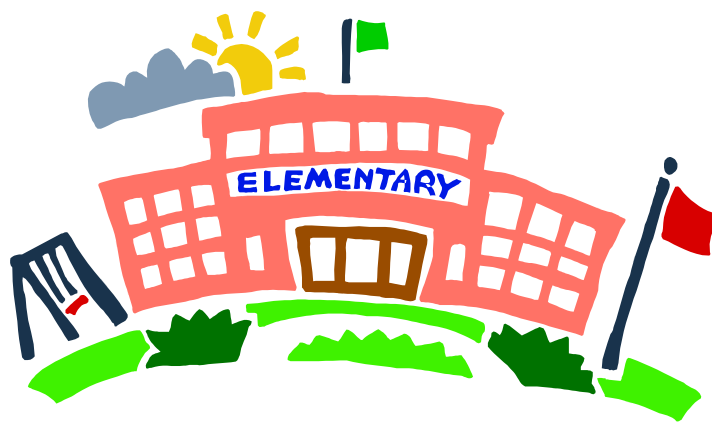


**Our Lady Queen of
Peace**

K4 Parent



Handbook

♥ Welcome to Kindergarten

Welcome to K4 at Queen of Peace! We are very excited for the great year ahead of us! Our program is designed to prepare your child socially, emotionally, academically, and spiritually as well as build a strong foundation and create a lifelong love of learning! This packet provides you with some basic information about our classroom and our school day.

Important Upcoming Dates

- **Tuesday, August 28th between 12:00pm and 2:00pm:** Supply drop-off in your student's homeroom!
- **Wednesday, August 30th from 8:10am to 3:17pm:** The first day of school for 3-Day Monday/Wednesday/Friday K4 students and 5-Day K4 students; 3-Day Tuesday/Thursday/Friday 4K students do not attend school.
- **Thursday, August 31st from 8:10am to 3:17pm:** The first day of school for 3-Day Tuesday/Thursday/Friday K4 students; 5-Day K4 students attend school; 3-Day Monday/Wednesday/Friday K4 students do not attend school.
- **Friday, September 1st, from 8:10 am to 11:30 am:** ALL K4 students attend school! This is picture day and a half day!

Learning

The philosophy of learning in K4 is based on the idea that young children learn through play. We provide an educational setting where children can develop creativity, problem-solving skills, and social-emotional skills. These skills are imperative for learning and forming healthy peer relationships. We will engage in large-group and small-group activities in the areas of language arts, science, social studies, math, and religion. Subject areas are often integrated and include learning through hands-on projects, songs, writing workshops, class books, and more. Children will be exposed to a variety of learning situations that are meant to

promote their innate sense of wonder and therefore plant the seeds for life-long learning.

We create a classroom environment that revolves around our Queen of Peace motto: "**Love** in every word. **Respect** in every action. **Confidence** in every heart." We will learn about Jesus as a friend. We will discuss and practice how Jesus shared his love for others through acts of kindness.

Arrival

The K4 day begins promptly with the 8:10 am bell. Please bring your student to the Gathering Space prior to 8:10 am, line them up with their class, and wait with them until the K4 teachers arrive to collect them. K4-A students may line up on the gray line in the middle of the Gathering Space; K4-B/C students should sit on the bench across from the Eucharistic Chapel. There will be Safety Patrol students present, however parent supervision is required until the K4 students are greeted by the teachers.

Please note that many Parishioners arrive for daily mass around the same time K4 students start their day. In order to promote a respectful and prayerful environment, and to ready our young learners for the school day, please encourage your child to wait with a quiet voice and calm body ☺

Dismissal

The school day ends at 2:17pm on Monday and 3:17pm Tuesday through Friday. Half-day dismissal is at 11:30am. K4 students will dismiss via the new Queen of Peace pick up procedure for the 2017 school year! Please refer to all communication from Mrs. Vitale and Ms. Hutson regarding the details of our new and improved system! If you are running late for pick up, please call the office at 231-4580. Your child will wait for you on the bench outside the office door.

Snack

The children enjoy a school-provided snack each morning and afternoon. We welcome *your* snack donations as well! Be sure to alert your child's teacher to any known food allergies.

Snack time is a time for nourishment as well as a time to develop appropriate social skills. For these reasons we encourage the children to try foods that they may not be familiar with and to use good table manners.

Lunch

Your child may bring a cold lunch from home or purchase a school lunch. Payment for school lunch may be made via TADS online, or you may send a check to school in your student's folder; you may also order milk for your student for the school year online via TADS. Students are given a lunch card that is scanned each time they purchase a school lunch. The hot lunch menu will be sent home monthly in your child's take-home folder, and can be found on the QP website. Please remind your child what they are having for lunch each day!

Rest Time

We will have a quiet rest time each day. This is a time when students that want to nap are able to, and other students may read or work on a quiet activity. We may also pull students for one-on-one work and assessments at this time. We provide a rest mat for each student, turn on relaxing music, and encourage a quiet environment in order to respect those students who do choose to sleep.

Clothing Issues

Accidents happen! Please send to school an extra change of clothes (underwear, socks, shirt, and pants) in a large Ziploc bag labeled with your child's name to be kept in your child's cubby. **We cannot stress enough the importance of writing your child's name or initials on all coats, hats, mittens, gym shoes, boots, etc. Clothing is sometimes identical, and is easily misplaced.** Please check in periodically throughout the year and update the extra clothes your child keeps at school to ensure they are season appropriate.

Take Home Folders

Your student will receive a take-home folder on their first day of school. Please check this folder every night, and be sure to send it back to school each day. You are welcome to send lunch payments, school forms, notes to the teacher, etc., back to school in your student's folder!

Communicating with Your Child's Teacher(s)

Please place any notes pertinent to your child in his/her take-home folder.

Teachers check the folders daily. You are required to send a note if your child is going home with another student, is staying for after school care when that is not the usual practice, or is being picked up by a person not on your authorization list. You may also communicate with your student's teacher via email or by setting up a meeting time.

If your student is sick or will be absent from school, please call the school office at 231-4580 before 9:00 am to report the absence.

Communication from School to Family

- Wednesday Update: Important information and announcements sent electronically via email from the office each week.
- K4 Website: A grade-level website with information and updates from the K4 classrooms, updated weekly. www.QPK4.weebly.com
- General E-mails: E-mails from your child's classroom teacher about reminders, updates, etc.
- Folder Notes: Notes about school events, field trips, forms, etc., will be sent home in your student's take home folder. Please check their folder each night!
- Friday Update: The K4 teachers send out a Friday update specific to our classes via email each week.

Specials

K4 friends are fortunate to experience the "special" classes as part of the K4 curriculum. The special classes are: Technology, Gym, Computer Lab, Reading Lab, Library, Music and Spanish. Sessions are 30 minutes long and enrich the classroom experience.

Mass

K4 children attend Mass at each 8:30 a.m. All-School Mass and prayer service beginning with the Thanksgiving prayer service in November. The dates for these events are published on the school calendar and on the K4 website. K4 students sit with their 8th grade Faith Friends for all school Masses. If you would like to join us for Mass, please alert the teacher ahead of time so that we can accommodate seating in the church. Parents of K4A students can join in the classroom procession by meeting in the hallway of the Gathering Space near the stairs. Parents of Parish Center students can meet near the rear Church entrance closest to the Parish Center. Please consult the school handbook regarding appropriate church attire.

Health Issues

To encourage a healthy classroom environment it is important to practice good hygiene. Hand washing and the use of hand sanitizers is required throughout the day, particularly prior to eating and after bathroom visits. We ask that you contact the office and your child's classroom teacher if your child has a contagious condition, i.e., strep throat, head lice, chicken pox, pink eye, etc. We keep the family information confidential, but we do notify parents to be aware of possible exposure. It is school policy that children who exhibit fever, vomiting or diarrhea must be symptom free without medication for 24 hours before returning to school.

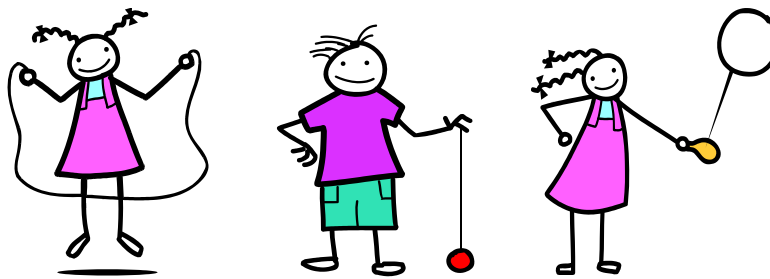
Volunteers

We appreciate our parent volunteers! Throughout the year, we will ask for parent help with activities, special events/parties, field trips, and more. Parents are advised that the Diocese requires a background check and VIRTUS Training prior to any volunteering. If you are unable to volunteer in the classroom this year, but would like to help with "take home" projects, please let your child's teacher know!

Birthdays

Celebrating a birthday at school is very exciting! Please help us celebrate by providing a healthy treat (that should be the same for each child), and one that will be easy to distribute. We will notify you of any food allergies so that you can plan accordingly. We are happy to celebrate summer birthdays on a date of your choosing.

On the subject of birthdays, it is our policy that party invitations are not to be distributed on school property or within the school setting. Thank you for your cooperation on this matter!



We look forward to the new school year! We are always available to answer your questions or concerns to the best of our ability. Our contact info is listed below and on the K4 Website. We are privileged to be partners in your child's educational journey!

Ms. Cooper (K4-A)
605-939-9632

Carly.cooper@gopc.org
(please "cc" Thea on emails)

Mrs. Faliski (K4-A)
608-225-3783

Thea.faliski@gopc.org
(please "cc" Carly on emails)

Mrs. Zais (K4-B/C)
608-444-0470

Brittany.zais@gopc.org

School Website: www.qopc.org/queen-of-peace-school

K4 Website: www.QPK4.weebly.com