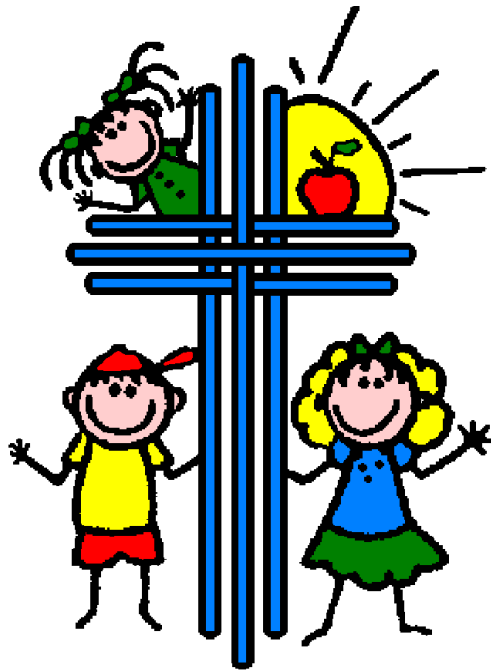


Immaculate Conception School



**Kindergarten Handbook
2017-2018**

IMMACULATE CONCEPTION SCHOOL
200 West Wayne Street
Celina, Ohio 45822
419-586-2379

Dear Parents,

Welcome to Immaculate Conception's Kindergarten! By choosing our kindergarten you have given your child a tremendous gift. Our kindergarten provides a wonderful environment and a developmentally appropriate program for your child's first full year in school, and it incorporates **values for a lifetime into each school day.**

Immaculate Conception's kindergarten attend class all day every day, the same hours as the students in grades one through six.

The first day of school for kindergarten will be a half day to help the children adjust to their new environment with relative ease. This will be orientation time for the kindergarten and give the teacher time to meet with the parents. **We ask that a parent or another adult attend the first half-day with your child, Tuesday, August 22th.** The parent should plan to stay for the entire session on the first day of school. **On Wednesday, August 23th and Thursday, August 24th, only half the class will attend school for a full day. Bussing will begin on Wednesday.** Then on August 25th, all students will have their first full day of kindergarten together from 8:20 to 3:15. If they ride the bus they will have a helper for several weeks until they are confident that they can do it alone. You will be notified at the beginning of August as to which days your child will attend.

Please have your child attend class according to the following schedule for the beginning of school:

Tuesday, August 22th.....1/2 day for students with parents: 8:20-11:00 and 12:30-3:15.

Wednesday, August 23th.....full day for 1/2 the class (mixed boys and girls)

Thursday, August 24th.....full day with the other half of the class

Friday, August 25th.....full day for everyone

We consider each child a precious gift from God, and we look forward to working with you and your child. If you have any questions, please feel free to contact either of us.

God bless you,
Heather Henry, Kindergarten Teacher
Polly Muhlenkamp, Principal

TABLE OF CONTENTS

Letter to Parents, Fr. Ken Schnipke.....5

Letter to Parents, Mrs. Polly Muhlenkamp.....5

Administrative Staff.....5

We Believe in Children, Author and source unknown.....6

Philosophy.....7

Goals.....7

Attendance.....8

What We Do in Kindergarten.....8

Entrance Requirements.....8

Kindergarten Schedule.....8

Fees.....9

Birthdays.....9

School Supplies.....9

Change in “Going Home”.....9

Progress Reports and Parent Conferences.....10

School Policies..... 10

Health Status for Kindergarten Students..... 11

Dear Parents,

Congratulations to you for choosing Immaculate Conception School for the education of your child! We believe that you have made an important decision for your child now that will help create a future full of hope and promise. Every parent wants the best possible for their child and our school offers a program of education that will allow your child to grow and develop in a Christian, value-centered environment. In addition to an excellent education academically, your child will learn self-respect, love for others and love for God. We take this responsibility seriously and are eager to share with you in the awesome and wonderful work of educating your child.

May God bless you and our staff as we work together to give the children of our school values that will last for a lifetime!

Fr. Ken Schnipke, C.P.P.S.
Pastor

Dear Parents,

The choice of a school for your child is an important decision. We at Immaculate Conception are pleased that you have chosen us to be your partners in helping your child grow in all dimensions – spiritual, intellectual, emotional, and physical development.

As a Catholic school, our emphasis is not only on providing a quality education, but we also foster the integration of Catholic Christian values into all aspects of what we do and of who the students become. We want to work with you at every step of the way in helping your child to reach his or her fullest potential.

Welcome to our faith-based educational community!

Polly Muhlenkamp
Principal

ADMINISTRATIVE STAFF

Pastor – Fr. Ken Schnipke

Principal – Mrs. Polly Muhlenkamp

polly.muhlenkamp@icschool-celina.org

Kindergarten Teacher – Heather Henry

heather.henry@icschool-celina.org

School Telephone – 419-586-2379

WE BELIEVE IN CHILDREN

Little ones, big ones, chubby and thin ones,
There is faith in their eyes,
Love in their touch,
And hope in their attitude.

We thrill with them at life's joy,
Run with them through tall grasses,
Bow with them in worship and
Hold them close in tragedy.

We believe in children...
The fragile dream of yesterday,
Life's radiant reality today,
And the vibrant stuff of tomorrow.

Yes, we believe in children.
For wherever we go...
To mountain village,
industrial center
or open country...

We find yesterday's children who were
Nurtured in the things of Christ at work
In the building of the Kingdom of God.

Author and source unknown

PHILOSOPHY

The kindergarten program at Immaculate Conception Elementary School believes in the uniqueness of the individual and developing the whole child: religiously, emotionally, mentally, academically, physically and socially. It is our belief that children, at this age, learn by PROCESS: that is, they learn through play and work with the things and people available in their environment. We desire to create an atmosphere where children experience joy, love, kindness, peace, wonderment, and an environment that allows the individual to make choices at his/her own growth points for learning and living.

GOALS

Our goal is to help the child develop a positive self-image and feel good about being “just me.” We will expose the child to a wide variety of experiences to arouse curiosity, to promote independence, to stimulate the imagination, challenge and develop the intellect and encourage the child to explore and learn in a way most meaningful, at this time, to him/her and to learn the social skills of working and playing with other children.

ATTENDANCE

The kindergarten child should learn that regular and punctual school attendance is important. In case of delays or closings, announcements will be made over the following Celina radio stations: WCSM (96.7 on the FM dial and 1350 on the AM dial) and WKKI/K-94 (94.3 on the FM dial.) We also use **OneCall Now**, an automated Parent Notification Service, which allows us to contact all our parents within minutes.

WHAT WE DO IN KINDERGARTEN

Your children have been living and learning at home. Now they will work, play, and learn with a group of children their own age. This is the important beginning of each child's elementary school life.

The weekly program of kindergarten is varied and flexible. There are periods of activity and periods of quiet. The program includes:

1. Development of language through stories, poems, and dramatization
2. Phonics activities which prepare for reading and writing
3. Social experiences
4. Safe use of materials and equipment
5. Practicing good work habits: completing work planned, putting things away neatly, concentrating on one particular task, being responsible for choices
6. Mathematics
7. Songs, music, and rhythms
8. Outside play
9. Physical education
10. Science and social studies activities
11. Computer class
12. Learning about God and his world

ENTRANCE REQUIREMENTS

To be eligible for kindergarten, a child must be five years old on or before August 1st, of the year he /she will enter kindergarten. All forms that are required by the school for entrance must be completed and in the child's cumulative folder by the first day of classes.

KINDERGARTEN SCHEDULE

The kindergarten children are on an all day, every day schedule. School begins at 8:20 a.m. and closes at 3:15 p.m. The school bell rings at 8:15. If the children arrive before 8:15, they will wait in the Lourdes Room. At 8:15 they will go to their classroom.

The children will eat lunch at school. They may pack their lunch or buy lunch in the cafeteria. Milk may be purchased to go with a packed lunch. We encourage a healthy lunch. Information on prices will be given at the beginning of the school year.

FEES

A snack and drink will be provided for a break in the morning. The cost is **\$7.00 per month**, including August. Please send the money on the first day of each month. You can pay \$70.00 for the year or \$7.00 at the beginning of each month. Please make checks payable to IC School. The snack fee averages out to 40 cents a day.

BIRTHDAYS

Some children may wish to bring a **SIMPLE** treat for the rest of the class (**no cakes, please.**) The only request the school has is that you check with the teacher for the number in the class. This will ensure that no one is left out. Children with summer birthdays may like to celebrate their “half” birthday or pick another day during the school year. Please review the policy in the school handbook.

SCHOOL SUPPLIES

PLEASE PLACE YOUR CHILD’S NAME ON ALL PERSONAL ITEMS

The following items will be needed by your child in kindergarten:

A backpack

Kindergarten Supplies

1 soft pink eraser

1 small bottle of Elmer’s **school** glue

1 subject notebook

1 pkg. of twistable colored pencils

3 Elmer’s glue sticks (disappearing purple)

1 pkg. of 10 classic broad line Crayola markers

1 pkg. of 4 multi-color Expo dry erase markers (black, red, green, blue)

1 folder with 2 pockets

1 plastic school box

1 box of tissues

Crayons, pencils and scissors will be provided

CHANGE IN “GOING HOME”

Occasionally, it is necessary that a child go to someone else’s home (grandparent’s, aunt’s, babysitter’s, etc.) rather than where he/she usually goes. When this happens, a note must be sent to school with your child detailing who will pick up the child.

It is the policy of Celina City Schools that pupils will not be discharged at any place other than their regular destination. If your child regularly rides the bus and you intend to pick him/her

up, it is essential that you write a note to the teacher and advise her of your plans. You may also call the school office.

PROGRESS REPORTS AND PARENT CONFERENCES

The kindergarten teacher will be in contact with parents as follows:

1. Parent-teacher conferences will be held at the end of the first quarter.
2. A formal grade card will be sent home at the end of the each quarter.
3. Interim reports will be used when needed and appropriate.

Parents are urged to request a private conference with the teacher whenever the need arises.

SCHOOL POLICIES

All school policies are listed completely in the school handbook for K-6. A copy of this handbook will be made available upon request, or you may view the handbook online at the school's website, icschool-celina.org.

HEALTH STATUS FOR KINDERGARTEN

1. For admission into kindergarten, the parent must show evidence of immunizations the child has received (either the record from a physician's office or the county Health Department.)
Ohio's law requires that a student, age 4 to 6 years must complete their immunizations prior to kindergarten entry.
2. Required immunizations are listed separately in the back of this handbook.
3. We do not require a physical exam, but do recommend it. At this time, the doctor can assess the physical well-being of the child and make the specific recommendations for continuing care. This is not mandatory, but is highly recommended.
4. We ask parents to be very honest about any physical defects, any allergies or emotional problems that your child might have.
5. It is essential that we have information on file advising whom we may contact in the event an emergency should occur while your child is at school. A form for this purpose will be sent home on the first day of school. Complete the form as quickly as possible and have your child return it to school. PLEASE give the names of at least two people we may contact if you cannot be reached.
6. If your child needs to receive medication while at school, follow the guidelines found in the school handbook. You will receive a copy of the school handbook on the first day of the new school year by request only. The handbook is always available on the school's website, www.icschool-celina.org.
7. Immunizations can be obtained at the Mercer County Health Department located at 220 West Livingston Street, Suite 3. Vaccination clinics will be held on Thursdays from 9:30am to 11:30am and 3:00pm to 6:30pm. Online appointments for immunizations may be made at www.mccchd.org. Other days are by appointment only. Please schedule an appointment. For parents wishing to obtain a copy of their child's birth certificate, regular office hours are 7:30 a.m. to 4:00 p.m., Monday through Friday.