafe to the rest of the class.



ATTENDANCE

Absences and Tardiness

If your child will be absent, please call the school's attendance line, ext. 7231, and leave your child's name, teacher's name, and the reason for absence. If you do not call the school, the office will attempt to contact you at home or at work to verify your child's absence. Your call to the school, therefore, is an important part of communication between home and school.

When your child is absent or late, we must have a parent note explaining the reason. Please send this note on the first day your child returns to school. This is a state requirement. The absence will be considered to be illegal if we do not receive a note within three days of the child's return to school. Three illegal absences will result in a formal first notice. Subsequent illegal absences will result in a court summons. A doctor's note is required after three days of consecutive absence or after ten days of parent excused absence.

The school laws of Pennsylvania state the following:

"A child should only be excused from school because of illness to the child, death in the family, quarantine, and exceptionally urgent reasons that directly affect the child."

Regular attendance at school must be established by our parents/children for the students to benefit from the educational programs at school. It is known that students with poor early attendance to school are at a higher risk for dropping out of school later in their lives. Set your child on a path to success by having them attend everyday when they are well.

Late Pass

Students arriving at school after 8:40 are considered to be late, and should report to the office for a late pass. The parent or guardian must bring the student into the office to provide explanation for lateness. In the absence of a legal note, the lateness becomes "illegal" by state guidelines. Oversleeping or missing the bus is not an excused lateness. After 360 minutes of lateness have been accumulated, the student will be charged with a day of absence.



PERFECT ATTENDANCE PROGRAM

Individual Perfect Attendance is awarded to students who have never been absent or late for any reason. Classroom Perfect Attendance is also charted. Each classroom that has all children present when daily attendance is recorded will receive one letter from the words “Perfect Attendance”. When the class spells out these words, a special treat will be given to the class.

REPORT CARDS

Report cards are issued two times a year (January and June), and reflect the student’s class participation, academic progress, social growth, and test performance. Progress Reports are distributed in November and April as a checkpoint for progress.

PARENT-TEACHER CONFERENCES

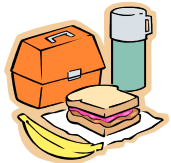
Conferences are held in January after the first half of the school year to discuss the student’s progress and any concerns of the parents or teachers. It is important that each parent meet formally with his/her child’s teacher at this time. Additional meetings may be scheduled on an as-needed basis. School will be dismissed at 12:45 PM on these days. Lunch will be served.

BEFORE AND AFTER SCHOOL PROGRAM

Today’s Child Learning Centers, Inc. offers our parents a before and after school program for students in Kindergarten through 6th grade. If you are interested, please call Today’s Child (610-583-2273) for further information.

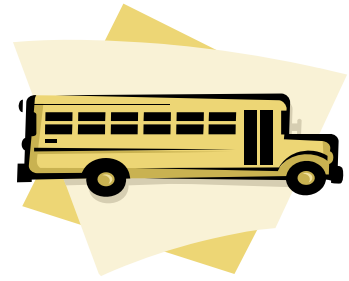
CAFETERIA

Our cafeteria at the Kindergarten Center offers breakfast and lunch to the students. Free and reduced-price breakfast and lunch programs are available to qualified families. Please contact the school office if you did not receive this information during the first week of school.



Breakfast is \$1.15 per day or \$5.50 weekly. Reduced breakfast cost for eligible students is \$1.50 weekly. Lunch is \$2.15 per day or \$10.50 weekly. Reduced lunch cost for eligible students is \$2.00 weekly. Weekly tickets must be purchased on Monday. Breakfast is served beginning at 8:20. Students in the breakfast program should arrive by 8:20 AM, but no later than 8:30 AM in the cafeteria. Breakfast will not be served on delayed opening days. Students with paid accounts can charge no more than two lunches when an account is depleted. After the two days, the student will be offered the B lunch option only.

BUS REGULATIONS



Riding a bus is a privilege, not a right, therefore, students who are not following bus rules will lose the privilege of riding the bus.

We need order and discipline on our buses so our children can be safe coming to and going home from school. For this to happen, we need to work together - parents, teachers, and bus drivers. Building a relationship with your child's bus driver will help your child to respect the safety rules on the bus. The following will be implemented to improve bus discipline:

1. The bus drivers are instructed to note discipline issues and write up a bus report to be given to the Principal the next day.
2. Parents will be notified of the behavior and the consequence.

Bus Rules

The following rules shall be strictly enforced:

1. Students will sit with all body parts in the bus while the bus is in motion.
2. Students will not throw any articles in or out of the bus.
3. Students will not disturb other passengers. This includes pushing, grabbing, slapping, etc.
4. Horseplay and fighting are not allowed.
5. Inappropriate language is not allowed.
6. Students are to remain seated until the bus comes to a full stop.
7. The consequences are of three levels:

Level 1 – 1st incident: Student will receive written/verbal warning and the parent will be notified. If the first incident is serious, the consequences shift to Level 2 or higher, depending of the nature of the incident, which could include suspension from school and/or removal from the bus. *If a student cannot settle himself/herself in the school parking lot, the student will be removed from the bus and the parent will be called to come to school to take him/her home. This will also be counted as a level.

Level 2 – 2nd warning; Parent conference is expected with the bus driver and principal or designee.

Level 3 – 3rd incident; Removed from bus for three days.*

Level 4 or more may result in your child losing bus privileges for the remainder of the year.*

* Parent is responsible for transportation of the child to school.

You, as a parent, are asked to insist that your child follow the bus rules set out by the Southeast Delco School District.

CO-CURRICULAR AND EXTRA-CURRICULAR PROGRAMS

Fire Prevention Program
School Bus Safety Awareness
Parent Nights
100 Day Celebration
Pretzel Sales
Cultural Events

Book It Program
Safe Touch Program
Field Trips
Dr. Seuss' Birthday
Eagle Spirit Days
Theatre Productions

ASSESSMENTS

DIBELS Reading Assessment

DIBELS (Dynamic Indicators of Basic Early Literacy) are a set of standardized, individually administered tests of early literacy development. The tests are administered to kindergartners several times throughout the school year. They are used to monitor the development of pre-reading and early reading skills. The results are used to evaluate individual student development and provide teachers with a measure for identifying students at-risk in reading.

Letter Naming Fluency

- Your child is presented with a page of upper and lower case letters arranged in a random order and is asked to name as many letters as he/she can in one minute.

Initial Sound Fluency

- Assesses your child's ability to recognize and produce the initial sound in an orally presented word.

G-Made Assessment

Standardized Math tests are given three times a year to monitor progress at the Kindergarten level.

FAMILY TRIPS DURING THE SCHOOL YEAR

Vacations which cause missed school days are strongly discouraged. Family trips are to be scheduled during school breaks or in the summer. Requests for family trips will only qualify as excused absences if the following requirements have been met:

- Your request must be made in writing to the principal at least five days prior to the date of the trip.
- Your child must have no prior illegal absences on record.
- Your child must be achieving at standard in all academic areas.

UNIFORM POLICY



The Southeast Delco School Board has adopted a uniform policy. It is the students' responsibility to come to school with the appropriate dress. The school uniform policy will commence the first day of school. Below is the list of approved items for wear. No logos of any type other than the name of a Southeast Delco School may be imprinted on any and all apparel.

MALE STUDENTS

BOTTOMS

Solid colored khaki-style pants (tan or black) or shorts of the appropriate size and properly fitted for the student. No baggy, low-riding pants with side pockets or cargo-type pants will be permitted.

TOPS

Solid colored royal blue, white or gray golf-type shirt with collar either short or long sleeve. In cold weather a solid colored royal blue, white or gray sweater/sweatshirt may also be worn. All shirts must be tucked in. No tops or sweatshirts with hoods are permitted.

FOOT APPAREL

Dress shoes or athletic shoes shall be permitted at the student's option. All shoes with laces must be tied. No slippers, sandals, or similar casual footwear will be permitted.

FEMALE STUDENTS

BOTTOMS

Solid colored khaki-style pants (tan or black), shorts, skirt, or skort of the appropriate size and properly fitted for the student. No stretch pants, baggy, low-riding pants with side pockets or cargo-type pants will be permitted. Shorts/skorts must be no shorter than fingertip length.

TOPS

Solid colored royal blue, white or gray golf-type shirt with collar or similar type blouse either short or long sleeve. In cold weather a solid colored royal blue, white or gray sweater/sweatshirt may also be worn. No hooded tops are permitted.

FOOT APPAREL

Dress shoes or athletic shoes shall be permitted at the student's option. All shoes with laces must be tied. No slippers, sandals, or similar casual type footwear will be permitted for safety concerns.

LOST AND FOUND

There is a lost and found area in the cafeteria where all lost articles of clothing and other belongings are turned in when found. Please write your child's name on all belongings to assist us in returning lost and found items.



HOMEWORK

Homework: Home and School Working Together

Parents Please:

1. Demonstrate that homework is a priority by establishing a regular time and place to develop a daily "homework habit."
2. Provide the support and supervision necessary to see that their child organizes and completes homework for return on the due date.
3. Maintain a relaxed, stress-free atmosphere to build positive attitudes about school work and keep harmony in the family.

The Southeast Delco School District has designated the following minimum amounts of homework:

Kindergarten: 15 minutes daily

Regularly assigned homework is desirable in assisting pupils to achieve satisfactory school progress and develop good study habits. It provides opportunities for students to reinforce and practice newly-acquired skills and may also consist of assignments that help students prepare for class participation. Accepting the responsibilities related to homework means that the student needs to independently take direction, manage time and complete the work to the best of his or her ability.

MONEY

All money sent to school must be placed in an envelope marked with the amount, child's name, room number, and purpose of the money. The school will not be responsible for lost or stolen money.

HEALTH SERVICES



A certified registered nurse or LPN is available during the school hours in case of illnesses and emergencies. If a student is unable to remain in school, the nurse will contact the parent/guardian or someone responsible to arrange for the child to be taken home. Audiometric (hearing) tests, vision tests and height and weight measurements are done on a yearly basis as well as any other service mandated by the state. Students with communicable diseases are excluded from school. Conjunctivitis, impetigo, pediculosis (head lice), and ringworm are excludable conditions. A doctor's certificate is required upon return to school. If lice or nits are detected, your child will be unable to return to school until cleared by the school nurse. It is the policy of the school that a child who is able to attend school is considered able to participate in all school activities unless a doctor's note is provided.

Emergency Cards

During the first week of the school year, your child will receive two Emergency Cards from his/her teacher (one for the nurse and one for the office). These cards should be kept up-to-date throughout the year. Please make certain that all portions of the card are completed (both sides). Contact the school as soon as possible when there is a change in address, telephone number, or parental status. **Emergency phone numbers on these cards are critical and must be listed in case we are unable to contact the parents.** Please return these cards promptly.

Administration of Medication

No medication, even over-the-counter medication, will be administered in school except by direct, written order of the family physician. Any child who is to receive medication during school hours must have explicit directions from a physician. All medication must be packed with a current pharmaceutical label, including child's name, drug name and dosage.

All medication is to be brought to the school by the parent. Students are not permitted to carry medication to school. If this does occur, the school reserves the right not to dispense this medication until the parent comes to school to personally authorize the dispensation of the medication.

Illness

If your child complains of a headache, stomach ache, sore throat, etc. before coming to school, please check his/her temperature. If feverish, do not send your child to school. If your child becomes ill at school, the nurse will decide if he/she should be sent home. **Your child must be fever-free for 24 hours before returning to school.**

Physical Exams

Students entering school for the first time are required to have a physical exam. An exam form is required for the school record. If a student does not have a physical exam completed, the student may be excluded from school.

VOLUNTEER PROGRAM

The Kindergarten Center welcomes and needs volunteers in our school. Volunteers are needed in the classroom during Kidwriting (Training is provided.) and learning centers, in the cafeteria, and on the playground. If you are interested, please call our school or your child's teacher anytime during the school year.

CELL PHONES, TOYS, AND OTHER ELECTRONIC DEVICES

Cell phones, headphones, gameboys, and other electronic devices are prohibited in school. If found in a student's possession, these items will be confiscated and parents will be contacted. Also discouraged is the position of toys, action figures, cars, stuffed animals, dolls, etc. Toys will be taken away from students and parents will be contacted.

NON-SMOKING POLICY

The Southeast Delco School District has adopted a non-smoking policy where smoking is prohibited anywhere on school district property. Therefore, please refrain from smoking outside the building while waiting for your child to be admitted or dismissed.

REQUEST TO LEAVE SCHOOL EARLY

Doctor/Dental appointments, while discouraged during the school day, are the excusable reasons for early dismissal. When picking up children early for illness, or appointments not able to be scheduled outside of the school day, parents should report to the office to sign them out. To insure your child's safety, children will not be released to other adults unless written permission from the parent/guardian is provided and photo identification is presented.

DISTRICT DISCIPLINE POLICIES

Students and families are expected to follow all Southeast Delco School District Board policies.

The district weapons policy prohibits students from possessing and bringing weapons or replicas of weapons into any school building or property. Copies of Southeast Delco School District weapons policy can be found on the district website and is on file in the office for review upon request.

Southeast Delco School District prohibits any student from communicating terroristic threats or committing terroristic acts against staff members or fellow students. The policy for making terroristic threats and other discipline policies are available on the district website and on file in the office for review upon request.

SCHOOL COMMUNITY AND STUDENT CONDUCT

In order for our students to prepare for the role of responsible citizen, their behavior must be based on respect and consideration for the rights of others. They are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school. As Kinder Knights, our students are expected to demonstrate:

Kind acts
Nice words
Inside voices
Good attitudes
Helping hands
Thinking first
Showing respect

The Student's Responsibility Is:

- To know, understand, and follow school rules.
- To develop a sensitivity to the feelings of others.
- To respect adults at school and home.
- To be a part of the decision making process.
- To learn to respect different points of view.

The Parent's Responsibility Is:

- To know school policy.
- To establish good communication and rapport with teachers.
- To hold a regular homework time.
- To be objective when dealing with problems related to discipline.
- To work together as a family unit and be consistent in child guidance.

The Teacher's Responsibility Is:

- To be fair and consistent.
- To make everyone aware of and understand the reasoning behind school rules.
- To know as much as one can about each student and show compassion for their individual needs.
- To enforce rules and to see that students accept responsibility for their actions.