



Kindergarten Handbook For Parents



March 2010



**Office of the Superintendent
Education Center**

Cincinnati Public Schools
P.O. Box 5381
Cincinnati, Ohio 45201-5381

Phone: (513) 363-0000

www.cps-k12.org

Welcome to Cincinnati Public Schools

Dear Parents:

As the new school year begins, I want to take this opportunity to welcome you and your kindergartner to Cincinnati Public Schools. Kindergarten is an extremely important time in the learning process, and we want to work with you to ensure that this first formal year of schooling is an enjoyable experience for your child. Your involvement is key to helping your child make a successful transition from home to school. Children whose parents are active in their education tend to do better in school. We hope you will remain involved as your kindergartner progresses through the elementary educational experience.

This handbook is designed to acquaint you with our kindergarten program and school procedures. Please review it. If you have any questions, your child's teacher will be happy to answer them.

We are looking forward to building the partnership in the mission to assure that your kindergartner gets a great start to a lifetime of learning. Have a wonderful year!

Sincerely,

A handwritten signature in black ink that reads "Mary Ronan". The signature is written in a cursive, flowing style.

Mary Ronan
Superintendent

Things you should know as your child enters *kindergarten*

Age for Admission

Your child must be five years old by September 30 to enroll in kindergarten.

Children who turn five years old between October 1 and December 31 may be tested for early entrance. Starting school is an anxiety-provoking situation for children and requires careful consideration. The process requires an application and testing by a school psychologist. Please see the principal for additional information.

Board Policy 5112

Length of Day

Kindergarten children attend school on a full-day basis. Please check with the school for the starting and dismissal times.

Enrollment

Your child should be enrolled before the first day of school. Please take the following items to the school:

- your child's birth certificate, hospital record, religious record or passport
- proof of address, such as a utility bill or rent receipt
- immunization record/health information

You also will be asked to fill out a Health History Update form.

Children With Special Needs

Cincinnati Public Schools provides free and appropriate education for children who have autism, deafness, blindness, hearing impairments, mental retardation, health impairments, emotional disturbances, learning disabilities, speech or language impairments, brain injuries and visual impairments. If you think your child may have a disability, contact your building principal or call 363-0300.

Food Services

All elementary children are offered free breakfast at the start of every school day. Lunch also is available for a small fee. A packet will be mailed to your home in late summer. Please complete the information and return it to school as soon as possible.

Transportation



A student is eligible for transportation if the student lives more than $\frac{3}{4}$ of a mile from the

school. At the elementary level, transportation is usually provided by yellow bus. You will receive information during the summer about your transportation eligibility and status. For more information, call Transportation at 363-0330.

School Closings

Listen to local TV or radio stations, or check the district's web site (www.cps-k12.org), for school-closing announcements. The message will be one of two options:

- a) school closed
- b) two-hour delay

District Web Site

The district web site is a great resource for more detailed information, forms and district policies and procedures. www.cps-k12.org

Customer Help Center

The Customer Help Center is a one-stop shop that provides accurate information and quality assistance for parents. 513-363-0123, CPSHelp@cps-k12.org

Helpful Hints for Parents

We want your child's first school experience to be positive, fun and filled with learning opportunities. The following ideas will foster a positive home-school relationship between you and your child's teachers. These "helpful hints" will help your child to have a smooth transition from home to school.

Prepare your children for the school day...

- Provide clothes which are appropriate for the weather, comfortable and labeled with your child's name.
- Provide breakfast or encourage your child to eat at school.
- Make sure he/she gets enough rest/sleep.
- Explain the best route and safety rules when walking to and from school or the bus.
- Encourage independence and praise accomplishments.



Ideas for home...

- Practice good health and safety habits at home.
- Engage in conversations.
- Listen attentively to each other.
- Engage in family discussions and activities.
- Read to your child and tell stories.
- Work puzzles and play games involving matching and naming objects.
- Take trips to the zoo, parks, stores and museums.
- Cut, paste, build, construct and explore.

Ideas for School...

- Meet your child's teacher and exchange information throughout the school year.
- Attend group meetings for parents; plan individual visits and volunteer your time in the classroom and school.
- Read and promptly respond to notes, forms and other communication from the school.
- Motivate your child by supporting classroom learning activities.
- Arrange for prompt arrival and departure to and from school.
- Help your child establish good attendance, positive attitudes and habits.
- Report to the school office when entering the building.
- Notify the school when your child is absent and report any contagious diseases. Students can be absent only for approved reasons.

What to Expect from the Kindergarten Program

Developmentally Appropriate Practices

In a developmentally appropriate classroom, learning activities and classroom settings meet the developmental and individual needs of the young child.

Activities are planned by the teacher to support development in the following areas: social, emotional, cognitive, creative and motor.

A Quality Kindergarten Program Includes:

- Parent participation.
- Play as an active-learning process which includes “hands on” experiences and meets the needs of the individual child.
- Individual and group time.
- Stories and language experiences.
- Large and small muscle development.
- Learning centers such as art, writing, book, sensory, science, block, music or dramatic play.
- Social interactions.
- Quiet and active time.
- Manipulatives (examples: Play-doh, beads, puzzles, blocks and a variety of other materials).
- Practice of good health habits.
- Activities that are both teacher directed and child initiated.
- Teacher-planned activities that encourage stimulation of children’s individual growth and curiosity.

Literacy

Literacy education forms the foundation of your child’s kindergarten experience. Kindergarten instruction focuses on the child’s understanding that words are made up of letters, and letters have sounds. Your child also will learn to recognize letters of the alphabet, acquire knowledge about writing concepts and become familiar with the mechanics of reading and writing. The curriculum also is designed to build and increase vocabulary and stimulate verbal interaction.

Assessment

Assessment is the evaluation of a child’s progress—formal and informal. Informal assessments are administered daily. Teachers conduct informal assessments by listening to students, and observing both their classroom performance and their relationships with other children and adults.

In Cincinnati Public Schools, the following formal assessments are used:

- District Progress Reports
- Portfolio
- Kindergarten Initial Profile
- KRAL (Kindergarten Readiness Assessment – Literacy)

Parent-Teacher Conferences

Conferences are scheduled quarterly for progress report updates. Additional conferences may be scheduled as requested by the teacher or parent as needed throughout the school year.

Visiting or talking with your child’s teacher throughout the school year will help you understand your child’s progress.

Additional Support Services

For information on additional support services (vision, speech and hearing screenings) talk with your child’s principal.

Immunization Summary for Child Care, Head Start, Pre-School & School Attendance

VACCINES	<i>FALL 2010</i> IMMUNIZATIONS FOR CHILD CARE/HEAD START AND PRE- SCHOOL ATTENDANCE	<i>FALL 2010</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DTP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	4 doses of DTaP, DTP, or DT or any combination.	Kindergarten 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4 th birthday Grades 1-12 * 3-4 doses of DTaP, DTP, DT or Td or any combination. Grade 7 1 dose of Tdap or Td vaccine must be administered prior to entry.
POLIO	3 doses of OPV or IPV or any combination of OPV or IPV.	Kindergarten 4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4 th birthday regardless of the number of previous doses. Grades 1-12 ** 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4 th birthday.
MMR Measles, Mumps, Rubella	1 dose of MMR administered on or after the first birthday	K-12 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
Hib <i>Haemophilus</i> <i>Influenzae</i> Type b	3 or 4 doses depending on the vaccine type, the age when the child began the 1 st dose and the last dose must be after 12 months or 1 dose if given on or after 15 months of age	None
HEP B Hepatitis B	3 doses of Hepatitis B	K-11 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	None	Kindergarten 2 doses of varicella vaccine must be administered prior to entry. Grade 1-4 1 dose of varicella vaccine must be administered on or after the first birthday

*A student who is age 7 or older, and who received Td or Tdap vaccine as the third part of the immunization series, shall not be required to receive further doses of diphtheria, tetanus, or pertussis vaccine.

**Students enrolled in school on or after the 1999-2000 school year should have received a total of four doses of polio vaccine. Students enrolled prior to the 1999-2000 year are required to have a minimum of 3 doses.

NOTES:

- The 4 day “grace” period applies to all age and interval minimums. If MMR and varicella have not been given on the same day they must be separated by 28 days with no grace period.
- The Hepatitis B, Tdap and Varicella requirements will be progressive.
- Only full doses of vaccine using proper intervals shall be counted as valid doses.
- For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Care, Head Start, Pre-School and the Ohio Revised Code 3313.67 and 3313.671 for School Attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.



Cincinnati Public Schools Immunization Waiver

Student's Name _____ D.O.B. _____

School _____ Grade _____

The above student has not received the following required immunizations for school entry.

____ DTaP/TD (Diphtheria, Pertussis, Tetanus) ____ Hepatitis B
____ OPV/IPV (Polio) ____ Hib (Haemophilus Influenza Type)
____ MMR (Measles, Mumps, Rubella) ____ Varicella (Chicken Pox)

As per the Ohio Revised Code, exceptions to the immunization requirements may be made for students who present a written statement that immunizations are objectionable for religious reasons or other reasons of good cause. A pupil is also exempt when immunizations are contraindicated due to a medical condition as validated by a physician. Signing of this waiver, by parent/guardian, or physician in the case of medical contraindications, is required if it is believed that the above student meets these exceptions. In the event of an outbreak of any diseases checked above, your child will be subject to exclusion from school for the duration of the outbreak. This time period is defined as at least two weeks after the last reported case occurs, unless a signed statement by a physician is provided who saw and diagnosed the disease in question in your child.

For Religious or Reasons of Good Cause – Parent/Guardian signature required

I understand that in not having my child immunized, my child is not protected against the above diseases. **I want my child _____ to be waived from the requirement of the immunizations identified above due to the following reason.**

(Please specify) _____

Parent/Guardian Signature _____ Date _____

For Medical Contraindications – Physician signature required

_____ **(Student's name)** is unable to receive the above identified immunizations due to _____.

I anticipate that this child:

____ Will not be able to receive the identified immunizations
____ Will be able to receive at a future date of _____ **(Please specify)**

Physician's Signature _____ Date _____

Telephone Number _____



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The following teachers worked together to develop this handbook:

Tina Costanzo, Hyde Park School
Polly Grace Molony, Schiel Primary
Patsy Ann Robinson, College Hill Fundamental Academy
Laura Sanregret, Dater Montessori

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The Cincinnati Public School District provides equal educational, vocational, and employment opportunities for all people without regard to race, gender, ethnicity, color, age, disability, religion, national origin, creed, sexual orientation or affiliation with a union or professional organization. The district is in compliance with Title VI, Title IX and Section 504 of the Vocational Rehabilitation Act. For additional information, contact the Title IX Coordinator or Section 504 Student Coordinator at 363-0000. TDD# 363-0124.