

Keystone Christian Academy

Kindergarten Handbook

EVERYTHING YOU NEED TO KNOW ABOUT YOUR
CHILD'S FIRST DAYS OF SCHOOL



Table of Contents

Letter to Parents	3
School Supplies	4
Uniforms	5
New Enrollment Checklist	5
What to Expect on the First Day	6
First Day Preparation	7
Kindergarten Routine	8
Discipline	10
Recess	11
Field Trips	11
Medical Information	12
Kindergarten Graduation	13
Kindergarten Reception	13

Letter from the Pastor

Dear Parents,

This booklet has been assembled with you in mind. We realize, especially if this is the first time you have had a child enter Kindergarten, that you have questions. To help with the “First Day Blues,” we have tried to address your concerns.

One of the key things to remember is that this year is a year of transition for you and your child. It is also an opportunity for spiritual growth for you both. Stay focused on the real issues, and the small inconveniences will pass.

Be prepared for your child to be excited and frightened about the first day of school. Some children come to school and settle right into the routine. Others are resistant and do not want to go into the classroom. Please be prepared for either situation. Some children cry; others are shy. Be assured that our teachers are experienced with each of these eventualities, and your child will be fine.

We rejoice with you as your child enters this new phase of his/her maturing process. We are pleased to be part of training your child in the way they should go, and we hope this booklet will help to make it easier for you.

If you need assistance, please feel free to call the school, and we will do our best to answer your questions. May God bless you.

Your Servant in Christ,

Pastor Wright
Administrator

Kindergarten Supply List

P.E. classes for K-5th:

- o P.E. shirt with school logo (must be worn on P.E. day)
- o Black shorts (knee length) or sweatpants (no leggings)
- o Socks
- o Well-fitting lace-up or Velcro sneakers

Kindergarten:

- o 1-KJV Bible (Old & New Testaments)
- o Crayons – 4 packs of CRAYOLA 16-count crayons (no twisty crayons)
- o Dab (stick) glue (12)
- o Scissors
- o Pink block eraser
- o Plastic folders with bottom pockets (2)
- o 1 Composition book
- o Pencil box (8 x 4½ x 2½)
- o 24 pack of #2 pencils (Ticonderoga pencils preferred)
- o Backpack
- o Lunchbox
- o Reusable Water Bottle with their name on it
- o 2 - 1” hardcover 3 ring binder

- o 3-pack of Playdoh (any colors)
- o Elmer's glue (1 bottle)
- o Kleenex (2)
- o Hand Sanitizer (1 large bottle)

Items not needed –ink pens, calculators, pencil sharpeners

Uniforms

Uniforms may be purchased at Tommy Hilfiger. If they are purchased anywhere else, please be sure they meet KCA requirements which can be found in the KCA Student Handbook or Dress Code link on our website. We host a uniform swap twice a year. Please put your child's name in their clothing.

New Enrollment Checklist

- o Application, emergency, and 'Parents as Partners' forms filled out completely
- o Lunch Account on Sycamore

- o Kindergarteners need to have a school entrance physical by the first of October (your doctor should have the forms, if not, see the school secretary)
- o Copy of birth certificate and social security card.

What to Expect on the First Day?

The first day of school can be stressful for everyone involved. Your child has probably been excited over the idea of going to school. All the new uniforms and preparation has a party-like feel causing them great joy in the anticipation. However, the day arrives, and some children now refuse to go, or they get to school and instantly want to go home. What should you do?

If your child falls into the “I don’t think so” category, remember that this will pass. Be compassionate but firm that they will be beginning school TODAY and love it. After bringing them to the auditorium and settling them

in (about 5 min.), kiss them goodbye and walk away. Our staff is very experienced and will be able to comfort your little ones if they are in tears. They will be playing with their new friends and beginning their academic careers within a short time.

Your child may fall under the “Bye, Mom, See Ya later” category. This is often harder on the parents because they are anticipating tears. Count your blessings and be reassured that you are still number one in their life, and they love you. Kiss them goodbye and leave them to the teacher.

Sometimes the concept of school evades the student, especially if they are the first to go off to school. After the first several days or weeks, your child may inform you that they no longer wish to go to school. This does not mean that they are being tortured or bullied; it simply means that the concept of going to school every day for an entire school year is not something they comprehend. Patiently explain the situation and get them ready for school. They will be fine.

Parents often wish to stay with their children for reassurance. This really is not helpful. Having the parents leave after the first five minutes allows the teacher to get them to their seats and begin acclimating them to their new routine. She is very experienced and can handle any situation that arises. There are also well-trained staff available to help, if necessary.

You may pick up your child at 3 PM at the “slab.” The slab refers to the concrete slab by the back parking lot. You will be given a sign with your name on it. Please place it in your front window when you arrive at the school. You

may wait in your car while your child is escorted out of the building. If for any reason, your children are not picked up by 3:15, they will be sent to aftercare, and you will incur a fee.

We understand the anxiety of sending your child off to school for the first time, and we welcome your questions. Please feel free to send a note in your child's folder or send your child's teacher an email.

First Day Preparation

What do I have to do to prepare for the first day of school?

- o Ensure all the information required by the New Enrollment Checklist is turned in to the academy office.
- o Return the Parents as Partners form to the teacher.
- o Read through the Student Handbook.
- o Make sure your child eats a nutritious breakfast.
- o Pack a healthy snack and lunch for your child. Be sure to supply a refillable water bottle.
- o Send a backpack.
- o Send a change of clothes (which does not have to be uniform) in case of an accident. Be sure to include undergarments and socks.
- o Make sure your child's name is on uniforms, sweatshirts, water bottle, binders, Bible, pencil box, backpack, etc.

Kindergarten Routine

What will my child be doing all day?

Kindergarten is a time for academics and socialization. They will spend time learning letters, phonics, numbers, basic math skills, and Bible to train them in a Godly fashion.

They will have periods of supervised free play to refine their social skills and motor skills such as teamwork and sharing. They will also have structured play (centers) snack time, lunch, recess, weekly P.E., music, and art classes.

Do I need to send lunch and snacks?

You will have a lunch account through Sycamore. The teacher will allow them to order if you do not provide lunch and snacks. Don't worry; we won't let your kids go hungry.

Lunch rules – they must eat what is packed by the parent, ice cream on Fridays, and no dessert until they've eaten lunch.

Food preferences - don't pack things your kids don't like. The teachers expect them to eat what you have provided. Send a refillable water bottle. The kids get very thirsty, especially on hot days.

The kitchen staff cannot prepare foods, including those that require them to boil water, i.e., Ramen, macaroni & cheese. Also, please do not send food items that need to be heated in the microwave in bento boxes, aluminum foil, or metal containers.

Hot lunch is offered on Thursday. The day's menu will be on Sycamore; you may order it through Sycamore. All proceeds go toward the Expanding Your Horizons trip (for the high school students).

Please send snacks on Hot Lunch days.

Do I need to send supplies for the Art class?

No. Some of our *Ministry Help Staff* take care of weekly art classes for the elementary students

What about P.E., do I need anything for that?

You will need to ensure that your child is prepared by having them in their P.E. uniform on their P.E. day. The P.E. uniform includes well-fitting sneakers, a P.E. shirt (purchased by KCA), knee-length black shorts, or black sweatpants.

The P.E. day will be the same every week and noted on their homework sheet.

Will my child have homework?

Each child's folder will come home daily. There are two sides labeled in the folder. The "Keep" side contains any information the teacher sends home to the parents to keep them informed of what is happening in class and all completed and graded classwork. The "Return" side contains their homework sheet. This will tell the parent what the verse of the week is and any other homework to be completed. The parent should initial the homework sheet once the task is completed. It will also have any incomplete work or work that needs to be re-done for extra practice.

Please review all work sent home by the teacher. This will keep you informed of your child's progress. You will be able to see where they are excelling or struggling.

Memory words (words that can't be sounded out) will be sent home as the year progresses. These words should be practiced daily.

What are Memory Verses?

The class will be given a Bible verse weekly to memorize at home. You will be amazed at the knowledge your child can absorb with a bit of help from you!

The verse will either be in the NASB or the King James Version. It will be listed on their homework sheet. They will have to recite it to the teacher (for a grade) every Friday unless otherwise noted. If the child is absent, they will need to recite it when they return.

How is grading done?

Your child will be graded in math, phonics, reading, Bible, and handwriting using the scale below. Grades are taken at the teacher's discretion; they will not be graded on new concepts.

A = 100-94; B = 93-86; C = 85-76; D = 75-70; F = Below 70

It is the expectation of the teacher, directed by the word of God (1Cor. 10:31), that each child does their best. The teacher knows and cares for your child. She can tell when they are giving their best effort.

Is there anything I can do at the school to help?

Keystone is always looking for volunteer workers to ease the burden on our teachers. The *Ministry Help Staff* helps

with but is not limited to lunch and recess duties, art, P.E., music, morning care, kitchen duty, and hot lunch. If you are willing to help out in any capacity, please email jennifer.brand@keystonebaptist.org.

What is the discipline system?

At the beginning of the year, the teacher will give very clear instruction on what type of behavior is expected of our Kindergarteners. We ask that they obey “quickly, sweetly, and completely.” We will employ several classroom management techniques throughout the year to encourage good behavior.

We will begin the school year using a magnet system. Each child will be given three magnets. Magnets are taken away when the student does not respond to verbal instruction or rebuke.

The loss of all three magnets in one day will result in disciplinary action, i.e., loss of play, loss of treats, writing lines, or community service. You will receive a note home informing you of the situation.

Recess

We will have recess every day. If the weather is nice, we will be outside. If not, we will have free play in the gym. We will continue to go out until the temperature dips below 34 degrees. Please dress your child appropriately. We do not have anyone to supervise them inside when

the rest of the students are outside. If needed, we will get a coat or sweatshirt from the lost & found.

Your child should wear shoes appropriate for play. Sandals, flip flops, cowboy boots, and Crocs often result in injury.

Field Trips

May parents attend field trips with the class?

Parents are welcome to attend most field trips. Each parent who is attending is responsible for paying their own expenses. Children are expected to follow the teacher's rules even when the parents are present.

How do the children travel on field trips?

The modes of transportation vary. Most often, we will travel on the church bus. We do, on occasion, use the church van or parent vehicles. In this case, we will need you to supply a car seat for your child for the day. They may be dropped off with the child on the morning of the field trip and picked up that afternoon.

Will I be notified beforehand?

All students must have a permission slip signed by their parents before attending the field trip. The permission slip will include where, when, cost, lunch, dress, etc. Be sure to return the slip and the money as quickly as possible so that the preparation for the teacher flows smoothly.

Medical Information

- All Kindergarten students must have their K5 physical by the first day of school.
- As an educational facility, we are required to have an updated copy of each child's medical records. As your child has updated immunizations, please update the school records.
- If your child becomes ill (vomiting, diarrhea, and/or fever) during the school day, you will be contacted, and the child must be picked up. This is not only for your child's welfare but for the rest of the class.
- If your child comes to school with medication, it must be accompanied by a detailed note concerning its use and turned in to the teacher at the beginning of the school day
- All parents should be aware that the teacher will not be able to provide any medication that is not sent in by the parent. Tylenol or Ibuprofen may be administered if the parents have given written permission at the beginning of the school year.

Kindergarten Graduation

Is there any cost for Kindergarten Graduation?

There is no fee for graduation, although the reception cost is the parents' responsibility.

Who arranges for the caps, gowns, and tassels?

KCA takes care of their cap, gown, and tassel. The cap and gown must be returned, but they keep their tassel. Dressy attire is to be worn on the night of graduation. No shorts, sneakers, etc.

Are the parents needed to prepare for the graduation ceremony?

The teacher will prepare the students for the “Year in Review” and the processional. Lines may be sent home for the kids to practice. Parents are required to set up and clean up the reception.

Kindergarten Reception

Who is in charge of the reception?

The parents of the Kindergarteners are responsible for all aspects of the reception. The parents must attend a meeting toward the end of the school year to discuss the details.

Does KCA provide anything for the reception?

Yes. KCA provides cakes, punch, and paper products. This is a **light reception**. Parents only need to offer individual-sized bags of chips and/or fruit trays.

Who sets up and cleans up?

The setup and clean-up are the responsibility of the parents. Remember, a staff member must remain present to lock up after the reception.

Things to also keep in mind:

Parents should also consider others as they meet to distribute work and plan items to be purchased. “Many hands make a light load,” to ensure that one parent isn’t bearing the brunt of all the physical or financial load.

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KCA Panic Prevention Publishing