



Kindergarten Information for Parents: 2017-18 School Year

Bienvenue! Welcome to William Reid School! This booklet contains important information about our school and Kindergarten program. We recommend downloading the *Kindergarten Curriculum Handbook for Parents* from [Alberta Education](#). We also highly recommend visiting our [website](#) regularly for information specific to our school. This is where our *William Reid Student & Parent Handbook* can be downloaded and where parents can subscribe to SchoolMessenger in order to receive all of our email messages.

School Contact Information

Office Hours: 7:30 am – 3:30 pm
Principal: Lucie Lejeune, llejeune@cbe.ab.ca
Assistant Principal: Barb Adams, cbadams@cbe.ab.ca
Administrative Assistant: Shirley Martin, sfmartin@cbe.ab.ca
Telephone: 403-777-6940
Website: www.cbe.ab.ca/b142
Email: williamreid@cbe.ab.ca
CBE website: www.cbe.ab.ca

Hours

The Kindergarten program consists of 475 hours of instruction. Start and end times are aligned with entry and dismissal times for Grades 1-4.

Monday -Thursday	Alternating Fridays
AM Class: 8:05 – 10:55 am PM Class: 12:00 – 2:50 pm	8:05 am – 12:00 pm Please send a healthy snack but absolutely no nut products please!

School Calendar

The school calendar for 2017-18 will soon be available on our website. Please note the alternating Fridays – pink for AM kindergarten and yellow for afternoon Kindergarten.

Class Configuration

We currently have 62 Kindergarten students registered for next year and there will be two morning classes and one afternoon class. We strive to ensure a balance of students between the morning and afternoon, considering factors such as transportation needs, after-school care arrangements and preference. All kindergarten classes will use Room 7 by the east door, near the creative playground.

First Day - Staggered Entry

The first two days of school only half the class will come on Tuesday, September 5 and the other half will come on Wednesday, September 6. Staggered entry helps teachers engage with smaller group while they are learning basic school routines. Please note the shortened hours and adjusted times on these days.

Students with last name beginning **A to L** - Tuesday, September 5

Students with last name beginning **M to Z** - Wednesday, September 6

- AM Class 8:30 – 10:30 am
- PM Class 12:30 – 2:30 pm

Please note that there is **no busing** on these two days. Regular classes and busing will begin on Thursday, September 7th.

Dropping off and Picking up

The first two days of school please make arrangements to bring your child to school as there will be no bus transportation available. Please refer to the staggered entry school to confirm which day will be your child's first day and take note of the adjusted times.

Parents and/or caregivers should always drop off and pick up children at the east school doors by the creative playground. For security reasons, we ask that you wait outside when picking up your child. Goodbyes need to be said outside to encourage independence, to reduce crowding in the hallways, and to minimize disruptions during class time. Children are dismissed at the end of the day when the teacher and parents or caregivers make eye contact. If after-school arrangements change (ex. play date, different adult picking up your child) please provide a written note in their communication folder.

Communication

Communication between the school and family is an extremely important factor to your child's success at school! Teachers will be calling families by the end of August with a welcome message. The following are our key means of communication:

- School and CBE websites
- School weekly email updates
- Backpack mail
- Student agenda/communication folder
- Teacher email messages
- Telephone
- In-person

School Messenger

Due to Canada's Anti-Spam Legislation (CASL), you need to subscribe to SchoolMessenger in order to receive important email messages from the school. Please see the link on the homepage of our website.

Security Protocols

We believe that the strong relationship between parents and teachers is an important part of the culture at William Reid School. We want parents to feel welcome to come into the school to volunteer, to speak with a teacher, or even to see what is up on the bulletin boards. However, to maintain security we do ask that you respect the following security protocols:

- Enter by front door only
- Sign in at office
- Wear a name tag while volunteering
- Sign your child out at office for appointments
- Sign your child in at office if arriving late
- Call the office for absences/last minute bus changes
- Communicate clearly with teacher all after-school arrangements
- Carefully complete and return forms in September
 - Call office to update contact information

Kindergarten Volunteers

Volunteers are greatly appreciated for classroom activities, fieldtrips, school events, etc. Regular classroom volunteering will be on a sign-up basis and the schedule will begin in October. All volunteers must complete a police security clearance in advance, government identification is required and this process can take several weeks to complete. The required form can be downloaded from our website but you'll need to visit the office to complete the process. Even if you are unsure if you will be volunteering, it is a good idea to have the security clearance done in case an unexpected need arises. Please note that volunteers must maintain student confidentiality at all times and siblings are not permitted to attend.

Busing

Please note that there is no busing on the first two days of school. Regular classes and busing will begin on Thursday, September 7.

It is important that parents understand that it is their responsibility to register their child for bus transportation and become familiar with all bus information and route maps (available online and in the office). Parents must also share bus plans with us at the beginning of the year and send a written note when a change in plans is expected or call the office for last minute changes. Please discuss the bus behaviour and safety expectations with your child (see the *William Reid Student & Parent Handbook*) and consider participating in the My 1st Ride program. We do our best to ensure your child's safety while taking the bus and have put many strategies into place for this reason including the following:

- Meeting with bus students and explanation of expectations
- Bus pass letter 'hand stamp' for first few days
- Bus buddies with older students
- Daily bus attendance
- Supervised boarding and disembarking of the bus
- Releasing of kindergarten students to parent/caregiver at bus stop

Buses often run late during inclement weather and there may also be a variety other possible delays or issues. Please remember to check *The School Bus Monitor* online and subscribe to text messaging with School Messenger for the most up to date information.

Traffic Safety

Please model traffic safety for our students by following regulations and using crosswalks! Kiss N' Dash means that parents may not park or get out of their vehicle. Children should exit on the curbside and use the nearest crosswalk if necessary. Although the entire length of 12 street is a bus zone, parents may use the east side as a Kiss N' Dash, after the opening of the fence and at their own risk. If a caregiver will be dropping off/picking up your child, please ensure that they clearly understand all traffic & safety regulations.

- Parking Lot: staff only, vehicles and pedestrians strictly not permitted
- One-way: alley and cul-de-sac. Parking not permitted, Kiss N' Dash.
- Kiss N' Dash: 36 avenue between 11 and 12 street
- Bus Zone: 12 street, between 36 and 34 avenue



Fees

With Bill 1 in effect, the school will pay all Instructional Supplies and Material (ISM) fees (\$15/student). Please note that any fee waivers will be handled by the central office. We do charge an activity fee for field trips and other activities. If you are not able to pay for the activity fee, please see Mme Lucie.

- Bus Transportation \$335
- Kindergarten Activity Fees \$60

Required: Backpack, Footwear & Clothing

Your child will be taking home notices and library books regularly. Please ensure that he/she has a backpack large enough to accommodate these items and that it is clearly labeled with his/her full name (on the inside for safety reasons). Indoor shoes with Velcro fasteners are preferred until your child is able to independently and quickly tie laces. Our kindergarten activities are often very active and can be quite messy. Please send your child in play clothes that are comfortable and easily washed. *All other school material will be provided by the school.*

William Reid School Council & Fundraising Society

The role of School Council is to:

- Consult and advises with school administration,
- Work for the collective good of the students,
- Build parent understanding of school matters, and
- Offer parents a voice in school matters.

Please watch for opportunities to become involved with WRSC & FS, attend monthly meetings and consider volunteering for the upcoming Oktoberfest Fundraiser!

We look forward to working collaboratively with you to ensure your child's success!

Final Preparation

Have you remembered to do the following?

- Update your contact information with the school
- Bookmark the CBE and our WR school websites
- Subscribe to School Messenger
- Create an online CBE account
- Complete a security clearance
- Arrange for transportation to and from school
- Arrange for before and after school care
- Register for busing and confirm bus routes/info., if needed
- Register for Seeds of S.P.I.C.E. before/after school care, if needed

How to Help Your Child be Successful at School

Keep them healthy. Healthy nutrition, hydration and overall good physical health are critical to successful learning.

Set a bedtime routine and stick to it. Learning is hard. Your children will be ready for it only if they are well rested. Children this young require 10 -11 hours of quality sleep nightly.

Ensure that your child attends regularly and is punctual. Learning experiences cannot be replicated or reduced to a worksheet. Absent students miss out on important learning.

Check your child's backpack every day. There will be new books to read and important school notices. Help your child keep their backpack organized and free of unnecessary items like toys.

Read to and with your child. This develops basic literacy skills and reinforces the value of reading. Reading success is the number one indicator of overall academic success.

Talk to them. Make time for meaningful conversations and avoid using 'baby talk'.

Listen to them. Encourage your child to talk about their feelings and their learning.

Praise them for their efforts. Recognize their efforts, celebrate their success and talk about their next steps in learning.

Make the most of meal times. Eating together can be the ideal setting for sharing school or family events or concerns, discussing challenges, setting goals and choosing strategies.

Communicate with your child's teacher. If you feel your child is struggling at school, make an appointment to speak with the teacher and find out how you can help. Don't wait, advocate!

How well can your child complete the following pre-school skills?

- Use a Kleenex properly
- Wash and dry hands and face
- Attend to toilet needs
- Put on and remove coat, hat, mitts, shoes, etc.
- Tie own shoe laces
- Speak clearly using simple but complete sentences
- Say "please", "thank you", and "excuse me"
- Say their full name, address and telephone number
- Say their age, and month of birthday
- Follow simple directions (ex. put away toys)
- Follow a request the first time it is given
- Take good care of personal belongings (or that of others)
- Listen to others speak without interrupting
- Share and wait their turn
- Take responsibility for actions (admit when they've made a mistake)
- Hold a pencil with an effective 2 or 3 finger grasp
- Carry out simple cutting and pasting projects
- Catch and throw a medium sized ball
- Stand on one foot while you count to eight
- Sit still for short periods of time (10 minutes)
- Play with modeling clay, building blocks and puzzles
- Listen quietly to stories read aloud
- Talk about what happened in a story
- Look at a book and talk about the pictures
- Hold a book and turn pages correctly
- Recite some nursery rhymes
- Recognize alphabet letters and numbers to 10
- Recognize basic colours
- Recognize their own name printed in lowercase letters
- Print their own first name
- Tell the right hand from the left hand

