

# MRS. WRUBLESKI'S KINDERGARTEN PARENT HANDBOOK

1. **SCHOOL SUPPLIES** - Hay Lakes E.C.S. provides all school supplies.

2. **COMMUNICATION** - It is important to check your child's communication folder daily! Notes and information will be sent home in the home/school communication journal in the communication folder in your child's backpack. One side of the home/school communication folder will be used for the communication journal **and** any permission forms you need to sign and return. The other side will be used for schoolwork, art, etc. for you to take out and keep at home (and later in the year our Sound Friend and Reading Friend Books). Check the communication journal daily for notes, library notices etc. Please use the journal to let me know information about your child, if your child will be absent from school or anything else you think I should be aware of. During the first weeks of school, I remind students each morning that it is their responsibility to get their school/home communication folder out of their backpacks daily and put it in the "In Basket". I check communication journals each morning.

I use the Remind App for kindergarten information and updates. If you are not yet signed up for Remind, text the message @hlakesecs to (306) 500-0518 for your cell phone to receive text updates and reminders. We also have a website! Kindergarten newsletters and monthly parent of the day schedules will be posted at the beginning of each month on our website [www.haylakesecs.ca](http://www.haylakesecs.ca). Other notes regarding field trips, date changes etc. will be sent through Remind as necessary. If you want to contact me, please feel free to text or call me on my cell 780-237-9690, email me at [mwrubleski@brsd.ab.ca](mailto:mwrubleski@brsd.ab.ca) or drop by after class if you have any questions or concerns.

3. **CLOTHING** - Please make sure your child's name or initials are on all items brought to school including backpacks, jackets, shoes, boots, snow pants, hats and mitts. **Please send 1 set of extra clothes (shirt, pants, underwear and socks) in a labelled plastic bag (to keep on the top shelf in their locker).** I will send home a note if you need to replace any spare clothes.

4. **INDOOR RUNNING SHOES** - All students must have non-marking indoor running shoes to wear in the classroom and in the gym. These shoes will remain at school. No laces please (unless your child can **independently** and **competently** tie laces).

5. **SCHOOL CLOTHES** - Students should wear washable, comfortable clothes for working in the classroom and playing in the gym. Dress-up clothes and beach wear should be kept for home.

**6. DRESSING** - Children attending Kindergarten are expected to dress themselves. Please practise putting on coats, doing up zippers and buttons and putting on shoes (including tying laces) and boots at home.

**7. SNACK TIMES** - Good nutrition is an important part of the Kindergarten program. Please send 2 snacks with your child. Send a small **healthy** snack for your child for mid-morning and another snack for mid-afternoon. You may wish to place the snacks in a separate container or Ziploc bag at the beginning of the year (and tell your child this so they know which food is for snacks and which food is for lunch). Some ideas for snacks are:

1. celery and carrot sticks
2. cheese and crackers
3. fruit slices
4. muffin or 1/2 sandwich
5. yogurt
6. snack bar
7. **juice box (100% juice)** (Students can drink water anytime and are welcome to bring water bottles)

**8. LUNCH TIME** - Please send a healthy lunch for your child. We have a microwave in the classroom. Some ideas for lunch are:

1. sandwich
2. pasta
3. pizza slice
4. muffins
5. fruit and vegetables
6. cheese and crackers
7. one or two drinks if not purchasing a milk - see milk program

**\*PLEASE DO NOT send candy (fruit roll ups, gummy bears, etc), pop, Kool-Aid Jammers (or other non juice drinks), or chips to school.**

**9. MILK PROGRAM** - We participate in the Hay Lakes School milk program! Your child may purchase a milk card (10 milk for \$10.00). If you send money for milk to school, please put the money in an envelope and write me a note in your child's communication journal. There is usually a choice of chocolate or white milk. I keep the milk cards at school and punch the card, the days your child orders milk. When the card is used up, I write you a note in their communication journal so you know when to purchase another card.

**10. ARRIVAL AND DISMISSAL** - Kindergarten classes run from 8:30-3:15. We have designated shelves for our outside footwear labelled Kindergarten shoes only in the boot room.

If you are picking up your child at school at the end of the day, please wait outside the school or on cold days in the boot room. At kindergarten dismissal time, all kindergarten students walk down the hallway to the boot room with me and the Parent of the Day. I walk the bus students to their bus. The Parent of the Day stays in the boot room, or just outside the elementary school doors, to make sure the rest of the kindergarten students are picked up by their parent, designated adult or sibling.

If you are planning to have your child picked up by someone other than yourself (or someone you have pre-designated), you must contact me with the name/description of that person. I will not let your child go home with anyone if I don't have that information. Please let me know if there is a change to home or bus arrangements. Your child's safety is my first concern!

**11. ABSENCES** - Please let me and your child's bus driver know if your child will not be attending school. Please write a message for me in the communication journal prior to the absence or text me at 780-237-9690 or e-mail me [mwrubleski@brsd.ab.ca](mailto:mwrubleski@brsd.ab.ca) in the morning. I will call you if your child is absent and I have not received a message from you.

**12. PARENT OF THE DAY (POD)** - To ensure our kindergarten program is successful, parents are required to roster at Hay Lakes ECS. **Once the roster schedule is completed, it is up to you to find a replacement POD** by trading days with another parent or calling a substitute POD. If you trade days with another parent, you must write me a note in your child's communication journal (your child's Student of the Day (SD) day will switch with you). If you use a sub parent, there is usually a \$25 sub parent fee - for the other parent - to be sent to school with your child on your scheduled day. (SD stays the same). Call me or write me a note to let me know who will be coming in for you. Remember that moms, dads, grandparents, relatives or other caregivers are all welcome to roster in kindergarten as long as they have a vulnerable sector check on file. There is a labelled locker outside our classroom for PODs to utilize when they roster in our classroom.

**13. FIELD TRIPS** - Parents are invited (and necessary) to join us on field trips and special outings. We need a minimum ratio of 1 adult to 3 students to make our field trips successful. Parents are encouraged to be an active participant in their child's first year at school.

**14. MEDICATION** - I will not administer non-critical medication of any kind. If a child requires medication to be administered, you must come to school to administer it or keep your child at home. If medication is medically necessary, such as epi-pens, and there is a doctor's prescription/medical release form on file at Hay Lakes ECS, I will administer medication if a medical situation arises or if it is medically necessary as stated on prescription.

**15. HEALTH** - The following list as a guideline that is used to determine if a child is not fit for attendance in class:

coughing	vomiting
fever above 37°C	active chicken pox
measles	mumps
pinkeye	questionable rashes
ear aches	coloured runny nose or head colds
head lice or nits	

Please be advised that any student who does attend class with the above noted symptoms and appears to be at a risk of spreading an illness or lice to others will be asked to be picked up and not participate in class. My commitment to you: If a child becomes ill or is noticed to have lice while at school, all efforts will be made to keep the child away from other students (to minimize the risk of exposure) and will be kept as comfortable as possible. Parents or guardians will be contacted immediately and requested to promptly pick up the student.

**16. WEATHER CLOSURES** - Usually, if the busses are not running due to weather concerns, Hay Lakes ECS will not operate that day for the safety of students and parents who may drive their child to school. There are "snow days" allowed for in the kindergarten schedule. If more than the allowed for snow days occur during the school year, kindergarten days will be rescheduled. The Hay Lakes School policy generally is that either a temperature of -40°C or a combined temperature with wind causing a wind chill of -40 the busses will not run. Poor road conditions and adverse weather conditions may also play a factor. If busses are not running, parents who are registered for bussing with BRSD will receive an automated phone call. Parents who walk or drive their child to school will be messaged or phoned by Hay Lakes ECS.

**17. ASSESSMENT** - Progress reports will be given out at approximately the same time as the rest of the elementary students. There are three reporting periods during the school year. Parents invited to attend ECS scheduled parent-teacher interviews to discuss their child's progress.