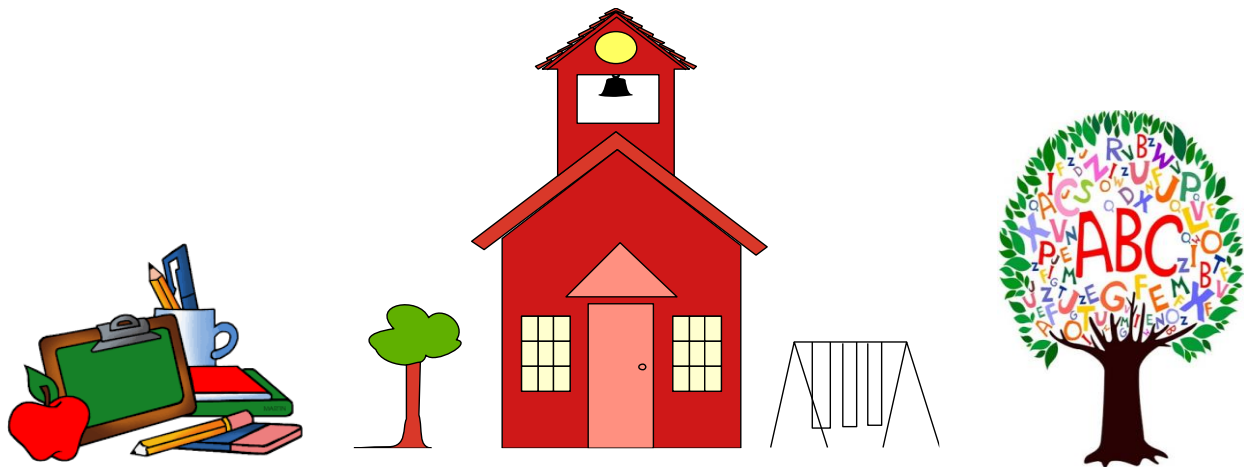


Bienvenue à la maternelle!

Welcome to Kindergarten!



Information Booklet
École St. Matthew School
2022-2023

CARRIE MUENCH - Principal
DANIEL DENIS - Vice-Principal
JULIE TOLMIE - Office Coordinator
JEANNETTE ISHAK-STEFO – Secretary

SCHOOL HOURS

8:55 am: FIRST BELL

9:00 am – CLASSES BEGIN

10:15-10:30 am - RECESS (grades K to 3)

10:30 - 10:45 am - RECESS (grades 4 to 8)

12:00 - 12:45 pm: LUNCH BREAK

12:45 pm CLASSES RESUME

2:00-2:15 pm RECESS (grades K to 3)

2:15 - 2:30 pm: RECESS (grades 4 to 8)

3:30 pm DISMISSAL



Dear Parents and Guardians:

Welcome to École St. Matthew School!

As parents and guardians of a child entering Kindergarten, you may have many questions. The intent of this handbook is to attempt to answer some of these questions and to help you prepare your child for the beginning of a positive school experience.

The staff at École St. Matthew School strive to provide a Christian atmosphere of love, cooperation and security in which students are given the opportunity to grow in their faith, in their academic work, and in their social, emotional and physical development.

Parents are an integral part of a child's journey as a learner. We look forward to working with you to make this a most enjoyable and successful educational opportunity for your child.

A handwritten signature in black ink, appearing to read 'C. Muench'.

*Carrie Muench
Principal*

KINDERGARTEN - A PERSPECTIVE

The kindergarten experience is an extremely important time in a child's growth and development. Planning this program for the children requires the consideration of many factors:

- an understanding of child growth and development
- a sensitive awareness of individual differences
- a knowledge of learning activities which are age appropriate
- the establishment of objectives that will help each child develop his/her abilities

The Kindergarten program provides many opportunities for children to develop socially. Your child will continue the learning process already begun at home since birth. Learning to share, cooperate, be considerate toward others, follow directions, take care of belongings and develop new skills, coupled with being separated from parents for a large portion of the day, are but a few of the many challenges your child will face in Kindergarten.

By living in a French language environment throughout the day, your child will slowly begin to understand what is being said, to repeat words and phrases, and to express certain basic sentences. Comprehension of this second language is enhanced through the use of pictures, gestures, songs and stories related to the vocabulary and concepts being taught. Connections are constantly being made to previous experiences in the child's life.

The Kindergarten program also provides for the basic needs of the child:

- to gain acceptance and approval
- to obtain affection
- to have a sense of purpose (to help the child make healthy choices)
- to have a feeling of accomplishment and personal worth

KINDERGARTEN PROGRAM

The following diagram outlines our Kindergarten program. It is with this program that we will answer the needs of your child through the following areas of curriculum.



WHAT WILL YOUR CHILD LEARN IN KINDERGARTEN?

Along with acquiring a second language, your child will learn:

- to experience the satisfaction of learning new skills and ideas
- to get along with different adults
- to work and play with other children
- to share games, ideas and experiences
- to express himself/herself in words, drawings, music and play
- to care for himself/herself and personal belongings
- to look at books and to handle them with care
- to listen
- to follow directions
- to print capital and small letters
- to learn the alphabet sounds in French
- to recognize numbers and to understand simple number concepts
- to be curious about the world in which he/she lives
- to develop good work habits

SCHOOL READINESS

Every child is unique. Each differs from others in ability to learn, in speed of learning, and in the age at which specific ideas are learned. You can help your child be more fully prepared for Kindergarten by helping him/her with the following skills:

- to recognize his/her printed name
- to print his/her name
- to know his /her last name
- to know his/her address and phone number
- to know his/her birthday
- to follow simple directions
- to listen quietly to stories
- to take care of personal property
- to care about personal cleanliness
- to eat his/her food properly and quietly in one place
- to take turns
- to let others speak without interrupting
- to respect the property of others
- to play cooperatively with others
- to recognize safety hazards for himself/herself and others

HOME & SCHOOL RELATIONSHIPS

1. **ROLES AND RESPONSIBILITIES**

THE TEACHER IS RESPONSIBLE:

- to plan and organize activities to suit the needs of the class
- to give assistance, encouragement and guidance
- to help with a variety of on-going activities
- to structure activities which allow the child to make discoveries
- to create an atmosphere in which learning takes place
- to inform parents about the academic and social progress of their child through interviews in November and March and progress reports given in March and June

PARENTS ARE ASKED:

- to inform the school before **8:55 AM** if their child will be late or absent, by using **EDSBY**
- to provide information regarding their child's health and/or other concerns
- to always send two nutritious snacks and a lunch
- to help their child learn personal information (i.e. first and last name, address, phone number and birthday)
- to assist, when possible, with activities such as field trips or excursions
- to clearly label all their child's clothing and personal belongings, such as shoes, lunch bags, backpack, etc.
- to help their child with his/her lessons, since repetition is an important part of learning

2. TRANSPORTATION

École St. Matthew School has a contract with Hertz Northern Bus to provide transportation to and from school. We ask for your cooperation and patience as the details of bus routes are worked out at the beginning of the year. You are responsible for your child's transportation to school until Hertz Northern Bus notifies you. The bus driver will contact you prior to the beginning of the school year to discuss pick up and drop off times. Hertz Northern Bus: (306)374-5161.

3. NEWS

School news can be found in EDSBY, in the news river. Time sensitive news will be emailed home via SchoolMessenger.

4. PROGRESS REPORTS AND 3 WAY CONFERENCES

Progress Reports for Kindergarten will be sent home in March and June. Parent/teacher/student conferences will take place in November and March. Feel free to contact the teacher anytime during the school year if you have concerns regarding your child. The Edsby conference scheduler will open for bookings two weeks prior to the 3 Way Conferences

5. CLOTHING

Children should have clothing they can manipulate themselves; for example, pants without belts that can easily be taken off when using the washroom. Dress should be simple, comfortable and washable. Students will play outdoors on most days and should be dressed appropriately. Please label all of your child's outerwear (i.e.: outdoor shoes, boots, winter boots, coats, snow pants, toques, mittens and scarves).

6. ILLNESS

Children showing signs of possible illness such as sore throat, chills, skin rash, coughing, fever, etc., should be kept at home. If a child suddenly feels ill at school, parents will be contacted and asked to take their child home. Parents should notify the school if their child has come into contact or contracted a communicable disease or illness.

7. BIRTHDAYS

If you wish to bring treats or cupcakes for your child's birthday, please notify the

teacher in advance. All food items must be individually wrapped. ***PLEASE NOTE: École St. Matthew School is an “ALLERGY ALERT ENVIRONMENT”. Please do not send anything that might contain nuts, peanuts or nut by-products due to allergies in the classroom. All treats must be individually wrapped.**

8. MILK PROGRAM

2% white milk and 2% chocolate milk is sold every day at lunchtime for \$1. Milk tickets can also be purchased at the office. **(the milk program is on hold during the pandemic)**

9. HOT LUNCH

Once a month, there will be one hot lunch that will alternate between the KA class and KB/KC classes. Hot lunches are ordered and paid for through the following website: www.healthyhunger.ca. Go to the above website, create an account, add your child/children and select their school and class. You will receive a reminder email from Healthy Hunger when there is a scheduled hot lunch to order.

10. YMCA – BEFORE AND AFTER SCHOOL PROGRAM

We are pleased to offer a ‘Before and After School’ program which is run by the YMCA. This program assists in bridging care for your children from **7:30 a.m. to 8:55 a.m.** and **3:15 p.m. to 6:00 p.m.**, specifically for students up to the age of 12. Activities are varied and include crafts and games. Call the YMCA at 652-7515 for more information and to register.

11. LATE ARRIVALS

Students arriving to school late must arrive via the front doors and check in at the office to pick up a late slip.

If students are not cleared when late, parents will receive a phone call from SchoolMessenger.

12. QUESTIONS YOU MAY HAVE

Q. What is the best way to get in touch with the teacher if the need should arise?

A. Please phone the school (306) 659-7410 and leave a message with the Office Coordinator for the teacher to call back or try to call outside of class hours. Phone calls are not put through to classrooms during instructional time.

Q. What steps are taken if my child becomes sick while at school?

A. The school attempts to **first** contact the **parent/guardian** at home, on their cell or

at work; then the child's babysitter or emergency contact person. The child can lie down in the classroom until someone can come and get him/her. If we are unable to contact someone and the child must go to the hospital, a teacher or staff member will stay with the child until someone is contacted.

Q. **If I am planning to take my child out of school for part of the day or for an extended vacation, who should I contact?**

A. Please enter all of your child's absences in **EDSBY**. If the absence is longer than 2 weeks, please call the office.

Q. **If I need to change the end of the day routine for my child, who should I notify?**

A. If you are changing your child's regular end of day routine, **send a note to the teacher**. If changes occur during the school day, please **call the office at (306) 659-7410**.

Q. **What is the lunchtime routine?**

A. Lunch begins at 12:00 p.m. and the children have 20 minutes to eat lunch before they are expected to go outside. They may however leave the classroom to go out at 12:15 p.m. if they are finished with lunch.

Q. **Are the children supervised at lunch time?**

A. Yes. There is adult supervision in the hallways while the children have their lunch. Also, students from an older grade are assigned to help in the classroom at this time.

Q. **Are parents expected to volunteer their time in Kindergarten?**

A. Yes. Help is always needed to:

- supervise students during centers while the teacher works one on one
- help with some classroom duties such as photocopying, coloring, cutting, etc...
- chaperone field trips
- wash toys at the end of the year
- help with some classroom activities (i.e. cooking, art)

Q. **Are there routine visits to the school by health personnel?**

A. Yes, regular visits are made by a public health nurse, a speech therapist, as well as a social worker.

EDSBY

Families will receive an invitation to join **EDSBY**. Edsby is used to report absences, for correspondence with your child's teacher, to book 3 Way Conferences, for school news, and to view your child's report cards. Please sign up as soon as you receive your invitation.

Student Absences

At École St. Matthew School, one of our greatest priorities is ensuring that all of our students arrive safely at school each day. We are using new system that will make it easier for parents to report and respond to school absences of your child

The student absence reporting system called EDSBY, will let you use a mobile app or a website to report an absence in advance. This system will reduce the time it takes to verify student attendance, making it easy for you to report your child's absence and easy for staff to respond to unexplained student absences.

In addition, we will use the SchoolMessenger Communicate automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will be able to rapidly contact you by automated phone call, text message, email, or mobile app push notification to get a reason for the absence. Calls and contacts will continue until you choose an option to explain the absence. If our system is unable to reach the designated contacts, office staff will follow up with a phone call..

Emails

Email communication from the school will come from broadcasts@schoolmessengermail.com. Please ensure you have this email address on your approved sender list so it won't be filed as junk or spam.