

VOORHEESVILLE ELEMENTARY SCHOOL  
Voorheesville, New York

August 2019

Dear Parents,

I would like to take this opportunity to welcome you and your child to Voorheesville Elementary School. The first year in school is a very important one, and together we can make it a positive and enjoyable experience.

This handbook has been developed by our kindergarten teachers. We hope that it will answer some of the questions you may have now that your child is entering school. We suggest you keep this handbook as a reference during the school year.

Please feel free to contact me, or your child's teacher, if you have any additional questions. Again, welcome to Voorheesville Elementary!

Sincerely,

Jeffrey P. Vivenzio  
Principal

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SCHOOL PERSONNEL YOUR CHILD WILL MEET

Mr. Jeffrey Vivenzio	Principal
Mrs. Karen Jones	Director of Special Education
Mrs. France	Kindergarten Teacher
Mrs. Gray	Kindergarten Teacher
Mr. Pastiglione	Kindergarten Teacher
Mrs. Snyder	Kindergarten Teacher
Mrs. Suhr	Kindergarten Teacher
Mrs. Rappoccio	Librarian
Mrs. Becker	Library Assistant
Mrs. Yingling	Library Assistant
Dr. McCormick, Ms. Sanders	Physical Education Teachers
Mrs. Beauregard, Mrs. Gleason	Music Teachers
Mrs. Vitelli	Art Teacher
Mrs. Brackett	School Nurse
Ms. Parker	Main Office Secretary
TBA	Special Education Secretary
Mrs. Mazuryk	Teachers' Secretary
Ms. Waters	Speech Therapist
Mrs. Rossi	Speech Therapist
Mrs. VanWie	Speech Therapist
Mrs. Maxwell	Instructional Technology Support

Below, please find some suggestions that may better prepare your child for kindergarten.

### How to Help Your Child Prepare for School

1. Talk about school with your child. Discuss happy experiences that are waiting for him or her.
2. Listen to your child. Discuss concerns that he or she expresses. Encourage your child and be reassuring.
3. Establish good routines for eating and sleeping and doing school work. Agree upon a school bedtime.
4. Provide a work and study area for your child. This area should be a private place away from distractions and siblings.
5. Establish a communication link with the teacher so that you are always informed about your child's progress.
6. Become an active member of the Parent/Teacher Association and help it to work for all the children.

### What Your Child Should Know

Independence and self-reliance are important qualities for school-aged children. Your child should be able to:

1. State his/her name and address.
2. Take off and put on his/her own clothing; boots should be large enough to slip on and off easily; shoelaces should be securely tied, buttons and zippers should be easy to use; and clothing should be comfortable and appropriate for school and the weather.
3. Recognize his/her own clothing; it is helpful if everything that will be removed (hats, gloves, coats, etc.) are labeled with the child's name.
4. Carry a tissue and be able to use it.
5. Go to the toilet without help.
6. Handle objects and return them properly.
7. Follow instructions given by an adult.
8. Stay with a group of children without Mommy or Daddy.

## AIMS OF THE KINDERGARTEN PROGRAM

Kindergarten plays an important role in the educational experience of our children. In kindergarten, the child will build habits and share experiences which will be used throughout life.

During the kindergarten year, we are building a background of readiness for future learning. The kindergarten child is encouraged to work both as an individual and in group situations. Some of the specific aims of kindergarten are as follows:

1. To accept and share responsibilities.
2. To provide varied experiences with music, art materials, books and in creative play.
3. To teach the child more about the world outside his/her family.
4. To develop concepts of size, shape, and numbers.
5. To establish a foundation of letters, letter sound correspondence, print concepts, and sight word knowledge as well as a mathematical foundation.
6. To help strengthen and coordinate both the large and small muscles of the body.
7. To emphasize health through proper rest, food, and safety.

## THE NEEDS OF YOUR KINDERGARTEN CHILD

Clothing: The kindergarten pupils will be outdoors part of the time while the weather permits. Let your child wear play clothes to school, and as the weather gets cooler, dress him/her as you would for outdoor play at home. The teacher will inform your child when snow pants are needed for outdoor play.

Work Supplies: Please refer to the supply list that can be found on the District website.

Painting: We use washable paints. However, it is advisable for each child to have a long-sleeved old shirt to cover his/her clothing. Please label the garment.

Boots: Have them large enough for your child to put on his/her own feet. It is discouraging to him/her trying to learn to dress himself/herself if they are too tight. See that boots are marked with his/her name.

Book Bag: Your child is expected to carry a bag or backpack to school every day. This bag should be large enough to hold art projects, a folder and be easy for your child to use. Please keep in mind that shoes will have to fit in the bag during the winter. All items should be labeled with the child's full name.

## ATTENDANCE

The kindergarten day begins at 8:30 a.m. and ends at 3:00 p.m.

If your child misses the bus, and it is necessary to bring him/her to school, please make sure he/she does not arrive at the classroom before the starting time, 8:30 a.m.

Your child is now a member of the Voorheesville Central School system. His/her attendance is recorded daily. Attendance at school is one of the first learning habits or attitudes acquired by your children. You are the teacher in this matter. Your attitude will usually determine that of your child. School attendance is a responsibility which you and your child must accept. Your child's attitudes about this responsibility may influence their attitude toward other responsibilities throughout their lives.

## ABSENTEE CALL IN PROCEDURE

On any day your child is not attending school or will be late to school, parents must call the elementary school office, 765-2382 ext. 514 *no later than 9:00A.M.*, to report the absence. You may leave a message on the voice mail. Many missing children incidents occur between school and home, your phone call will assure us that your child is safe. If we have not received notification from home, parent(s) of absent children will be contacted by the school for verification.

## EXCUSES

Teachers should receive a written excuse for each child's absence or tardiness. This will be kept on file the entire school year. It should be sent in with the child immediately upon his/her return to school. It should include: the date(s) of absence/tardiness, the reason for absence/tardiness, and the parent's signature. Please do not include any other messages to the teacher on the excuse.

## REPORTING THE CHILD'S PROGRESS

Kindergarten children receive report cards three times a year. A parent conference serves as the first report card. Parents may visit the class during the year and may have additional conferences with the teachers after school upon request.

Each September, "Parents' Night" is held for kindergarten parents. This provides an opportunity for the parents to meet the teachers and to learn about the kindergarten program.

## SNACK TIME

Each day, the children have snack time. The classroom teacher will provide specific information when school begins. Please be aware that all classrooms are now allergen safe classrooms.

## LUNCH/RECESS

Kindergarten students will have recess at approximately 11:25 and will eat at approximately 11:48. Lunch is available for purchase. We suggest that, for the first day, you pack your child's lunch so that we may go over the procedures of how to move through the line. Information regarding our online lunch payment program will be provided as the school year begins, and can also be found on our website.

We prefer to take students outside as often and as much as possible. Please make sure your child is appropriately dressed for the northeast weather (particularly in the winter).

## EXPENSES

At times during the year, it MAY be necessary to ask you to help cover the cost of some kindergarten expenses. This might include: 1) school pictures, 2) field trips, etc. If extra money is needed, a note will be sent home.

## SAFETY AND HEALTH

### School Bus

- a. The children should be taught to respect his/her school bus driver.
- b. The children should sit quietly on the bus. They must not stand while the bus is in motion.
- c. When crossing in front of the bus, the child should be out ahead far enough so the bus driver can see him/her.
- d. Teach your child his/her bus route numbers - both the bus that takes him/her to school and the one that brings him/her home.

We will stress the above points at school, but it will help if the parents stress the same points.

### Health:

- a. The children should be taught to care for his/her own toilet needs.
- b. The children should know the proper use of a handkerchief.
- c. Covering the nose and mouth when sneezing or coughing.
- d. Good eating habits.
- e. The ability to dress oneself. Coats should have buttons or zippers, and the child learn to manipulate them.
- f. Brushing teeth regularly.
- g. Washing hands before meals and after using the lavatory.

If your child shows symptoms of illness, keep the child home for his/her own protection and for the protection of other children. We ask parents to notify the school nurse as soon as you know your child has a communicable disease (ie., strep, pink eye). The school nurse can then take the proper precautions.

## BUS PERMITS

No child attending Voorheesville Elementary School is permitted to leave school on a bus other than his/her regular bus unless a note from a parent is received. The note should be addressed to the teacher with complete and specific information such as the bus number and the address where the child should be dropped off. No other messages should be written to the teacher on this note. The teacher will fill out a bus permit similar to the one below, which the child will hand to the driver of the bus on which he/she is to leave school.

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### VOORHEESVILLE ELEMENTARY SCHOOL Bus Permit

\_\_\_\_\_ has permission to ride Bus # \_\_\_\_\_ this  
morning/afternoon. He/She will get off at \_\_\_\_\_

\_\_\_\_\_  
(please give specific address)

Date \_\_\_\_\_ Teacher \_\_\_\_\_

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A child who is excused from school prior to dismissal time must have a written request from a parent, and the child must be picked up and signed out in the main office.

A child who will be picked up at dismissal time also needs to have a written request from the parent. The child should be picked up in the large gymnasium, our dismissal waiting room. Parents are asked to *arrive no earlier than 2:45 and no later than 2:55*. Please write your students name on the sign out sheet for your student to be called over our PA at 3pm.

## CLASSROOM REPRESENTATIVES/ROOM PARENTS

Classroom representative(s)/room parents are selected from the parents in each class in the elementary school. The classroom representative has the following duties:

- a. Assists the teacher with classroom parties and field trips.
- b. Represents the class at meetings of the classroom representative organization.  
This organization is a PTA function.
- c. Assists with class projects.
- d. Coordinates parent volunteers in the classroom.



## PARENT-TEACHER ASSOCIATION

The PTA affords the opportunity for parents and teachers to meet socially and to discuss the school program and education in general. The PTA provides many useful services to the school. We urge all parents to join this worthwhile organization.

Birthdays – Please contact the teacher to arrange your child’s birthday celebration. Since we are promoting healthy habits, our celebrations will be food-free. Parents are encouraged to donate a book in the child’s name to the classroom to share with classmates or plan an activity based celebration. More information will be given by your child’s teacher during parent’s night. The birthday child's parent(s) and younger siblings are invited to attend the celebration.

At sometime during the year, your child may have the opportunity to provide a snack for another occasion. This will be discussed at Parents' Night in the fall.

## FIRST WEEK OF SCHOOL

A tag was included with the letter from your child’s teacher which the child should wear through the first full week of school. Printed on the tag should be child’s name, address, teacher’s name, and their bus route numbers.

Name _____
Drop off location _____
_____
Reg. Bus Rt. # _____ Kdg. Bus Rt. # _____
Teacher’s name _____

Please pin this tag to the child's book bag to be visible during dismissal time.

Kindergartners are expected to come to school alone after their orientation visit. They will be met at the bus and shown to their rooms where their teachers will greet them and have many things planned.

## EACH CHILD SHOULD BRING THESE THINGS TO SCHOOL:

- a. Book bag
- b. White oversized T-shirt for art
- c. Wear name tag
- d. School Supplies (if not brought on orientation day)

## PARKING

Parents visiting the school are to use the parking lot across Vly Creek and use the foot bridge leading from the parking lot to the elementary school. ***Please do not park next to the school building or along the roadways!*** Parents can always park at St. Matthew's Church on Mountainview Street if the school lot is full. Please sign in at the main office upon entering the school.

## HEALTH

### **Provisions of New York State Education Law Regarding Administration of Medication during School Hours:**

Precise procedures must be established to protect the individual concerned and all other pupils. Any medication left in the classroom or carried by an individual is a potential source of danger to the entire school population.

There are distinctly different circumstances when, under specified regulations, a medication prescribed by a private physician, may be administered to a pupil during school hours. Requirements for administration of internal medication are as follows:

- a) The school nurse must have, on file, a written request from a physician in which (s)he indicates the frequency and dosage of prescribed medication, as well as the reason for giving it.
- b) The school nurse must have, on file, a written request from the parent to administer the medication as specified by the physician.
- c) The medication should be delivered directly to the school nurse by the parent. No medication should be sent to the school nurse by a child. The temptation to share a single dose or multiple doses is a real danger.
- d) Medication should be brought to school in a labeled container. The medication will be kept in the school nurse's office in a locked cabinet.
- e) New York State Education Law applies to over the counter medications as well as prescription drugs. Cough drops, Tylenol, cold remedies cannot be given without the proper documentation.

When any member of the school staff observes a pupil carrying or taking a medication, that individual has a responsibility to refer the pupil to the school nurse. The school nurse will contact the parent and set up the proper procedure for administration of medicine.

## Health Appraisal

Education Law requires that each child furnish a health examination prior to entrance to kindergarten, first, third, seventh, and tenth grades, and if the child is new to the district, upon registration. If your family physician cannot make this appraisal, the school physician will perform this service.