



Donegal Kindergarten Center



Parent Handbook



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Marietta, PA 17547
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Office hours: 7:45AM—3:45PM

2008-2009



Donegal Kindergarten Center

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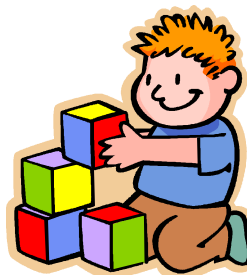




Welcome

Dear Parents,

Welcome to an exciting year of kindergarten. Our kindergarten team is looking forward to working with your child. I believe we have a group of some of the best kindergarten teachers you can find. The staff is loving and nurturing as they strive to deliver instruction to meet each child's needs.



As you think back to your own kindergarten experience I'm sure you think of time to play, arts and crafts, songs and much more. Kindergarten has changed a lot in the past ten years. Kindergarten has taken on a strong academic focus. We are responsible for providing our students with a strong academic foundation before they move on to first grade.

This parent manual is designed to help you understand kindergarten as it is today. If you have any questions that are not answered in this manual don't hesitate to contact your child's teacher or the office. Together we can have a great kindergarten year!

Sincerely,

Dana L. Blair

Principal



Donegal Kindergarten Center

Faculty and Staff



Principal
Secretary/LPN
Head Teacher
Teachers

Literacy Teachers

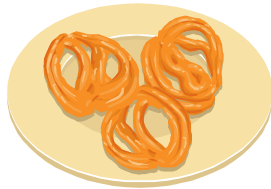
Speech Teacher
Guidance Counselor
Music Teacher
Support Staff

Nurse
Custodian
Lunch Assistant

Mrs. Dana Blair
Mrs. Lois Boll
Mrs. Jennifer Thayer
Mrs. Angela Herman
Miss Andrea Cocci
Ms Michele Gainer
Mrs. Christine Kirkpatrick
Mrs. Robin Jeffers
Mrs. Faithe Oberholtzer
Mrs. Krista Williams
Ms Carol Robbins
Mrs. Kari Nye
Mrs. Hollie Mendenhall
Mrs. Janene Kling
Mrs. Becky Herr
Mrs. Connie Stendardo
Mrs. Kelli Mummau
Mrs. Pam Amspacher
Mrs. Lisa Albert
Mrs. Brandi Derr
Mrs. Sharon Pacana

To e-mail a teacher type the first initial then last name followed by @donegal.k12.pa.us (for example: dblair@donegal.k12.pa.us)





Will my child have snack every day?

You will be asked to donate money towards an occasional snack. The money will be used to purchase snacks to be used to teach. For example, students will nibble graham crackers into the shapes they are learning.



How will I know what my child is learning?

The center publishes a monthly newsletter which includes information on what the students will learn and activities you can do with your child. You can also look at any papers your child brings home.



Will my child's teacher publish a newsletter?

Each teacher decides whether or not she wishes to publish a class newsletter. We try to include the same information in our center newsletter so that all parents are informed.



Will all the classes be the same?

Please remember that every teacher has her own unique style but there are some underlying similarities. Please see page 11 for more information.



Donegal Kindergarten Center

May I come into the kindergarten center to volunteer?

We welcome volunteers and will request help at various times throughout the school year. Please see page 11 for more information on the district's volunteer policy.



May I transport my child to the kindergarten center on a daily basis?

Only parents whose children are assigned to walk to the kindergarten center may bring their children directly to the center. There is not enough space for everyone to transport their children directly to the center.



Where do I go if I have a concern?

The first step is to call or e-mail your child's teacher. If you continue to have concerns you may call the principal at the kindergarten center.



Will the kindergarten center have its own parent group?

At this point in time the kindergarten center does not have its own parent group. Instead it has liaisons who work with the home school parent groups. There is more information about this on page 15.





Holiday Celebrations

Birthdays

The kindergarten teachers will celebrate all the birthdays that occur in a particular month on the last Friday of that month. The teachers provide the birthday treat. You are welcome to send pencils, stickers or such on your child's actual birthday but please leave the treats up to the teachers.



Winter Holiday

Every elementary school will celebrate the winter holiday on the day before winter break. The celebration at the kindergarten center will last for approximately 1 hour and will be planned by the teachers.

Valentine's Day

Every elementary school will celebrate Valentine's Day with a class celebration. At the kindergarten center the celebration will last for approximately 1 hour and will be planned by the teachers.



* The teachers may contact parent volunteers to assist with the planning and implementation of the celebrations.



Attendance

Excuse Notes

Whenever your child is absent you are required to send in an excuse note upon his/her return to school. If you do not provide an excuse note within 3 school days your child will be marked as unexcused.

Family Trips

If you are taking your child on a family trip, even for just one day, you must complete a family trip form at least 1 week in advance. Hand the trip form in to the office for pre-approval. The form will ask you to select a project for your child to complete.

When your child returns from the trip he/she will need to complete a project and bring it to school. Without a project the absences will be marked unexcused.

Excused Absences

An absence for the following reasons will be considered excused:

- *student is sick
- *family trip that is pre-approved
- *death in the family

An absence for the following reasons will be considered unexcused:

- *family member is sick
- *no transportation
- *family trip that was NOT pre-approved





Specials

Library

We are fortunate to have Mrs. Betty, from the Milanof-Shock Library, come to the kindergarten center for book exchange. Twice a month she brings books so the students can check them out. Children need to return their books before they are able to check out another book.

Music

Kindergarten classes have music one time per cycle. The music instruction is provided by a district music teacher who also works at Maytown and Riverview Elementary Schools.



Cycle Days

Each school day is given a number. All specials are scheduled on specific number days. We number the school days 1 through 6. If there is no school on a specific day then that day does not count as a cycle day. There are circles, on each school day, printed on the district calendar.

Grading

Report Cards

Reports cards will be sent home at the end of the 2nd and 4th marking periods. The 2nd marking period ends in January and the 4th marking period ends in June. You can consult the district calendar for specific dates.



Donegal Kindergarten Center

Volunteers

According to district policy there are 2 kinds of volunteers, independent and supervised. An independent volunteer is one who is alone with students. A supervised volunteer is never alone with students and is always under the supervision of a district employee.

Supervised volunteers: All supervised volunteers must complete all sections of the district volunteer packet except the section titled clearances information. The packet may be sent to the kindergarten center or sent directly to the human resources director at the district business office. Once the human resources director receives the completed packet your name will be given to the school board for approval.

Supervised volunteers can volunteer in classrooms or at the center but **MUST** be under supervision.

Independent volunteers: All independent volunteers must complete all sections of the district volunteer packet including the section titled clearances information. The packet and copies of your clearances must be taken to the human resources department at the district business office. Once the packet and the clearances are received your name will be given to the school board for approval.

Independent volunteers are eligible to chaperone fieldtrips.

Please note that it may take some time to become school board approved.

If you would like a volunteer packet please call the kindergarten center.





Will all the teachers do the same things?

All of the teachers have similarities and differences. Please remember that each of our teachers is an individual with her own style of teaching. It is unrealistic to expect that each teacher will do everything the same. The kindergarten teachers work hard to share ideas but even the same idea may look a little different in each class. Here's some information on what you can expect.

Same	Different
Curriculum - The curriculum is a list of skills each kindergarten student should know by the end of the school year. The curriculum is based on the state standards which outline skills all PA kindergarten teachers should know.	How - How the curriculum is taught and the activities that help the teachers deliver the curriculum are up to the individual teachers. The teachers at the K center often share ideas but not all activities will be the same. For example, some teachers choose to have a sharing time to work on the speaking and listening skills and others work on those skills during different activities.
Core Program - The core program is the program that was purchased by the district to help the teachers deliver the curriculum. In reading we use Houghton-Mifflin as the core program and in math we use Everyday Math.	How - Although the teachers are using the same core program they each use it in different ways.



Donegal Kindergarten Center

Same	Different
	<p>Newsletters - The K center sends home a monthly newsletter. It is up to the teachers as to whether or not she wishes to send home her own newsletter. If you are interested in knowing what your child is learning please check any papers that are coming home.</p>
	<p>Book Orders - Book orders are an optional activity. There are many companies who offer book orders so that students may purchase books. It is up to each teacher to decide which book order to utilize and how many to send home.</p>
<p>Snack—Students will have an occasional instructional snack that reinforces what is being taught.</p>	<p>Snack— Each teacher decides what the snack will be, how it will fit into instruction and when the students will have the snack.</p>





Transportation

Bus Riders

All students will be bused from their home schools to the kindergarten center and back.

Walkers

A few children are assigned to walk to the kindergarten center. Those children are to arrive/depart at the following times.

	Drop Off	Pick Up
AM Session	8:45—8:50 (before buses arrive)	12:00—12:05 (after buses depart)
AM Session Early Dismissal	8:45—8:50 (before buses arrive)	10:35—10:40 (after buses depart)
AM Session 2 Hour Delay	10:45—10:50 (before buses arrive)	1:05—1:10 (after buses depart)
PM Session	12:15—12:20 (before buses arrive)	3:25—3:30 (after buses depart)
PM Session Early Dismissal	10:25—10:30 (before buses arrive)	12:10—12:15 (after buses depart)
PM Session 2 Hour Delay	1:10—1:15 (before buses arrive)	3:25—3:30 (after buses depart)

If you are assigned to bring or pick up your child please adhere to the above times. Students are to be dropped off **BEFORE** buses arrive and picked up **AFTER** buses leave. This is to prevent anyone having to walk between the buses.

Changes in Transportation

If you need to change your child's method of transportation, even for just one day, please either send a note or call the kindergarten center.



Donegal Kindergarten Center

Literacy Kindergarten

How do kids qualify for literacy kindergarten?

During kindergarten registration and throughout the school year all students are tested to see how they are learning. Any students who are coming up as at risk for learning struggles may qualify for our extended day program called literacy kindergarten. We are limited in the number of available spaces so you will be contacted if your child qualifies.

Literacy kindergarten students are the only students who eat lunch at the kindergarten center. Those children will have the opportunity to purchase district lunches.

Parent Organization

Instead of having a parent group just for the kindergarten center we have parent liaisons who are part of the parent group at each home school. These work with the home boards to help with the kindergarten center. This year's liaisons are as follows.

Parent	Phone Number	Home School
Kim Stoe	653-2469	Donegal Springs
Kristi Elkner	426-1594	Riverview
Jen Horst	426-5451	Maytown



