

# St. Vincent de Paul School

## 2017-2018 Kindergarten Handbook



The kindergarten day starts at 8:00 a.m. and ends at 3:10 p.m. Students can be dropped off any time after 7:40 a.m. If students are dropped off before 7:40 they will wait outside the school doors until the bell rings.

### **Administration**

Pastor..... Rev. Daniel Kampschneider  
Principal..... Dr. Barbara Marchese  
Assistant Principal..... Mrs. Diane Warneke  
Assistant Principal ..... Dr. Lisa Nelson

**Kindergarten Teachers** ..... Mrs. Lisa Guinan  
Mrs. Barbara Millar  
Mrs. Julie Vaughan

**E-Mail Addresses** – last name, first initial of first name @svdpomaha.org  
Example: John Smith – smithj@svdpomaha.org

### **Mission Statement**

The mission of St. Vincent de Paul Catholic School is to provide quality spiritual, educational, social and spiritual opportunities in a respectful learning environment reflective of our Catholic beliefs.

### **Admissions Policies**

It is the policy of the St. Vincent de Paul School Board that eligible children shall not be denied enrollment, rights, or privileges in the school because of race, color, or nation/ethnic origin.

## **Purpose of the Handbook**

The purpose of this handbook is to provide parents/guardians of incoming St. Vincent de Paul kindergarten student's general guidelines for dress code and our lunch program, tips on how to prepare their child for kindergarten, and our behavioral expectations of the students and communication.

# **Preparing Your Child for Kindergarten**

## **How to Help You Child Prepare for School**

- Talk about school with your child. Keep a positive attitude as you discuss happy experiences that are ahead of him/her.
- Listen to your child. Discuss his/her concerns. Encourage your child and be reassuring.
- Establish good routines for eating, sleeping, and doing schoolwork. Establish a school bedtime.
- Establish a communication link with the teacher so that you are always informed.
- Make transportation/parking and after school plans clear to your child, including car pool and day care information.
- Arrive on time. Not too early, though. A long wait can increase stress.

## **What Your Child Should Know**

### **Your child should be able to:**

- Identify and write his/her first name.
- Take off and put on his/her own clothing: buttons and zippers should be easy to use, clothing should be comfortable and appropriate for weather, removable clothing (sweatshirts, hats, gloves, etc.) should be labeled with the child's name.
- Care for his/her personal needs in the bathroom.
- Follow two- or three-step directions.
- Sit quietly for approximately ten minutes while listening to a story.
- Stay with a group of children without parents.
- Use scissors, pencils, crayons, and glue appropriately.
- Recognize some upper and lower case letters of the alphabet. Numbers 0-10 would be helpful.

# Kindergarten Curriculum Overview

Below you will find the skills taught in each of the subject areas.

## Art

- Developing fine motor skills
- Using a wide variety of materials to enhance creativity

## Computers

- Basic understanding of computer operations
- Understanding and navigation of the internet
- Motor skill development
- Basic word processing

## English

- Identifying basic punctuation
- Understanding positional words
- Enhancing communication abilities
- Identifying types of sentences
- Identifying nouns, verbs, and adjectives

## Guidance

- Provide opportunities for children to learn the emotional and social skills needed to lead healthy and productive lives.
- Encourage children to practice caring, sharing, honesty, and self-discipline.
- Integrate and reinforce program concepts and skills in the areas of language arts, health and guidance.
- Strengthen children's commitments to their family, positive peer relationships, school and community.

## Mathematics

- Classifying
- Sorting
- Creating/copying patterns
- Counting/identifying numerals 0-25
- Identifying shapes
- Identifying color words
- Identifying coins
- Telling time to the hour
- Addition and subtraction readiness

## Music

- Singing voice/speaking voice
- Steady beat
- The music alphabet
- Exploring instrument sounds
- High/low, fast/slow, loud/soft
- Many ways to move in a shared space
- Song stories, children's listening literature

## PE

- Developing motor skills
- Developing teamwork and sportsmanship
- Controlled body movements and moving in space

## Penmanship

- Letter formation
- Numeral formation
- Printing first and last name
- Holding pencil correctly

## Reading

- Letter recognition
- Sound/symbol relationship
- Rhyming
- Spelling
- Comprehension
- High-frequency words
- Sentence writing

## **Religion**

- Identifying significance of Catholic holy days
- Exhibiting Catholic values
- Understanding simple Bible stories
- Reciting basic prayers

## **Science**

- Understanding the five senses
- Basic understanding of weather
- Differentiating between living and non-living forms
- Understanding of earth and sky
- Identifying the seasons and their qualities
- Identifying internal/external body parts

## **Social Studies**

- Understanding safety
- Identifying some famous Americans
- Identifying days of the week/months of the year
- Basic map skills
- Reciting the Pledge of Allegiance
- Earning/spending money

## **Spanish**

- His/her name
- Numbers
- Months of the year
- Days of the week
- Colors
- Body parts

# Communication

## **E-Mail/Phone**

Teachers are available for phone calls at 492-2111 between 3:15 and 3:40. Email is also available. To email a teacher or administrator, type the last name, first initial of first name@svdpomaha.org  
**Example:** John Smith – smithj@svdpomaha.org

## **Folders**

Daily communication with your child's teacher can be done through e-mail or written notes. Your child will have a communication folder that he/she will bring to and from school everyday. This folder will contain daily work, notes from the teacher and kindergarten-specific information.

## **Newsletters and Virtual Backpack**

On the last Friday of each month a monthly newsletter and Classroom News will be emailed to every parent. The newsletters will also be available on the school website. On Fridays parents will receive a "Virtual Backpack" via email where parents can receive school information, download forms and notices from sports groups, girl/boy scouts, SPREE, Adult Formation, etc. The "Virtual Backpack" page can also be accessed on the school website.

## **Parent Conferences**

Parent/Teacher conferences are held twice a year. In late October/early November, teachers will meet with all parents. In February/March, conferences are held by request from the parent or the teacher.

## **Report Cards/Progress Reports**

Report cards are sent home with students at the end of each quarter. The report card and envelope should be signed by a parent/guardian and returned to school. The students will also receive mid-quarter progress reports that also need to be signed and returned.

## **School Website**

The school website address is [www.svd-p-school.org](http://www.svd-p-school.org). The website is a great way to access important school information such as school news, school calendar, lunch menu, staff directory, teacher pages, links to other parent information, etc. The website is updated frequently and can provide the most up-to-date information.

## **Student Absences**

Half Day Absence=arriving after 10:00 a.m. or leaving before 1:00 p.m. When a student will be absent from school parents are expected to call by 7:30 a.m. Each student who is absent is expected upon his/her return to school to provide a written note from the parent/guardian stating the date(s) and reason for absence.

# **Behavioral Expectations**

At St. Vincent de Paul School we want to help children interact respectfully with adults and peers, develop good listening skills, contribute in positive ways and learn appropriate times for talking. Each day in the classroom, your child will have to make many choices. We feel it is important that each child be accountable for his or her decisions.

## **Positive Code of Conduct Referrals** **(Exemplary Behavior)**

We encourage good behavior by recognizing students who have made positive choices through helping/praising others, good citizenship, community involvement, cooperation, improved effort or completing work.

Students who receive a Positive Code of Conduct Referral are recognized by the Administration on a weekly basis.

## **Color Change System**

To help students in Grades K - 4, we use a green/yellow/red/white/card system. Every student begins the day with a green card. When a student makes a poor choice within the school day, that child will be asked to exchange their green card for a yellow card. This is a warning card. If a second poor choice is made, they will receive a red card. If a third poor choice is made, a white card is issued and a written form (Parent/Student Alert) will be sent home with the student indicating the choices made by the student throughout the day. The child will also miss a recess and meet with an administrator to discuss the behavior. The slip will be sent home, signed by the parent and returned the next day. If the note is not returned, a phone call will be made. We ask that you spend some time discussing with your child the reason the slip was given.

## **Mass Behavior**

The kindergarten students attend Mass weekly as a class with Grades 1 - 4. Students are expected to participate by praying, singing, and sitting/standing/kneeling at appropriate times. Periodically throughout the year, all-school Masses are held on different days.

# Dress Code

St. Vincent de Paul students are to be in uniform at all times on campus and when attending school-sponsored functions off campus. **Enforcement of the school uniform Dress Code is the responsibility of each student's parents.** The classroom teachers should not have to police their students for uniform infractions. Final interpretation of compliance will be determined by the administration. Please label your child's clothing, particularly sweaters and sweatshirts, and school items such as backpacks and lunch boxes. Unclaimed items will be given to charity or the Used Uniform Committee for resale.

## Uniforms

Most uniform items as described on the following pages may be purchased at  
**Dennis Uniform - 109<sup>th</sup> Court, 68164**  
**(402) 496-9911**  
or  
**Educational Outfitters – 2528 S. 130<sup>th</sup> Ave., 68144**  
**(402) 333-1099**

### **Girls Uniforms**

**Jumper/Skirt** - *Must be purchased at Dennis Uniform Co. or Educational Outfitters*

K - 3 Woodland plaid jumper

4 - 8 Woodland plaid box or accordian pleated skirt

All jumpers/skirts should be worn no shorter than three inches above the knee.

**Skort** - *Must be purchased at Dennis Uniform Co. or Educational Outfitters*

K - 8 Woodland plaid

No shorter than three inches above the knee

### **Blouse/Shirt**

Any plain, white, long or short-sleeved collared shirt/turtleneck may be worn. Shirts/turtlenecks with lace or ruffles may not be worn. Shirts and blouses are to be tucked in and undershirts, if worn, must be plain white with sleeves no longer than the outer shirt. Shirts purchased from Dennis Uniform with the school logo may also be worn.

### **Slacks**

Dark navy, **plain** dress slacks may be worn in place of a jumper/skirt/skort. Pants should not touch the ground. (Hip huggers, bell bottoms, and/or cargo pants are NOT considered uniform.)

### **Shorts**

Dark navy, plain, cuffed; *Must be purchased at Dennis Uniform Co. or Educational Outfitters* or be identical to the Dennis uniform walking short (i.e. shorts that are no more than 3 inches above the knee; walking shorts may not cover the knee). Shorts may be worn from the first day of school in August through the last school day in October and beginning April 15 through the end of the school year.

### **Belt**

A belt must be worn with slacks/shorts if these items have belt loops. Belts must be a solid color and either white, navy, red, black, or brown.

### **Sweater**

Red or navy crew, cardigan, or V-neck uniform sweater from *Dennis Uniform Co. or Educational Outfitters* may be worn.

### **Sweatshirt**

An official St. Vincent de Paul sweatshirt may be worn over the uniform blouse/ shirt/ turtleneck. The sweatshirt must fit properly, be in good condition, and be clean. The blouse or shirt collar must be visible. Sweatshirts may be ordered through the school office twice a year, July/ August and December/ January. Hooded sweatshirts are not part of the uniform.

### **Socks**

Socks must be visible above the shoe and cover the back of the heel. White, navy, or red socks, knee-highs, and tights may be worn.

### **Tights/Leggings Optional**

Only plain white, red or navy solid colored tights or leggings may be worn. Leggings must extend to the ankle bone. Socks must be worn. No leggings as pants.

### **Shoes**

Tennis shoes and socks are to be worn. Sandals, backless shoes, boots or similar shoes are not part of the uniform. Shoes must be tied, strapped or fastened. For safety reasons, students may not wear shoes that do not enclose the toes and heels of their feet Croc-style footwear, moccasins, and soccer sandals may not be worn. The height of the shoes worn may not exceed the top of the ankle. **Tennis shoes must be worn for physical education classes in all grades.**

### **Jewelry**

Students are discouraged from wearing jewelry to school. Small stud earrings may be worn, but for safety reasons, no hoops or dangling earrings are allowed. Earrings should be limited to one pair. Very simple religious chains/ crosses are acceptable. No other neckwear is allowed. One simple ring may be worn. Bracelets are limited to one.

### **Hair**

Students' hair must be clean, well groomed and have no unusual color, cut or style. Hair-pieces and scarves are not allowed. Final interpretation of compliance will be determined by the administration.

### **Hats**

Students may not wear hats in the building.

### **Make-up and Nail Polish**

No make-up, nail polish (any color), or artificial nails are allowed.

### **Exceptions**

Students may wear Girl Scout uniforms to include all official attire on meeting days.

## **Boys Uniforms**

### **Shirt**

Any plain (no logos), white, long or short sleeves, collared shirt/ turtleneck may be worn. Shirts are to be tucked in and undershirts, if worn, must be plain white with sleeves no longer than the outer shirt. Shirts purchased from Dennis Uniform with the school logo may also be worn.

### Slacks

Dark navy, **plain** dress slacks may be worn. No cargo, oversized, or baggy pants are allowed. Pants should not touch the ground, and must be worn at the waist with a belt.

### Shorts

Dark navy uniform shorts; must be purchased at *Dennis Uniform Co. or Educational Outfitters* or be identical to the Dennis uniform walking short (i.e. shorts that are no more than 3 inches above the knee; walking shorts may not cover the knee). No oversized or baggy shorts are allowed. Shorts should be worn at the waist with a belt. They may be worn from the first day of school in August through the last school day in October and beginning April 15 through the end of the school year.

### Belt

A belt must be worn with slacks/shorts if these items have belt loops. Belts must be a solid color and either white, navy, red, black, or brown.

### Sweater

Red or navy crew, cardigan, or V-neck uniform sweater; must be purchased at *Dennis Uniform Co. or Educational Outfitters*.

### Sweatshirt

An official St. Vincent de Paul sweatshirt may be worn over the uniform blouse/shirt/turtleneck. The sweatshirt must fit properly, be in good condition, and be clean. The blouse or shirt collar must be visible. Sweatshirts may be ordered through the school office twice a year, July/August and December/January. Hooded sweatshirts are not part of the uniform.

### Socks

Socks must be visible above the shoe and cover the back of the heel. Socks should be white, navy, or red. Socks may not cover the knee.

### Tights/Leggings Optional

Only plain white, red or navy solid colored tights or leggings may be worn. Leggings must extend to the ankle bone. Socks must be worn. No leggings as pants.

### Shoes

Tennis shoes and socks are to be worn. Sandals, backless shoes, boots or similar shoes are not part of the uniform. Shoes must be tied, strapped or fastened. For safety reasons, students may not wear shoes that do not enclose the toes and heels of their feet Croc-style footwear, moccasins, and soccer sandals may not be worn. The height of the shoes worn may not exceed the top of the ankle. **Tennis shoes also must be worn for physical education classes in all grades.**

### Hair

Students' hair must be clean, well groomed and have no unusual color, cut or style. It must be above the eyebrows, above the bottom of the ears, and must not touch the top of the collar. Final interpretation of compliance will be determined by the administration.

### Hats

Students may not wear hats in the building.



### Exceptions

Students may wear Boy Scout uniforms to include all official attire on meeting days. (Approved by Board of Education February 2006)

## General Information

St. Vincent de Paul Catholic Elementary School provides a hot lunch program. Students who choose to bring sack lunches from home may purchase milk/orange juice at school if they desire. The lunch count will be done at the time that attendance is taken. Children will be asked to indicate whether or not they will be taking hot lunch, sandwich lunch, or salad lunch. The kitchen will **not** require a milk count in the morning.

The process for ordering hot lunch will be as follows:

1. The menu is sent home on the back of the newsletter once a month.
2. Attached will be a slip that needs to be completed and returned with a check made out to St. Vincent de Paul.
3. **Clearly label the envelope with the family name and the words "hot lunch/milk money."**
4. Visitors may purchase a hot lunch for \$4.00 (must be ordered by 8:45 a.m.).
5. Each student will have his/her PIN number set up at the beginning of the school year or at the time of enrollment. The price of a lunch will be deducted from the family account after the student receives his/her lunch/milk.

### **Prices for the Hot Lunch Program (2017-2018)**

Grades K – 5	\$2.65 (Current price as of August 2017)
Milk	35 cents/carton (skim, 2% white and 1% chocolate)
Orange Juice	35 cents/carton
Bottled Water	35 cents/water

**Please Note:** The hot lunch program receives funds and food from the federal government. We are required to secure payment before serving lunches to avoid losing these funds. As stated in USDA Policy: "Under the law, the regulations, and the guidance, there is no requirement that children paying the reduced or full price be given credit which permits them to charge the price of meals when they don't have money with them to pay."   
USDA Policy Memo 94-77

Statements are sent home in the folders to families that have a negative balance in their family account.

### **Volunteers**

Parents are encouraged to volunteer at St. Vincent de Paul. There are many opportunities to volunteer including playground, lunchroom, and library helpers. Volunteers within the school will need to complete the Safe Environment Training. Please contact Wendy Everson with any questions at [eversonw@svdpomaha.org](mailto:eversonw@svdpomaha.org). Each classroom will have three parties that room parents organize. Parents will also be encouraged to sign up for various volunteer opportunities throughout the year, including field trips and special events.

## **People Your Child Will Meet This Year**

Dr. Marchese – Principal

Dr. Nelson – Assistant Principal

Mrs. Warneke – Assistant Principal

Fr. Dan Kampschneider – Pastor

Fr. Joe Sund – Associate Pastor

Mrs. Pisarik (Nurse Nicole) – School Nurse

Mrs. Morey – School Secretary

Mrs. Meiers – School Receptionist

Mrs. Madrigal – Administrative Assistant

Mrs. LeMense – Music Teacher

Ms. Pottebaum – P.E. Teacher

Mr. Pflaum – Art Teacher

Mrs. Skudlarek – Guidance Counselor

Mrs. Dougherty – Food Service Director

Mrs. Kaiser – Media Center Specialist

Mrs. Palmer – Computer Teacher

Mrs. Engel – Spanish

## **Children Learn What They Live**

If a child lives with criticism,  
He learns to condemn.

If a child lives with hostility  
He learns to fight.

If a child lives with ridicule,  
He learns to be shy.

If a child lives with shame,  
He learns to feel guilty.

If a child lives with tolerance,  
He learns to be patient.

If a child lives with encouragement,  
He learns confidence.

If a child lives with praise,  
He learns to appreciate.

If a child lives with fairness,  
He learns justice.

If a child lives with security,  
He learns to have faith.

If a child lives with approval,  
He learns to like himself.

If a child lives with acceptance and friendship  
He learns to find love in the world.