

# The ABC's of Kindergarten



Holy Spirit School  
2020-2021

Principal  
Mrs. Horton

Assistant Principal  
Mr. Shears

Kindergarten Teacher  
Mrs. Bahrey

Please keep this booklet for reference during  
the upcoming school year.

## **Welcome**

It is our pleasure to welcome you to Holy Spirit School. We sincerely hope that your child's experience in our Kindergarten program will be pleasant, exciting and rewarding. It is also our hope that you, as parents, will become involved in your child's program. We look forward to getting to know each other better over the next year and would like to take this opportunity to inform you of some general information regarding our program.

## **The Kindergarten Program**

CSSD offers kindergarten programming within a faith-based learning environment. Young children benefit from programs that provide opportunities for organized activities and purposeful play through which children explore the world around them. Alberta Education defines instructional time for kindergarten as the "time where direct child-teacher interaction and supervision are maintained." Kindergarten students are provided with a minimum of 475 instructional hours each school year.

The following 10 guiding principles provide a framework for kindergarten programming:

1. Childhoods differ depending on social and cultural circumstances
2. Children's development is influenced, but not determined, by early experiences
3. Children interact and learn in a variety of contexts
4. Children are co-constructors of knowledge and partners in learning
5. Children are unique and active contributors to their learning
6. Children construct and represent knowledge in a variety of ways
7. Children are citizens and active participants in school and society
8. Children are active collaborators in and users of assessment
9. Children may require specialized programming and supports to develop knowledge, skills and attitudes that prepare them for later learning
10. Children and their families may need coordinated community services to meet their needs.

## **What we provide**

In addition, there are seven learning areas within the Kindergarten Program Statement. Although these align with the K-9 curriculum for Language Arts,

Mathematics, Social Studies, Science, Health, Physical Education and Fine Arts, there is an emphasis on creating learning environments that respond to the needs of young children, their diverse backgrounds, and their learning pathways.

1. Early Literacy
  2. Early Numeracy
  3. Citizenship and Identity
  4. Environment and Community Awareness
  5. Personal and Social Responsibility
  6. Physical Skills and Well-Being
  7. Creative Expression
- Organized activities and purposeful play experiences which allow children opportunities to explore and experiment
  - Concrete, hands on experiences in a secure, nurturing learning environment
  - Activities designed to promote the development of knowledge, skills and abilities considering the individual needs of all students
  - Positive interactions between children and adults which support the development of social cooperation and problem-solving skills



♥ Welcome to  
Kindergarten

## Information from A to Z



### ~ Attendance

Our school day begins at **8:40 a.m.** **Supervision begins at 8:25.** **Do not drop your child off before 8:25.** Teaching staff do not provide extended supervision before or after school. Parents are responsible for children during these times.

**Please contact the school and leave a message with the front office if your child is going to be absent or late.** This is in addition to letting the teacher know your child will not be at school. The school phone number is 403-500-2065. The parent of any child who is absent or late and fails to inform the front office by 9:00 a.m. will receive a call from SchoolMessenger whenever your child is absent from class. These phone calls are made to your phone in the morning/afternoon to ensure the student's safety. The system will call ALL your contact numbers. If you ignore the calls from the system, it will continue to call ALL your contact numbers. To avoid these calls, please let the front office know that your child will be absent so we can get it into our system before the SchoolMessenger is activated.

**If you are late, you must bring your child through the main school doors (the doors by the playground) for a late slip.** If you are picking up your student before dismissal time, you must come to the front office, sign the student out and we will call your child down.

### B ~ Birthdays

Birthdays are very special, and each child's birthday is celebrated. Summer birthdays are celebrated in June for July and August. You are welcome to send a treat such as stickers, pencil, erasers, etc. Please be aware of allergies in the class and take note that our school is a nut-safe school which means no nuts at any time.



### ~ Bussing

Bus transportation is available for Holy Spirit students through Rockyview School Division at <http://www.rockyview.ab.ca/transportation>. Students attending AM or

PM kindergarten will be transported **one way only** unless they are also accessing half-day KinderCare through SummitKids in which case they can ride the bus to and from school.



If your child will be riding the bus, please order your bus pass before the end of June so that students have the pass and route information when school starts. Please make sure that their name and bus number is written on the pass.

There will be a First Ride Program presented during class in September. Students will watch a short movie about buses, talk about bus rules and go for a short ride around the block.

It is very important that if your child is going to be riding the school bus to allow them to begin immediately, especially for the afternoon students. Some of our students are bussed from Holy Spirit to St. Tim's where they transfer to their bus route home. Upon parent request, we can assign bus students with a "bus buddy" (an older student on the same route) to help them transfer to another bus or just give them a sense of security in riding the bus. Please let your teacher know if you would like a bus buddy arranged. Bus buddies are not arranged for morning students.

The school is not given information about late or cancelled buses. Parents can access this information from Southland by calling or going online:

- Bus Cancellations/Lates - 403-945-4138
- Online at - <https://rockyview-ab.ca.busstatus.ca/> (online app is also available)
- If you are not sure of the bus route or bus stop, please visit [www.rockyview.ab.ca/transportation/urbanbusroutes](http://www.rockyview.ab.ca/transportation/urbanbusroutes)

### C ~ Calendars

Holy Spirit school is part of the Calgary Catholic School District and does not have the same holidays as the Rocky View School Division. The 2020-2021 traditional school calendar is available on the web site at: <https://www.cssd.ab.ca/schools/holyspirit/Calendar/Pages/default.aspx> (regular school calendar)

Month						
Sun	Mon	Tue	Wed	Thu	Fri	Sat

## ~ Communication



The most efficient means of communicating with parents is through:

- Google Classroom
- the emailed weekly - "**Spirit Speaks**"
- Holy Spirit Twitter account @holyspirit\_CCSD - [Twitter](#)
- Holy Spirit on Facebook at HolySpiritCCSD - [Facebook](#)
- school website - [Holy Spirit](#)
- phone calls



Take time to read the school emails for important information. A communication folder will be used to send important documents and schoolwork back and forth in student backpacks. Please check the communication folder in your child's backpack (their school backpack should be large enough to hold a binder).

## ~ Conferences

Parent Teacher Conferences are held three times a year - in September, November and March and are booked online only using the **Conference Manager**:

<https://holyspirit.schoolsoft.com/login.jsf>



## D ~ Discipline

The Kindergarten program follows Holy Spirit's progressive discipline policy which assumes a positive approach to discipline. The learning process involves teaching the children to resolve their difficulties and develop self-control. The teacher will attempt to redirect a child's attention if he/she becomes disruptive or fails to follow classroom rules, routines, or teacher direction.



## ~ Dress Code

Holy Spirit is a Catholic School, and we subscribe to the morals and traditions of the Catholic faith. Therefore, emblems, printing/writing on shirts, jackets, and headwear should not conflict with Catholic values. Student dress should be conservative and appropriate for a Catholic School.

Students are expected to have a pair of shoes/runners for school indoor use only. **Please mark your child's name on all clothing.** Students must always wear footwear outside.

## E ~ Emergency Numbers



In the event of an accident at school, parents or guardians will be contacted. For this reason, current phone numbers at work, home, and cell phones for both parents and guardians are VERY important. Advise the office if your phone numbers change during the year. It is also required to have an emergency contact person(s) in case the parent or guardian cannot be reached.

## ~ Entrance Routine

Upon arrival ALL Kindergarten students will be asked to play on the back tarmac (outside) where there is teacher supervision until the bell rings. When the bell sounds, students line up to be greeted by their teacher.



All Kindergarten students will enter and be dismissed from the Kindergarten door. Parents are requested to wait outside the school doors. Students are to be supervised by whoever is dropping them off for the morning or afternoon class until the bell rings and the teacher lets them into the school. At home time, the teacher will take the children to the door and dismiss them individually to each parent/caregiver. If the regular pick up person is altered, please communicate this to the teacher via a note with your child. **Your child will not be released to someone unfamiliar to us.** Please be prompt, and if you are running late for any reason please call the school; you must then pick up your child at the front office.

## F ~ Fees

There is a fee of \$55.00 for the year in Kindergarten. This fee will cover field trips and in-school presentations. Fees are subject to change from year to year. Parents will have the option to pay school fees online (child's student number is required to do this and can be found on the Fee statements which you will receive in September). You may also pay by cash or cheque, made payable to Holy Spirit School. Postdated cheques can be made (i.e. paid in installments up to 10 months-



Sept- June \$5.50 per month). Unpaid fees greatly effect a classes ability to plan and partake in out of school field trips.

### ~ Field Trips

Field trips and in-school presentations extend and enrich the Kindergarten outcomes and program of studies. Permission slips are required for any excursion off school property and transportation will be provided via school bus. Most field trips and in-school presentation costs are covered under Kindergarten fees. There are a few field trips/classes during the year where the K-AM and K-PM classes may be combined for a full day experience.

### ~ Fire Drills (and Lockdowns)

Your child will participate in frequent fire drills and lockdown practices throughout the year. We will practice and review the procedures for both fire drills and lockdowns so that your child will be prepared. When the school practices a lockdown, an email will be sent home advising parents and guardians that we completed the lockdown that day. If you happen to be in the school during a practice fire drill or lockdown, please follow the class procedures.

### G ~ Google Classroom

The District is transitioning away from a paper agenda in Elementary school to other forms of learning management and communication between home and school. Our leaders, teachers, students, and parents have made huge gains in using Google Classroom, so this will be used school wide (K-6) as our main form of classroom school/home communication.

\*\*\*\*Mark your calendar for the tentative date of Sept 10th for a Parent Information evening to review Google Classroom and other online tools and platforms.

At the beginning of the year, parents and guardians will be sent invitations to their child's Google Classroom so they can access the "Guardian email summaries".

When a guardian accepts an invitation from a teacher, they get regular emails about their student's work and classes. These emails, known as guardian email summaries, include information about missing work, upcoming work, and class



activity. Your student's teacher sends you the email invitation. After you accept the invitation, you get regular email summaries of your student's work.

Note: You can only receive daily summaries for students with a G Suite account. (This is Gmail- which you can set to forward to your main email if you want).

At this time, we are asking parents and guardians to please sign up for a Gmail account so that by the fall they will be ready to receive daily updates. Teachers may not post daily reminders and updates but as this will be the primary mode of communication it is important that you are able to receive these updates.

### ~ Gym Class

Kindergarten students have gym class 2-3 times a week either in the school gym or outside weather permitting.

### H ~ Home Reading and Letter of the week

We encourage daily home reading with your child. Every Friday the next letter is introduced through Google Classroom. Please share this information with your child so they are excited and comfortable to share words starting with this letter. New sight words will be introduced that you can help your child look for when you are reading with your child.



### I ~ Independence

Fostering and encouraging independence in Kindergarten children is of paramount importance. Children who are encouraged to explore and take on personal responsibility during the early years are often more successful learners as they progress through elementary school and beyond. Generally, children who have been supported and provided with opportunities to practice independence are:

- ✓ More confident in their abilities
- ✓ More willing to try new things and more confident when tackling new skills
- ✓ More confident when introducing themselves to new classmates
- ✓ More comfortable when required to work independently or by themselves
- ✓ Less emotional when dealing with change
- ✓ Better able to work out their differences with other children

## J ~ Junk Food



The Kindergarten day includes a scheduled "snack time". Please send a small nutritious snack with your child each day. This is not meant to be a full lunch as the students do not have time to eat a full lunch. It should take no longer than 5 to 10 minutes for your child to eat. We are trying to encourage nutritious eating as part of a healthy lifestyle and therefore ask that any junk food (candy, chips, etc.) not be sent for a snack.

**Do not send juice boxes** as the students cannot finish them, and they are often wasted. You may send a water bottle as we have water fountains where students can refill their bottles as needed.

As we have many students with different nut allergies, we ask that you refrain from sending snacks containing allergens to school.

## K ~ Kindercare and Before & After School Care



- \* On-site in our school, before school starts and after school.
- \* Half-day care allowing Kindergarten students to be in the building all day
- \* Drop-in PD day care available
- \* Visit <https://summitkids.ca>, call [403-477-1219](tel:403-477-1219) or email [holyspirit.campus@summitkids.ca](mailto:holyspirit.campus@summitkids.ca) for more information

## L ~ Library

Visits to the library take place once a week. Kindergarten students will be able to take out books from the library. A library bag is part of the school supply list and can also be purchased from the front office. Please ensure books are transferred back and forth from home using these library bags.

## ~ Label Everything

Labels are necessary so that we can easily identify all personal belongings and locate lost or misplaced items if necessary. Label everything with your child's name including coats, backpacks, hats, shoes, mitts, etc.

## ~ Liturgies

School liturgies are held usually once a month and are open to parents and guardians to join us. Each grade is responsible for a liturgy. The opening year liturgy and year end liturgies are typically held at St. Mary's Church in Cochrane while other monthly liturgies are held in our school gym.

## M ~ Missing Items/Lost and Found



Lost and Found is located across from the school concession. If your child misplaces a personal belonging, please feel free to check the lost and found or ask the teacher. Be sure to check it regularly as we do collect a lot of stray items and donate them at the end of each month.

## N ~ Notes

Please feel free to communicate any questions, concerns or feedback you may have via notes. You may place this note inside your child's communication folder as it will be checked by the teacher and used as a significant means of contact between home and school.

## O ~ Office

The office hours for Holy Spirit School are 8:00 a.m. to 4:00 p.m. on Monday to Thursday and 8:00 a.m. to 3:00 p.m. on Fridays.

The office phone number is 403-500-2065 and our fax number is 403-500-2265. The answering machine will be available before and after office hours, so please feel free to leave a message.

## P ~ Parking at the school

Please do not park at the front of the school. This is a bus zone.

There are cross walks at the front and side of the school. Some of our students walk or ride their bikes to school. Please be aware of the students and the 30 km zone around the school.

We have many neighbors around the school and ask that you do not pull into their driveways/parking spots.

The safest place to drop off or pick up your children is in the one-way parking lane on the east side of the school. This way students do not have to cross a street or walk through a parking lot.



**PLEASE DO NOT PARK OR DROP OFF HERE**

**This area and the staff parking lot is a no park and no drop off zone**

DO NOT use the circled area below as a drop off zone. This area is used by delivery trucks and students who arrive via special transportation.

\* \*Kindergarten parents may use the back of the school for kindergarten drop off however, please park in the row of spots directly off the street or park on Powell street and use the circled area in the picture to walk your child to the school.

**DO NOT WALK through the staff parking area.**

### **~ Play in Kindergarten**

Kindergarten children have a different perspective of the world than older students and adults. We know from child development theories and research practices that young children learn best through direct, sensory experiences. They learn by doing, moving and talking. Purposeful play is one very important way that young children learn. Educators and psychologists refer to play as the serious work of childhood. Children at play are highly motivated and capable of intense concentration. During play they are able to clarify information, integrate ideas

from previous experiences, explore and experiment with their environment, learn new skills, practice familiar skills, increase knowledge, interact with others, resolve conflicts, deal with emotions, develop imagination, stimulate creativity and solve problems. Through group and individual activity centers, games, art, singing, praying, stories, finger plays, puppets, etc. Kindergarten children are able to engage in active learning and master skills essential for later learning. Play is one of the most valuable and important ways for young children to learn.

## Q ~ Questions

Please feel free to address any questions you may have about any area of the program to us. We would be more than pleased to answer any questions you may have.



## R ~ Resources

As part of the Kindergarten program, speech-language pathologists (SLP), occupational therapists (OT), physiotherapists (PT), and therapy assistants work with teachers to provide universal skill development in the areas of communication (e.g. following directions and describing pictures), fine motor skills (e.g. colouring and cutting), and gross motor skills (e.g. jumping and balancing). These supports help to enhance and reinforce Kindergarten programming within our schools and may include a combination of centre-based, small group, or whole class activities within the classroom.

Your child will participate in classroom-based therapy activities. If the therapists and teacher determine that further assessment is needed, you will be notified and asked for your consent.

Calgary Catholic School District accesses Alberta Education Funding (PUF) to help support children with identified/coded special needs. In these very special circumstances, Instructional Services Kindergarten Consultants will also be a part of this process.

## S ~ School Council

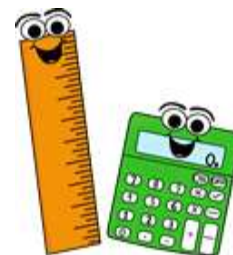
School councils provide an opportunity for parents, school administration, teachers, community members and students to work together towards achieving a more vibrant and effective school community. All parents with children attending school

are members of their local school council and are encouraged to participate in council activities. There are several organized committees that work under school council to deal with specific areas of school interest such as Special Events, newsletter, fundraising, parish/school liaison, etc. These committees are set up by groups of interested parents and anyone can attend the meetings. The committees are self-contained and report to the school council regularly at the monthly school council meetings, or as needed.

## School Supplies

Holy Spirit School does offer you the option to pre-purchase your school supplies. This process will save you both time and money.

Supplies are then in your child's classroom on the first day of school. Supplies can be purchased from Custom School Supplies at [www.customschoolsupplies.com](http://www.customschoolsupplies.com). The school code is HOLYSPIRIT2020. Instructions on how to order are available on the school web site at: [www.cssd.ab.ca/schools/holyspirit](http://www.cssd.ab.ca/schools/holyspirit)



If you would rather buy your own school supplies, please use the list we sent home to purchase the required items. Please note that the library bags must be purchased from the school front office.

### **Kindergarten Supplies:**

- 1 of each Hilroy Duotang - blue, red, green, purple and yellow (5 in total- color specific)
- 2 Hilroy 12155R - 1/2 Plain, 1/2 Interlined - 72 Pages, 9"x 7"
- 1 Crayola Washable Broad Tip Markers, Set of 10 Colors
- 1 Crayola Washable Fine Line Markers, Set of 12 Colors
- 1 Prang Glue Stick - 21g White Glue Push-on Lid
- 1 11" x 14" Manila Coiled Scrapbook - 20 sheets
- 1 Facial Tissue Box - 126 Sheets
- 1 library bag from the front office at the school (\$2.00)

**\*\*\* NOTE:** For this year only Holy Spirit school will be supplying pencils, erasers, and scissors for kindergarten. This may change in the future

**Extra change of clothes** - accidents happen in kindergarten, or kids get sick, so every student in kindergarten is required to have a complete change of clothes left at school for emergencies. Please place in a zip lock bag and label with their name.

Students will also need a pair of indoor running shoes, a backpack large enough to carry a binder and a lunch bag.



## ~ Separation Anxiety

Many children experience a little anxiety upon starting school for the first time. The following suggestions can help parents ease their child's fears and make 'starting school' a positive experience:

- Take your child to school over the summer and play at the playground.
- Go to a public library and read books about Kindergarten and school (i.e. *Franklin Goes to School*).
- Be honest with your child so they know exactly what to expect. Explain that the teacher takes care of them and they will meet new friends.
- Be brave for them - tell them how great it is to be going to school and how you will see them as soon as school is finished instead of how much you are going to miss them and how sad you'll be. Children often react how we react.

## ~ Staggered Entry

These first three days are run as regular Kindergarten days however only 1/3 of the students will attend each day.

- This is for the child only, parents do not attend on these days
- There will be approx. 1/3 of the students at a time
- If you are AM kindergarten, you will attend in the morning from 8:40-11:00
- If you are PM kindergarten, you will attend in the afternoon from 12:25 to 2:45 (1:55 on Friday)

AM class parents are asked to return at 11:00am so they have a chance to meet with the teacher for a 25-minute Q&A with the teacher

PM class parents are asked to return at 2:45pm (1:55 on Friday) for a 25-minute Q&A with the teacher

## T ~ Toys

Please do not send toys from home to school with your child unless it is your student's designated 'Show and Share' day. These items may get lost or broken causing unnecessary conflict in the classroom. We remind students of this rule early on and ensure them that there are plenty of toys at school to play with every day.



## U ~ Understanding Your Child

Parents are their children's first and foremost important teachers and therefore play a central role in the lives of their children. As a parent, you know your child best. Please communicate any events or changes which may upset your child or affect their learning immediately to the teacher. This will help us to understand your child better and adapt our expectations and programming to meet their needs. This will ensure continued success for all.

## V ~ Volunteers

Parent support and participation is openly welcomed and strongly encouraged in our Kindergarten program. Parents can assist in the following ways:

- Volunteer to help in the classroom by either preparing materials, assisting small groups of children
- Going on field trips with the class
- Preparing materials from home
- Sharing special skills, knowledge and interests through classroom presentations

The Parent Volunteer Program will begin once the teacher feels that the students have adjusted to their new environment and have learned some of the routines and expectations.

Watch your email and the weekly Spirit Speaks for volunteer opportunities. Volunteers sign up online by clicking on email link called volunteer sign up. There you will be given the day and time of the volunteer opportunity. You are not able to sign up once all the spots are filled.

**You must complete an annual online Volunteer Orientation, quiz and CCSD paperwork in order to volunteer in the school or go on field trips.** Please watch the Spirit Speaks and the school web site for the volunteer information.

Due to district regulations, siblings are not permitted while volunteering in classrooms or on field trips.



## W ~ Websites

- [Holy Spirit website](#) at for updates and details regarding our school community.
- School online [Fee payments](#)
- To book parent teacher interviews: [Conference Manager](#)
- Transportation: [Bus Passes](#)

In closure we would like to extend

X ~ An eXceptional welcome

Y ~ To You and Your child for a

Z ~ Zany, fun filled year!



## Important Dates & Times:

### Schedule for Start Up

Sept. 2	Staggered Entry for Kindergarten
Sept. 3	Staggered Entry for Kindergarten
Sept. 4	Staggered Entry for Kindergarten
Sept. 7	No school - Labour Day
Sept. 8	Regular classes for all kindergarten
Sept. TBD	Bus program in class - First Ride Program

### First Day of Regular Classes

Regular classes for all Kindergarten students begin on September 8<sup>th</sup>, 2020.

### Daily Timetable

#### **Kindergarten AM**

8:40	Entry Bell/Attendance
8:45	Announcements/Morning prayer/ Class Begins
11:25	Class Dismissed

#### **Kindergarten PM**

12:20	Entry Bell/Attendance
12:25	Class Begins
3:15	Class Dismissed * (2:25 p.m. on Fridays)

### Yearly School Calendar

A paper copy has been given to you. The yearly School Calendar is also available on the **Holy Spirit School web site**. There has been some confusion in the past about holidays at our School. We are part of Calgary Catholic (CCSD) and do NOT have the same holidays as the Rocky View School division. Please make sure you use our school calendar.

Thank you for attending our information session. If you have any questions, please do not hesitate to contact the school by calling 403-500-2065. The front office will be re-opening for the 2020-2021 school year during the week of August 20<sup>th</sup>.