

# Kindergarten Handbook



## Kindergarten 2022-2023 Roberta Bondar Public School



Please keep for future reference



*\*The information found in this handbook are our current practices for a standard school year. Some of this information may change with respect to OPH & OCDSB guidelines for COVID-19.*

**Roberta Bondar Public School** is located at 159 Lorry Greenberg Dr. in Ottawa, Ontario. Our phone number is 613-736-7334 and our fax number is 613-736-6532.

## Absences:

Absences should be reported to the school via one of two ways; emailing [robertabondarps@ocdsb.ca](mailto:robertabondarps@ocdsb.ca) or calling **613-736-7334 extension 1**. Please indicate your child's name and class and his/her reason for absence. By calling/emailing in, you eliminate the need for the "Safe Arrival Team" to call you to determine the reason for your child's absence.



Please note, Ottawa Public Health strongly encourages that children be kept home for 48 hours after the last occurrence of vomiting, fever or diarrhea to help to control the spread of influenza and other ailments (as per Ministry of Health guidelines).

Children who are ill are to remain home until fully recovered. Children who are sick are unable to function well at school, may infect other children in their classes and will recuperate more quickly in the comfort of their own home.

### > **8:55 - 9:10 BUS ARRIVAL TIME**

A staff member will meet the bus at the bus drop off area and bring the bus students into the Kindergarten yard. A Kindergarten team member will remain with these students until the morning bell.

### > **9:10 MORNING BELL**

At 9:10 am, Kindergarten students enter the school and the academic day begins.

### > **3:40 DISMISSAL**

Kindergarten classes are dismissed at this time. Parents of walkers are asked to meet their children **at the Kindergarten yard**. Students riding the bus and children in the Extended Day Program (EDP) will be escorted directly to their drop-off points by Kindergarten team members.

## **Kindergarten Hours:**

School starts at 9:10 a.m. and finishes at 3:40 p.m. Educators will be on duty in the Kindergarten yard beginning at 8:55 a.m. Please make sure that a Kindergarten team member is present in the Kindergarten yard before you leave the school property. Please encourage your child's growing independence by letting them enter the Kindergarten yard on their own under a team member's care. **Parents are asked to say their goodbyes at the first bell (approximately 9:10a.m.), even when the classes continue to play outside.**

**Thank you for making being on time with your child a priority. Being on time reduces stress as kids take part in routines alongside their classmates.**

## **Personal and Caregiving Information:**

It is of vital importance that the school be kept informed of any changes made to the personal information provided to us when you registered your child for Kindergarten. This information includes:

- home and work telephone numbers and email addresses for parents,
- street and mailing addresses,
- emergency contact name and number,
- any custody arrangements, and
- caregiving arrangements and telephone numbers.

If the information is not up-to-date, it can result in delays reaching you in the case of an emergency, creating a very difficult and stressful situation for your child and for our office staff. Therefore, if there is any change in your personal information, please inform the office as soon as possible. Your cooperation is appreciated in this matter.

If your child's daily routine is changed in any way (e.g., a new person picking them up, a play-date after school, a drive instead of the bus) please send a note to your child's teacher.

## **Visitors:**

Parents and visitors are warmly welcomed at Roberta Bondar Public School. To help ensure the security of all students and to respect the business of learning in all classes, all visitors are required to stop at the school office, where they are asked to sign in and to get a visitor's identification sticker to wear while in the school. The office staff are happy to assist with any questions.

## **Toys From Home:**

Thank you for keeping your child's toys at home. There are plenty of toys in the classrooms and this helps to prevent a child from having his/her toy lost, broken or misplaced. The sharing of school toys promotes the growth of social skills and belonging.

## **Nutrition and Well-Being:**

We encourage healthy eating habits at our school. Kindly keep in mind our balanced-day schedule when you pack your child's lunch box. Children will eat half of their lunch at approximately 11:10 a.m. and the other half in the afternoon. Thank you for labeling all lunch containers with your child's name.

In order to maintain a "nut-free" environment, we ask that you do not send in any food items that contain nuts or items that may contain traces of nuts, in order to protect our children with life-threatening allergies.

**Please be sure to respect any food allergies that may be present in your child's class.** Your child's teacher will inform you in September of any food allergies that exist in the class, as well as during the year, if there are any changes.

## **Clothing:**

Please send a labeled Ziploc bag to school containing an extra set of clothes for your child in case of an accident. This bag should contain clothes that still fit, including pants, a shirt, underwear, and socks. This bag will be left at school, and needs to be replenished if an article of clothing is worn home.

Children should have a pair of indoor shoes suitable for active play - and the gym - that will be left in their cubby at school. For student safety, please do not send lace-up shoes.

For outdoor education time, dressing in layers, hooded raincoat, and proper outdoor gear is recommended. Students need to be dressed for the weather as we will play and have activities outside in all types of weather (i.e. rain, snow, mud, etc.) During the warm months, sunscreen should be applied at home and hats should be worn for outdoor play. In the cooler months, students will need a snowsuit, boots, hat, mitts and a neck warmer. Please send extra mittens and socks to be left at school.



## **The Kindergarten Program 2022-2023:**

All Kindergarten classes at Roberta Bondar are bilingual with students having half of their instruction in French and half of their instruction in English. More information about our reporting and assessment practices will be available from classroom teams this fall. You can access the Kindergarten Program document here: [The Kindergarten Program](#)

### **Suggestions to prepare your child for Kindergarten:**

- Be sure to talk about "September" and new routines.
- Drive or walk by the school several times. Come and play in the kindergarten yard over the summer. Be sure to peek in the windows.
- Time your walk to school to ensure an accurate arrival time when school begins.
- If your child will be a bus student, take him/her to the bus stop to see the bus and the driver. Watch the pick-up and drop-off procedures. Kindergarten children always sit at the front of the bus. If a sibling wants to, they are allowed to sit close by.
- Late in August, encourage your child to look for things in daily life that are related to school. This will help to reduce fears or anxiety about the unknown. For example; point out buses, backpacks in the stores, schools on TV, etc.
- Encourage your child to practice using his/her new backpack, snack containers, shoes, jacket, zippers, and raincoat.
- Encourage them to dress independently for outdoor play before September. They must be able to manage both their indoor and outdoor shoes on their own. Fostering independence helps to develop self-esteem and it is a huge help to the teacher!
- Practice bathroom skills, as teachers do not enter bathroom stalls. The kids need to know how to use the toilet and how to flush. Also, how to put the seat up/down, how to properly wash their hands with soap, and how to fasten their clothing correctly and independently.
- Establish your child's "school" bedtime routine in early September as they will find the first few days of school exciting yet tiring! CHEO's sleep hygiene guidelines suggest that Kindergarten children require between 10 and 13 hours of sleep a night. Well-rested children are ready to learn and take on the adventures of Kindergarten.

- CHEO suggests limiting technology with screens before bedtime as light from the screen blocks the brain from making melatonin (the sleep hormone).
- Consider having your child's vision and hearing tested by a specialist before school begins.
- Encourage your child to tidy up after play, to listen to and follow instructions, to share, colour, and to use scissors and glue appropriately.



### **Communication:**

Open communication is very important during the year. If, at any time, you have questions or concerns about the Kindergarten program or about your child's progress, please contact your child's Kindergarten team directly and they will respond as soon as they are able. You are also welcome to send an email to your child's teacher. Kindergarten students will receive three Communication of Learning Reports one for Initial Observations in November and a comprehensive Communication of Learning in February and June.

### **School Bus Information:**

Children taking the bus will be provided with a bus tag identifying their name and bus stop. Please ensure it stays on their school bag during the school year. If you have any questions or concerns about busing, please contact the Ottawa Transportation Authority at 613-224-8800. You can also visit their website at [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca) for more information about their School Bus Safety Awareness Day.

### **Extended Day Program (EDP):**

Our school has the Extended Day Program (EDP) led by our school Early Childhood Educators and Early Learning Assistants. Parents wishing to have care provided seamlessly for their children before and after school at Roberta Bondar PS can register for this service. The Extended Day Program begins before school at 7:00 a.m. Children are supervised by OCDSB Early Childhood Educators until outdoor supervision begins at 8:55 a.m. Children then transition seamlessly into the school day. EDP also runs after school from 3:40 p.m. until 6:00 p.m. with supervision provided by OCDSB Early

Childhood Educators. Programming is offered throughout the school - in the gyms, library, classrooms, and outdoor playground areas. The EDP Head Office (contact: Melissa Duplessis) can be reached at 613-596-8760 extension 0 or [earlylearning@ocdsb.ca](mailto:earlylearning@ocdsb.ca).

Registration for EDP on select PD Days and Holidays may be available and will be done by separate registration.

## **Shopping List for the Fall:**

Please purchase and send the following items to school with your child (it is advisable to label all items with your child's name):

- Indoor shoes (appropriate for active play , shoes to stay at school)
- Child-friendly backpack
- Ziploc bag with an extra change of clothes
- Outdoor gear for comfortably playing outside each day
- Lunch Box
- Refillable Water Bottle

If you have any questions please email our school email address at [robertabondarps@ocdsb.ca](mailto:robertabondarps@ocdsb.ca)