**A, B,C**

**Admission**-Children will be taken into the program on a first-come-first-served basis. Children enrolling must be three by October 31st of that year, and potty trained.

**Attendance** – Regular school attendance is essential for your child to make the most of his/her education. Please make every effort to have your child at school every day. Please email or call if your child will be away lanej@brandonu.ca or 204 727-7420

**Arrival –** Your child should come to school no earlier than 8:50 am or 12:50 pm. Time before that is used for preparation and/or teacher conferencing.

**Backpacks** – Backpacks help your child carry notes, projects, and books to and from school. Your child’s backpack should be big enough to hold these items. Please check your child’s backpack daily. **Please include a change of clothes to be kept in their backpack, just in case of accidents or spills.**

**Book Orders** – There will be Scholastic book orders available every month for you and your child to look over. If you want to place an order, please make cheques payable to Scholastic Canada.

**Clothing** – Please dress your child in comfortable clothing that is appropriate for playing and working. Much of our work is done on the floor, in the sand table, or creating art. Please include an extra seasonally appropriate set in your child’s backpack for accidents that do happen, whether it is paint splatter, water incident, snack spill or toileting accident.

**Communication** – Communication between home and school is very important. If you feel the need to speak with me, please call the school, email me or send me a note, and I will get back to you as soon as I can.

**D, E, F**

**Discharge** – A child may be asked to leave the program if, after consultation between the parents and staff, it is found that the safety and well being of the other children is being affected.

**Dismissal** – Dismissal is at 11:30 am and 3:30 pm. Please be on time to pick up your child. Chronic late pick-ups will be charged to your account (see late policy).

**Email –** I can be reached to my school email address: lanej@brandonu.ca

**Emergency Cards** – Your child will have an emergency card on file. At least two working phone numbers are required in order to contact parents in case of illness or emergency. Please remember to update the school if there is a change in contact information.

**Fees and Payments** – We request post-dated cheques in September for each month, payable to Brandon University Junior Kindergarten. Cheques can be dated for either the **1st** or **20th** of the month. In the event that your child must withdraw from the program, your cheques will be returned or destroyed. **If your account is in arrears by one month, we must ask that you withdraw from the program.** The business office has a $40 NSF charge. Accounts are held with Financial and Registration Services, 2nd floor, Clark Hall.

**Field Trips** – A permission slip will be required anytime we will be taking a trip. Notice will be given in advance of such trips. Transportation to any outing is the responsibility of the parent.

**Fire Drills** – Your child will participate in monthly fire drills throughout the year. The procedure is posted at the door. Our meeting spot is the WMCA where you would be contacted to pick up your child. We also have a lock down procedure that will be practiced during this time within the classroom.

**Fund Raisers** – Our school participates in a minimum of two fund raisers and a book fair throughout the year to raise money for various things for our school.

G, H, I

**Goal** – The main goal of Junior Kindergarten is to ready your child for kindergarten by engaging him/her in meaningful activities which allow individual growth. We foster a belief of teamwork within the class and encourage co-operation and positive interactions between the children.

**Gross Motor Skills** – We have access to the university gym, depending on availability of space.

**Handwriting Without Tears Program-**Each child will participate in this kindergarten readiness program designed specifically for Pre-school age children. They will have their own work book (“green book”) to do in class with me. This program focuses on pre printing and pre reading skills, as well as numbers, letters, and other school readiness skills.

**Health** – Be wary of overtiredness, crankiness, or feverishness. These are indications that your child should be kept home. Please report any communicable diseases to the teacher as this must be reported to the Public Health nurse.

**Holidays** – Christmas Break is from December 23-January 6th , with classes resuming on January 8th 2018. Spring break is March 26-30, with classes resuming on April 2nd 2018. We will be closed on all statutory holidays. We will also be closed for planning and development days on the following days: Wed. Sept. 27th (full day), Fri. Oct. 20 (full day), Thurs.Nov.2nd (pm only),Friday, Nov.17th (full day), Thurs. Dec. 7th (am only), Fri. Feb. 2nd (full day), Thurs. March 8th (Full day)Fri. March 16th (full day), Wed. April 25th (am only), and Wed, May 30th (pm only). All these dates (except Friday Feb.2) are matched to BSD days closed.

**Home Reading** – Home reading will go home each day, starting in October. Included in your child’s bag will be a book for them to read as well as a book for parent reading. Please return your child’s bag each day so they may choose new books to bring home.

**Immunizations –** All students must have immunizations up to date.

**Illness** – Please do not send your child to school if he/she is ill. If your child becomes ill at school, you will be called immediately. We need at least two working phone numbers at all times in order to contact you in case of illness or emergency.

**J, K, L**

 **Late Pickup Policy –** Pick up times for class is 11:30-11:45/3:30-3:45. At 11:46/3:46 you are considered late and will be charged $5.00 for every 5 minutes or part of that you are late picking up your child. After 30 minutes of being late (12:16/4:16), and if no contact or arrangements for pickup have been made, alternate actions will be taken. After 3 occurrences of late pick up, you will be asked to remove your child from the program.

**Learning Centers** – We use learning centers in the classroom for active play. When we are in learning centers, we are learning to cooperate with others. The best part is we are learning without even realizing that we are.

**Length of School year** – Our classes are open from the beginning of September to the middle of June.

**M, N, O**

**Math Activities** – We use math activities for free exploration of math concepts. This is an excellent way to stimulate creativity.

**Newsletter** – a monthly newsletter will be emailed . It will contain information about our thematic unit, classroom activities, announcements and upcoming school events.

**Observation** – You are welcome to observe your child through the one way window in the hallway at any time. You may see and hear the children without them hearing or seeing you.

**Outside** - Your child will have outside time, weather and time permitting. Please dress your child appropriately for the weather. Watch for notes by the sign in book when special outdoor gear is required.

**P, Q, R**

**Parent Advisory Committee** – A parent board will be set up in September with a chair, vice chair, secretary/treasurer, and a parent representative from each class. This board will be designated to act as a liaison for the class. This committee will be responsible for helping with the fundraising activities for the year, as well as contacting parents in case of emergencies or closure.

**Parent Involvement** – I love parent involvement! You are your child’s first teacher(s). Please be involved in your child’s year as much as you can. (Grandparents are welcome too!)

**Parties** - We will have various parties throughout the year. A sign up sheet will be out for volunteers and snack sign up prior to the event. If your child has special dietary needs, please let me know ahead of time if you want that information shared with the class.

**Questions** – Please contact me if you have any questions or concerns regarding your child’s education. I will make every effort to meet with you and discuss your concerns. Email: lanej@brandonu.ca or call 204 727-7420.

**Rules** – We have 5 rules in Junior Kindergarten:

* We are always good listeners
* We are helpers, not hurters
* We are walkers, not runners
* We are builders, not breakers
* We are talkers, not shouters or screamers

**Read** – **Read, Read, Read** to your child daily and let your children see you reading daily.

**S, T,U**

**Safety** – Your child’s safety is a top priority. I take every precaution when your child is in my care and I thank you for trusting me with him/her.

**Schedule** – A copy of the schedule can be found attached to the end of this package.

**School Pictures** – In the fall, your child will be invited for both individual and class pictures in the classroom. Purchase is optional, but we encourage your child to be part of the class photo. Picture days will be announced closer to the date.

**Shoes** – It is very important to wear comfortable shoes. Please bring a pair of **non –lace** shoes that may be left at school as an indoor pair.

**Sign –In and Sign-Out** – You must sign your child in and out of school each day. There is a book on the counter that is available to do so.

**Snacks** – Please send a small, nutritious snack, including drink with your child each day. Please **DO NOT** send items such as candy, chips and pop, they will be returned home. Snack time is a very important part of our day for socializing and interacting. Please note that we are a **PEANUT/ NUT FREE** class(reminder that this includes spreads like NUTELLA – please do not send this!)

**Storm Days** – We will close ***only if harsh weather conditions prompt closure of Brandon University.*** This message will be broadcast over the radio stations, on BU’s Facebook page and by email or phone from your class rep . It is at your discretion to send your child on storm days. Please call or email Miss Jacquie if you are keeping your child home on storm days.

**Student Teaching** – We have a very valuable resource available to us. Students from Brandon University, ACC, and the local high schools join us throughout the year to work with our students as part of their practicum.

**Supply fee –** Each child is asked to pay a $25.00 supply fee when they start at Junior Kindergarten, as well as bring one box of Kleenex and the item that corresponds to your class time below. This is to help offset the cost of our literacy program and supplies needed to start out our year.

M/W/F am class –one package of paper plates(small size)

M/W/F pm class – one package of paper plates(large size)

T/Th am class – one box/bag of plastic spoons

T/Th pm class- one package of ziplock bags (sandwich size)

**Toys** – Toys from home are not allowed unless they are brought for a special theme or show and tell as requested.

**Transportation Policy-**The parents or guardians or whoever has been authorized by the parents or guardians will be responsible for their child’s care and transportation until they sign their child in at the beginning of class and after they sign the child out at the end of class.

When the children leave the classroom as a class to travel to and from the gym or to and from a field trip, the teacher(s) and volunteers will assist in transporting or walking with the children. Only those children whose parents have signed the permission form will be taken out of the classroom.

**Themes and Units** – The units and themes that we will study this year will be listed in your monthly newsletters, as well as on the parent bulletin board outside the classroom.

**V,W**

**Visitors** – We encourage visitors in our classroom. If you would like to be considered as a visitor to share your talents and expertise with the children, please let me know. The children are proud to have their families come and share with us.

**Volunteers** – We always need volunteers. If you are interested in volunteering, please contact me. We would love to have you!

**Weather** – please dress your child appropriately for the weather. Our classroom can be cool, so including layers is a good idea.

**Withdrawing –** 2 weeks’ notice of withdrawal **MUST** be given when a child is leaving. If improper notice is given, 2 weeks fees will be charged to the parent. In the event that your child must withdraw from the program, your cheques will be returned or destroyed.

If your child is away for 5 consecutive school days without prior notification or calling, you will be considered withdrawn with improper notice and a bill for 2 weeks fees will be sent.

**X,Y,Z**

**ZZZZZ’s** – Your child should get plenty of rest each night. Preschoolers require 10-12 hours of sleep each day. It is so important for your child to be alert and ready to learn each day. Set a bedtime and be consistent!

Time Table

9:00/1:00 Arrival. Self-Help Skills: removal of outer clothing, changing shoes, sign-in.

9:10/1:10 Carpet Time: music, songs, calendar, story of theme, Handwriting Without Tears program

9:45/1:45 Table Time: Art Activity

10:15/2:15 Snack Time

10:30/2:30 Center Time: Self-selected activity

11:00/3:00 Clean-up, Shut-Down Minute, Story

11:20/3:20 Locker Time: Self-Help Skills: Ready for home

11:30/3:30 Good-Bye Song, Dismissal

 **Brandon University Junior Kindergarten Curriculum Statement**

Interactions and relationships to promote learning and development for children in our class are promoted through common sharing times for all children at daily circle times with activities such as show and tell, weekend review or chatting and brainstorming about new ideas for our program or things the children are interested in. Staff get down and get messy with the kids by playing on the floor, playing in the sand or water, engaging in dramatic play and singing and dancing together. We also have a daily snack time that allows the children to socialize with each other and the staff in a relaxed, casual manner. Children are encouraged to play in all areas of the centre - gender stereotyping is not permitted. Working together and helping their peers is also encouraged.

Relationships between the children, parents and staff are extremely important. Staff takes the time to get to know each child and their interests so their education can be adapted to meet their needs and development levels. Parents and caregivers play an important role in their child’s lives. Greeting both the parent and the child is important, and leads to a discussion about the child’s night/weekend activities. The door is always open to parents who have questions/ concerns, or who want to observe or volunteer their time.

Communication is key to a successful year! A monthly newsletter is sent home with each child, as well as a parent bulletin board is set up just outside our class with a copy of the newsletter, a monthly calendar with important dates to remember on it, as well as our topics of the month we are studying (i.e. – solar system, hibernation) and any notes or special information a parent or caregiver may need to know. I am available by email, phone (work and home) or to chat after classes with all parents.

The classroom is set up to promote learning and independence. Materials are child accessible, and easy to use. There are a variety of areas set up in our class to provide your child with choices (art, dramatic play, blocks and building, puzzles and books, science, sand and water) and to inspire creativity and learning. All areas are rotated and changed based on the ideas and interests of the children, through conversations, questions and observation.

Our schedule is consistent so the children know what to expect daily, however is flexible enough to accommodate unexpected ideas and events or special days. Transitions between activities or disruptions in the schedule are explained to the children and they are given plenty of warning (i.e. 5 minutes till we clean up for snack; today instead of having a story, Tommy’s mom is here to talk to us about being a police officer).

Within our day, there are a variety of activities that take place (art, literacy, movement, free play). To begin the year, we have some pre-planned areas of study and activities chosen by the staff. These areas are chosen based on seasons(i.e. fall, winter), general interest areas observed from past classes (i.e. animals, space, dinosaurs) and areas of knowledge of each individual staff member ( i.e. author studies, farming etc) , and then progress to more child centered activities based on their interests and abilities, observed through play and discussions with the children.

Children learn at different speeds and through different ways. Some learn by doing, some learn by listening. The activities planned take this into account. Open ended art activities are planned so children can develop creatively. Literacy activities are planned so the children can learn about print/text and have reading experiences here and at home. Science experiments are performed so the children can explore their physical world. Movement and Music activities are performed so the children can express their emotions through different ways and express their creativity. Field trips and visitors to the class are planned to help the children learn about their community.

Some parts of our curriculum that are unique are the gym program, the year end celebrations and advancement and the home reading program. The home reading program allows the children to borrow books on a daily basis from the class and gives them the opportunity to share them with their family members at home. The gym program is run in coordination with the physical education students at BU. This program is run M/W/F mornings, and allows the children to develop physically with the help and instruction of students who will specialize in this field. Each class is also part of their own Graduation/Advancement ceremony, where parents are invited to attend and celebrate their child’s achievements for the year. The year end party helps us celebrate our year together. It is a time for all of the children and their families from all four classes to get together and have some fun.

The children are exposed to both English and French in the class through posters and print in the room, and through French books in the home reading program. Music from around the world is enjoyed daily, ranging from Spanish Christmas carols, to Hawaiian music to move to, and songs sung in English and French. Fables and folk tales from around the world are shared with the children as part of our circle time and author studies (like Jan Brett). There are multicultural dolls to play with, and pictures on the walls depicting multicultural children. Parents wishing to share different aspects of their culture with the class are always welcome!