



# Kindergarten

Handbook  
For Parents





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**Office of the Superintendent  
Education Center**

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

Phone: (513) 363-0000

[www.cps-k12.org](http://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 questions, your child's teacher will be happy to answer them.

We look forward to building a partnership with you in our mission to assure that your kindergartner gets a great start to a lifetime of learning. Have a wonderful year!

Sincerely,

Mary A. Ronan  
Superintendent

## Things you should know

### **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 (513) 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 1 mile from the school.

At the elementary level, transportation usually is provided by yellow buses. You will receive information during the summer about transportation eligibility and status. Information: Transportation (513) 363-0330.

### **School Closings**

When bad weather threatens, listen to local TV or radio stations, or check the district's Website: [www.cps-k12.org](http://www.cps-k12.org) for school-closing announcements.

The message will be one of two options:

- a) schools closed
- b) schools on two-hour delay

### **District Website**

The district Website is a great resource for more detailed information, forms, and district policies and procedures.

[www.cps-k12.org](http://www.cps-k12.org)

### **Customer Help Center**

CPS' Customer Help Center is a one-stop shop that provides accurate information and quality assistance for parents. (513) 363-0123, [CPSHelp@cps-k12.org](mailto: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, Preschool and School Attendance Fall 2013 Immunizations for School Attendance

### **DTaP/DT**

#### **Tdap/Td**

Diphtheria, Tetanus,  
Pertussis

#### **K**

Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4<sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4<sup>th</sup> birthday, a fifth (5) dose is not required.\*

#### **1-12**

Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up.

#### **Grades 7-10**

One (1) dose of Tdap vaccine must be administered prior to entry.\*\*

### **POLIO**

#### **K-3**

Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4<sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.\*\*\*

#### **Grades 4-12**

Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.

### **NOTES:**

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- \*Recommended DTaP or DT minimum intervals for Kindergarten students: four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended, but not required.
- Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- \*\*For 7<sup>th</sup>-10<sup>th</sup> grade: If one dose of Tdap was part of the initial series, another dose of Tdap will not be required. For students in 9<sup>th</sup> or 10<sup>th</sup> grade, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last tetanus- or diphtheria-toxoid containing vaccine.
- \*\*\*The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.
- 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 and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School). 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.

### **MMR**

Measles, Mumps,  
Rubella

#### **K-12**

Two (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.

### **HEP B**

Hepatitis B

#### **K-12**

Three (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)

#### **K-3**

Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid.

#### **Grade 4-7**

One (1) dose of varicella vaccine must be administered on or after the first birthday.



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### **June 2013**

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, and provides equal access to the Boy Scouts and other designated youth groups. 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.