

KINDERGARTEN CENTER PARENT HANDBOOK



**“Imagine the Possibilities”
2020-2021**

KINDERGARTEN CENTER
3200 State Road, Drexel Hill, PA
19026

The Kindergarten Center Family Handbook

Table of Contents

Kindergarten Center 2018-2019 Staff List	3
General Information	4
Arrival Procedures.....	5
Dismissal Procedures.....	5
Absences/Attendance.....	5
Lateness/Early Dismissal/Late Start	6
Vacation	6
Emergency Information / School Closings	6
Transportation/Bussing	7
Conferences	7
School Building Visits	7
In-School Celebrations	7
Yellow Communication Folders	8
Display of Student Work	8
Suggestions for Student Success	9
Kindergarten Center Calendar	10

Kindergarten Center Staff List 2018-19

Office

Principal - Dina Williams
Secretaries – Regina Pollock
Angela Isetts
Building Assistant – Mary Burn
Custodian – Phil Caponi

Jenny Hwang

Reading Specialists

Paula DiPaolo
Kimberly Wisneski

Teachers

Room 201 – Dottie Toomey
Room 202 - Colleen Hand
Room 203 - Cathy Palladino
Room 204 - Karla McGonigle
Room 205 - Maureen Spaniak
Room 206 AM - Diana Adelizzi
PM – Stephanie Ranoia
Room 300 - Mary Ellen Bonhage
Room 301 - Kelly Mowrer
Room 302 - Katherine Trinkle
Room 303 - Mary Beth Sharkey
Room 304 – Caroline Pedone
Room 305 - Gina Applegate
Room 307 - Margie Carini
Room 308 - Geri Sullivan
Room 309 – Lauren Marturano

Nurse

Nancy Casey
Jackie Hamilton

Social Worker/Home & School Visitor

Fran Gibson

School Psychologist

Maria Kyne

Speech & Language Therapist

Stefanie Odett

Occupational Therapist

Margi Readinger

Physical Therapist

Steven Ballerini

Learning Support Teachers

207 - Linda Thom & Dawn Zirpoli
Assistant: Nafisa Chowdhury

Library Assistant

Jeannie Brattini

ELL Teachers

Stephanie Ranoia (AM)
Laura Jamison (PM)

RtII Tutors

Maryann Butera
Cristabel York

Mission Statement

The Kindergarten Center’s mission is to provide a nurturing, safe, and fun environment that will introduce children to the exciting world of learning. In fostering individuality, creativity, and imagination, children in the K-Center will develop life-long friends and a life-long love of learning. We are committed to establishing a strong foundation that opens the doors for continued academic success and endless possibilities.

Upper Darby School District and the Kindergarten Center Information

This handbook will provide you with specific information relative to the Kindergarten Center. For more District detailed information on programs and policies, please go to the Upper Darby Website at www.upperdarbysd.org. Please refer to this guide as a reference to use throughout the year.

The Upper Darby Kindergarten Center is a school where we have built a culture of understanding, a safe learning environment and a place where students learn to be productive citizens in the community. Our programing is designed to stretch each student academically and socially throughout the school year.

Office hours – 8:00 AM – 4:00 PM

Secretaries: Mrs. Regina Pollock and Mrs. Angela Isetts

PHONE NUMBERS

Kindergarten Center Phone Number610-284-7992
Kindergarten Center Fax Number.....610-284-7928
Kindergarten Center Absence Line.....610-284-7992 ext. 1
Kinder Kids Day Care (located in the Kindergarten Center).610-284-9022 ext. 3

SCHOOL COLORS – Purple and gold

SCHOOL MASCOT – Koala

School Website – <https://www.upperdarbysd.org/kindergarten>

Arrival Procedures

The doors to the Kindergarten Center open at **8:30 AM** for the AM session and **12:30 PM** for the PM session. Upon arrival, children are expected to enter the building using the back doors of the Multi-Purpose Room. They will be greeted by staff members and lined up with their classmates. The homeroom teacher will escort his/her class to the classroom. Classroom instruction starts promptly at **8:40 AM** and **12:40 PM**.

All students should arrive to school using district transportation. In the event that you must drive your child to school please park on the street. You must walk your child to the back doors of the Multi-Purpose Room. Parents may not park on school grounds.

Dismissal Procedures

Bus students will be dismissed through the backdoors of the Multi-Purpose Room. A Kindergarten Center staff member will escort the children to their assigned bus.

Students attending the Kinder Kids Day Care Program will be organized by the Day Care personnel and escorted to the Day Care area.

Parents picking up their children should park on the street and meet their child at the doors located in the front of the school at either 11:20 AM or 3:20 PM. Parents must send prior arrangements in the form of a note to the classroom teacher indicating that the child will not ride the school bus. For safety reasons, the school will request identification from the adult at the time of pick-up. If anyone other than the parent picks up the child, he/she **must be listed** on the Kindergarten Authorization Release form **and have photo identification**.

****Parents may not park on school grounds during arrival and dismissal times. There is a serious safety issue and we ask that you follow the stated procedures****

Absences/Attendance

The school laws of Pennsylvania state that excused absences are: illness of the child, death in the immediate family, and exceptionally urgent reasons that directly affect the child. Parents are expected to call the absence line on the day children are absent from school, whether it is for part of the day or the whole day. A child absent from school must present upon his or her return, a Kindergarten Center Absence Note stating the reason for the absence. It is the policy of the Upper Darby School District to excuse pupils from school if their religious affiliation requires them to observe a holiday. Legal excusal will be granted on written request from the parent or guardian of the pupil involved.

Whenever a child is absent from school for a day or part of the day, the parent/guardian is required to call the attendance line at 610-284-7992 ext. 1 prior to the beginning of the school day (no later than 9:00 AM or 1:00PM).

When children return to school following an absence, their parent(s) must sign their written excuse, if the absence does not exceed four days. After a five-day illness absence, a doctor's signature is requested. Children who do not bring a valid Kindergarten Center Absence Note within three days of the absence will be marked unlawfully absent. Three unlawful, not necessarily consecutive, absences will be reported to the Department of Attendance Services and will be marked truant. Following the third unlawful absence, a family meeting will be scheduled to create a School Attendance Improvement Plan.

Lateness

A student is considered late to school after **8:50AM/12:50PM**. Please refer to the Elementary Code of Conduct for consequences related to student lateness.

Early Dismissal Schedule

AM Session 8:40 AM – 10:10 AM

PM Session 11:10 AM – 12:40 PM

Late Start (Weather Delay) Schedule

AM Session 10:30 AM – 12:15 PM

PM Session 1:45 PM – 3:30 PM

Vacation

Family vacations during the school year are discouraged. In the event that plans cannot be altered or an emergency arises, please contact the principal prior to the event. They will be marked as unexcused absences. Having your child in school everyday is extremely important for learning.

Emergency Information/School Closing

If serious weather conditions make it too dangerous to travel, the Upper Darby schools will be closed, or will open at a later hour. Notice will be given over radio, television stations (as well as the District cable station), the Parentlink phone/email system, and the District website. Specific mention of code number 452 will be made if Upper Darby schools are to be closed or if schools are to be opened late.

It is of utmost importance to have your personal and home phone numbers updated to ensure receiving these messages.

Transportation/Bussing

School bus stops will be at locations established by the administration in accordance with Board Policy and the Public School Code of 1949, as amended. Transportation will be provided only to and from the established bus stop for the residence of qualified students and will not be provided to babysitters, day care providers, relatives, etc.

Bus transportation to and from school is a privilege. Children who receive bus transportation to and from school are expected to conduct themselves in a safe and orderly manner at all times. They must stay in their seat and follow the directions given by the bus driver.

Violations of bus rules may result in suspension or denial of bus privileges for a specified period of time.

Parents must arrive **10 minutes prior** to the arrival of the school bus when dropping off and picking up a child from the bus stop. All persons picking up a child must be listed on the Kindergarten Authorization Release form and provide photo identification to the bus driver. If no one is at the bus stop to pick up your child he/she will be bussed back to the Kindergarten Center and a phone call will be placed to you. You will need to arrange transportation home for your child. Repeated returns will result in a referral to our Social Worker. The Kindergarten Center office closes daily at 4:00 PM.

****Transportation issues can only be resolved by the Transportation Department. They can be reached at 610-352-7112****

Conferences

Student Progress Reports in kindergarten are issued three times during each school year. Parents are invited to school for scheduled conferences (November and March) with their student's teacher to discuss each child's progress. Elementary conference dates are listed on the School District's calendar. Final Progress Reports will be sent home with the student on the last day of school.

School Building Visits

Visits can be arranged with the school principal in advance. Please call the main office for details. Visitors must report directly to the Main Office when entering the school building and provide photo ID.

Conferences with teachers must be scheduled by appointment. Teachers are not permitted to leave their classes for "on the spot" meetings with parents at any time.

In-School Celebrations

The District's Wellness Committee has discussed ways in which parents/guardians can have a positive effect on our children's nutrition and eating habits while they are in school. While the District appreciates the wish to recognize children's birthdays and other celebrations by bringing in treats to share with the class, the following guidelines have been established:

- Treats should only be brought in when requested for scheduled parties. Permitted foods for parties may vary from classroom to classroom based upon student health issues.
- Scheduled parties will be announced through newsletters or letters sent home.
- Treats will be served during snack or at the end of the day, when possible.
- Parents are encouraged to ask teachers to consider hosting a fun activity that does not involve food, such as reading a special book to students or playing a special game with students in celebration of a child's birthday.

Teachers must be contacted in advance of bringing in any food or non-food items for a birthday celebration. For those who wish to send in a treat in recognition of a child's birthday, please consider the following:

- Donating a book to the class library in the name of a child
- Donating a class game or craft
- Cut up fruit and vegetables with low-fat dressing or yogurt dip
- Non-food treats such as pencils, erasers, notebooks, or small toys for each student
- Healthy food alternatives as found at: <http://school-bites.com/healthyclassroom-parties>

Yellow Communication Folders

Please be sure to check your yellow Teacher/Parent Communicator folder on a **daily** basis. Important information is provided. There are two pockets for information. One pocket is for papers that need to be "Returned to School" and the other pocket's papers should be "Kept at Home".

Display of Student Work

Creative Work, Internet/Website, Social Media, Television, Publications, and Bulletin Boards

One of the goals of our educational program is for our students to become competent and effective writers. Educational research shows that one way to help students reach this goal is to provide them with student models of good writing. These models help students by giving them examples that they can study and emulate. The District may share your child's writing with his/her peers for instructional purposes. Additionally, we would like to share appropriate pieces with the teaching staff for use in professional development.

Student work, including but not limited to writing, art and other projects, may be submitted to District-wide and/or outside contests.

We use bulletin boards, banners, publications, television, the Internet, the district website, and social media as tools to keep parents informed and to allow the community to see the

wonderful programs, activities, and education Upper Darby has to offer. We would like to recognize student achievement and highlight District programs and activities in the District's publications, on the District's cable television channel, on the District's website, and through the District's social media platforms. Students' pictures and/or work, including identifying information, may be posted on the UDSD website, UDSD social media platforms, and UDSD cable channel, or may be used in any of the District's publications. We may also like to share appropriate work and pictures with local print publications and television networks.

Any objection to the use of your child's photo or work for the above-described reasons must be submitted in writing annually to your school's principal.

Suggestions for Student Success

- Children need chances to express their ideas so talk with them, listen to them, explain things, answer their questions and ask them questions to stimulate their thinking. **Encourage children not to stop talking, but to keep talking.** This is the best way for children's minds to grow.
- Experiences that lead to success help children to feel and say, "See what I can do!" **Children must feel good about themselves in order to be successful in school.** Help them feel that they are important people who have a lot to offer to family and friends.
- **Reading to children is one of the most effective ways to prepare them for school and learning.** Hearing stories, factual news articles, nursery rhymes, poems, finger plays, and songs help children to develop ideas and thoughts and to learn to express their ideas.
- **Children live in a world filled with many opportunities for learning—in school, at home, in the neighborhood and on family outings. Recognize this!** Take your children to the library and allow them to select books. Write notes to your children. Work on a household arithmetic or budget problem together with your youngsters. Go exploring—take day trips. Read to your child and have him/her read to you! Encourage your child to dictate or write stories, rhymes and letters to you. Read them back to him/her or help him/her read them. Children differ in the ages at which they will enjoy and benefit from these suggestions so you will need to be selective.

Kindergarten Center Calendar for the 2018-19 School Year

August 22 nd	Water Ice Social
August 27 th	First Day of School for Students
Aug. 31 st & Sept. 3 rd	Labor Day Observance – schools/offices closed
September 12 th	Early Dismissal (see Early Dismissal times)
September 19 th	Curriculum Night
October 3 rd	Early Dismissal (see Early Dismissal times)
October 8 th	District In-service Day - No school for students
October 10 th	Fall Picture Day
October 19 th	Family Bingo Night
October 31 st	Farmer Fall Day
November 6 th	Professional Development – No School for Students/District offices open
November 7 th	Early Dismissal (see Early Dismissal times)
November 14 th	Fall Picture Retake Day
November 19 th – 21 st	Kindergarten Conferences NO SCHOOL FOR STUDENTS
November 22 nd – 23 rd	Thanksgiving Observance - Schools & Offices Closed
December 5 th	Early dismissal (see Early Dismissal times)
December 12 th	Kindergarten Progress Report Distribution
December 21 st	Early Dismissal (see Early Dismissal times)
	Polar Express Day
December 24 th – Jan 1 st	Winter Break Schools & Offices Closed - Schools re-open Wednesday January 2nd
January 9 th	Early dismissal (see Early Dismissal times)
January 21 st	Dr. Martin Luther King Day - Schools & Offices Closed
January 30 th	Literacy Night
February 6 th	Early dismissal (see Early Dismissal times)
February 15 th	District In-service – No school for students
February 18 th	President’s Day – all schools/offices closed
February 22 nd	Family Bingo Night
March 6 th	Early dismissal (see early dismissal times)
March 20 th	Kindergarten Progress Report Distribution
March 26 th & 27 th	Conferences – Early dismissal (see early dismissal times)
April 10 th	Spring Pictures
April 15 th – 19 th	Spring Break
April 26 th	Koala Hop
May 1 st	Early Dismissal (see early dismissal times)
May 21 st	District In-service – No school for students
May 24 th & 27 th	Memorial Day Weekend – Schools/Offices Closed
June 5 th	Field Day
June 10 th	End of Year Concert
June 12 th	Last Day of School for Students - Grades K – 12

The District and School Calendars, in their entirety, can be accessed from the District’s website, www.upperdarbysd.org. Updates to the calendar may be necessary due to inclement weather closure.