



KINDERGARTEN

Registration and Requirements



2019-2020

GREENWOOD COMMUNITY SCHOOLS

Isom Elementary, Northeast Elementary, Southwest Elementary, Westwood Elementary

**KINDERGARTEN REGISTRATION
AND ENTRANCE REQUIREMENTS
Greenwood Community School Corporation
2019-2020 School Year**

AGE

A child must be five years old on or before August 1st to enter kindergarten.

Students must enroll in the elementary school located in their assigned school district.

PROOF OF BIRTH DATE

A birth certificate must be presented at the time of enrollment. This certificate will be returned to you after it has been recorded. If you do not have this certificate, you may obtain a copy from the State Board of Health, Birth and Death Records Department, in the state where your child was born. In Indiana, the agency is Indiana State Board of Health, 1330 West Michigan Street, Indianapolis, IN 46202, phone (317) 383-6100.

PROOF OF RESIDENCY

You will be asked to show dated proof of your residency, such as your Purchase Agreement for the home where you reside, a Renter's Agreement where you rent or a current utility bill showing the address where you reside.

PROOF OF IMMUNIZATION

An immunization record **must** be presented at time of enrollment. A copy of current shot records will be **required** for your student's file. You can obtain this from your child's doctor or health department. Students will not be able to start school without proper immunization records on file.

PARENT INFORMATION

Recesses are planned for your child. We encourage all children to play outdoors at each recess! It is the policy of the school that children go out for a short break unless severe colds, injuries or similar ailments exist in which case the principal requests a written note from the **doctor** indicating the need for the child to stay in. Teachers will use their judgment in determining whether or not the children should play outdoors. In extreme weather all children are kept inside.

- Children need a good breakfast before coming to school. Each child should be neat and clean for school.
- Teach your child to eat all foods; to begin this, you may encourage the child to taste a little of each food.
- All children will have lunch in the school cafeteria.
- See that your child gets eight to nine hours of sleep each night.

- You will be asked to review enrollment information in PowerSchool (our enrollment database) when the site becomes available after July 5th. If you are unable to review this information online, you may come to the school during business hours.
- Textbook assistance and free & reduced lunch information will be available online after July 5th.
- Some children, within the first few days of school, may be moved from their original room assignment for better class balance.
- Fill out and return, as soon as possible, all reports, forms or questionnaires sent home by the school. We would not require these unless they were absolutely necessary.
- A kindergarten orientation program for parents and students will be held in each elementary school. This date will be set at a later time and communicated to parents.

EMERGENCY PHONE NUMBERS

Emergency phone numbers are required for each child. An illness or accident may require your immediate attention or emergency action. Make arrangements with a relative, friend, or neighbor to give their phone number as an emergency number if you cannot be reached at home. If you are employed, your employer's number must be given to the school. The school will not contact you at work unless the call is urgent. In the best interest of your child, your unlisted numbers should be given to the school. These numbers will be kept confidential. Please update these numbers if your work or emergency contacts change.

ILLNESS

- If your child is ill, please keep him/her home to avoid exposing others to their illness. If your child has a fever of 100 degrees or more, he/she must remain home until he/she is **fever-free for 24 hours** without the use of fever reducing medications, such as Tylenol or Advil/Ibuprofen. The parent/guardian is responsible for transporting the student if he/she becomes ill and may designate a person for this task if parent/guardian is unable to pick the student up.
- Any skin rash of unidentified origin is referred for a physician's opinion and the child must be excluded from school until a doctor's statement to return to school is provided. Many contagious conditions present with a rash and therefore, for the health and well being of our staff and students, we must treat these situations conservatively.
- Pink Eye/Conjunctivitis is a highly contagious common child-hood illness. Students are excluded from school with symptoms of red, irritated, itchy eye(s) until a physician's evaluation. Once the diagnosis of pink eye is made and the recommended number of antibiotic eye drops used, the student may return to school.

ATTENDANCE POLICY

Greenwood Community School Corporation endorses the belief that each student's education encompasses not only the acquisition of subject matter knowledge but also the development of good attendance habits, promptness, good work habits and attitudes; therefore, regular attendance is basic to a student's total education.

Communication is essential. When your child is absent from school, please call the attendance line at your child's school to report the absence. This assures us that you knew your child was absent that day. If your child has seen a doctor, the statement from the doctor should be sent to school. This type of communication helps us both stay aware.

TEXTBOOK AND INSTRUCTIONAL SUPPLY FEES

There will be a student fee for all children to cover necessary materials. This fee must be paid during one of the registration days or prior to school starting.

VISITING

During the first month of school, your child will adjust better if you do not visit the classroom. After the "adjustment period" is over, your child's teacher will be happy to have you visit whenever you have the opportunity.

We suggest that you not bring your child to school the first day; let the child ride the bus for more effective adjustment.

Parent-teacher conferences may be requested by you or by the teacher. They should be held while school is not in session, or at a prearranged time when the teacher is free from the classroom during the school day. Conferences can be very helpful to both you and the teacher in helping your child.

If it becomes necessary to contact your child at any time during the school day, this contact should be made through the office. Stop at the office at all times before going to a classroom.

REPORT CARDS

Kindergarten students will receive student progress reports four times during the year. These reports will be supplemented by one parent-teacher conference scheduled at approximately the end of the first nine week grade reporting period. Kindergarten report cards follow the Indiana Standards.

Please look at the report card, sign the report card envelope and promptly return it to the school. Your signature means that you have seen the card; however, it does not necessarily mean that you are in perfect agreement with the evaluation your child has received. Again, a parent-teacher conference will help to clarify any misunderstanding or to answer questions that you may have.

BEFORE SCHOOL STARTS

Parents can help by:

- Teaching children how to dress themselves and tie their shoes.
- Teaching children HOW and WHEN to go to the toilet alone and wash their hands.
- Teaching children how to put on and take off their coat, hat and gloves. (This will mean how to button clothing, use a zipper, and use a buckle.)
- Teaching children to recognize and care for their possessions.

- Teaching children how to leave other children's possessions alone.
- Teaching children not to "trade possessions" unless they have the consent of an adult (parent or teacher).
- Taking your child to school several times before opening day so they will know the route.
- Talking about school in a friendly way so the child will feel it is a happy place to go to learn, and a place to have fun at the same time.
- Making sure children know their full name, address, telephone number, mother and father's full names, and the name of the school.
- Requiring children to hang up their clothes and put away toys and other possessions at home.
- Giving children simple responsibilities.
- Teaching children some of the basic good manners such as saying "please," "thank you," "pardon me," and everyday courtesies.
- Instructing children in good table manners and eating habits.
- Labeling children's backpacks and other belongings.

KINDERGARTEN PROGRAM

Kindergarten is the first step in your child's formal education and should build a foundation for further schooling. Greenwood Community School Corporation expects its kindergarten program to be an exciting and enjoyable experience designed to help your child:

- Develop a positive self-image.
- Develop instructional skills necessary for success in the first grade based on Indiana State Standards.
- Become acquainted with the school routine.
- Develop good work habits.
- Maintain an interest in learning.
- Learn important social skills including self-control, responsibility, acceptance of authority, and respect for others.
- Learn to relate with adults and other children in a school setting.

The Greenwood kindergarten program will provide educational experiences in the following areas to accomplish the above goals:

- Reading Readiness
- Language Development
- Writing
- Math Readiness
- Social Studies
- Science and Health
- Music and Rhythm
- Art
- Computers

The majority of kindergarten experiences will provide opportunities to develop an interest and background for reading.

The opportunities include:

- Language activities in which the child acquires a larger and more meaningful vocabulary.
- A speech program which emphasizes clear enunciation and pronunciation.
- Utilizing every natural need for reading in connection with group activities, such as signs, labels, and charts.
- Interpreting pictures, and arranging them in proper sequence.
- Distinguishing likenesses and differences in pictures and figures.
- Learning to identify right and left, to know the common colors, their names, and to understand such description terms as above, below, under, over, small, large.
- Experiencing word sounds in rhymes and verses.
- Learning to enjoy and handle attractive books suited to the interest and maturational level of kindergarten children.
- Listening to stories read by the teacher and creating their own stories.

HEALTH ROOM INFORMATION

Immunization Requirements as per Legal Code: I.C. 20-8.1-7-10 Sec.10.1

At the time of enrollment, in any grade, it is the responsibility of the parent/guardian of a student to provide proof of proper immunization in accordance with current state law or have a current religious/medical waiver on file.

On the first day of attendance, a student without proof of current immunizations is considered in violation of Indiana Law, and will not be allowed to attend school unless they obtain a waiver of extension from the school corporation nurse. This waiver period will be no longer than twenty (20) days, as law allows.

A student in the process of obtaining immunizations may attend school, but a statement from the physician or Health Department is required listing appointment dates to complete the immunization series required by law.

Each school will maintain an immunization record on each student in their respective health room. A written report concerning students not in compliance with immunization laws will be filed yearly, as required by state law.

Current Minimum Immunization Requirements, at this time, for Students Enrolled at Kindergarten:

- 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), Diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV. The 4th dose must be administered on or after the 4th birthday, and at least 6 months after the previous dose. (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday, and at least 6 months after the 2nd dose).
- 3 doses of Hepatitis B vaccine (3rd dose must be given on or after 24 weeks of age and no earlier than 16 weeks after the 1st dose).
- 2 doses of measles (rubeola) vaccine on or after the 1st birthday.
- 2 doses of mumps vaccine on or after the 1st birthday.
- 2 dose of rubella (German measles) vaccine on or after the first birthday.
- 2 doses of varicella (chickenpox) vaccine on or after the 1st birthday and separated by 3 months **or** physician written documentation of history of chickenpox disease, including month and year of disease.
- 2 doses of Hepatitis A vaccine

Please be advised that your child cannot be permanently enrolled and may be denied the opportunity to attend school unless written proof of immunizations has been provided to the school. The purposes of these laws are to keep our school children healthy in order to take full

advantage of the provided educational opportunities.

Guidelines of Medication at School - Sec. 1, IC-34-4-16.5 by Sec. 3.5 State Act 1566

- **All medications** will be kept and taken in the Health Room. Exceptions are medications for emergency use that are to be kept by the student. A doctor's order must be kept on file in the health room.
- **Prescription medications** can be dispensed by the nurse or other employees designated by the school principal, if the parent or legal guardian grants permission, in **writing**. The prescription must include the name of the physician, the pharmacy label with the student's name and the time it is to be administered.
- **Non-prescription medications** can be dispensed by the nurse or other employees designated by the school principal, if the parent or legal guardian grants permission, in **writing**. Written permission must include the name of the student, name of the medication, the amount to be given, and the time it is to be given.

Please remember that any medications brought to the health room must be in the original container, otherwise it cannot be accepted or dispensed.

Emergency Medications at School – Sec. 2. IC 20-8.1-5.1-7.5 State Bill 376

Any student with a chronic disease or medical condition may possess and self-administer medication for the chronic condition during the school day if the following conditions are met:

- The student's parent has filed written authorization with the principal for the student to possess and self-administer the medication.
- A physician states, in writing, that:
 - 1) The student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 - 2) The student has been instructed in how to self-administer the medication; and
 - 3) The nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described above must be filed with the student's principal/health room yearly.

Bringing Medication Home from School

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

- the student's parent; or
- an individual who is:
 - 1) at least eighteen (18) years of age; and

2) designated, in writing, by the student's parent to receive the medication.

A school corporation may, at their discretion, send home medication that is possessed by a school for administration during school hours or at school functions with a student if the student's parent provides written permission for the student to receive the medication.

Due to the limited space at the school health rooms, we will keep short term medications in a locked cabinet for a period of 30 days. After that time we will discard the medication, a reminder note will be sent home with the student one week prior to discarding the medication. Medication given on a daily basis will be kept in the health room the entire school year.

Health Records

During online registration, please list any pertinent medical information concerning your child and emergency notification information. If your child has a chronic disease, you and your physician will be asked to complete an individual health care plan. The care plans may be picked up from the health room. All students are required to have home, cell number and local emergency numbers on file in the health room. If home, work or cell phone numbers change, it is the parent's responsibility to notify the school of these changes as soon as possible.

Health folders/records for each student will be kept in the health room. This information is kept confidential and is available only to school personnel who would need this information in order to help care for your child.

At the beginning of the school year, all students will receive a student handbook. Please refer to this for further information regarding health room information.

Early Admittance to Kindergarten

Indiana statute I.C. 20-33-2-7 establishes a statewide entrance date for public school kindergarten. A student residing in Indiana must be at least five years of age on or before August 1 in order to enroll in public school kindergarten. However, Greenwood Schools will consider appeals to this rule.

- No student whose birthday is later than August 15th of the state mandated cut off year will be considered for a waiver.
- Applications for early entrance waiver screening must be submitted by June 28th.
- Early entrance kindergarten students are expected to be potty-trained.