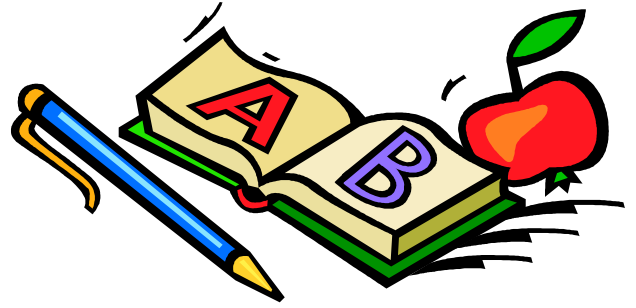


Livonia Public Schools Kindergarten Handbook



Welcome To Kindergarten!



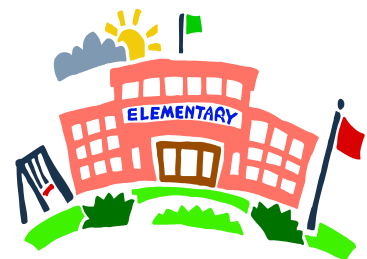
It is a pleasure to welcome you and your child to Livonia Public Schools. This is the first step in an educational journey which will extend for many years.

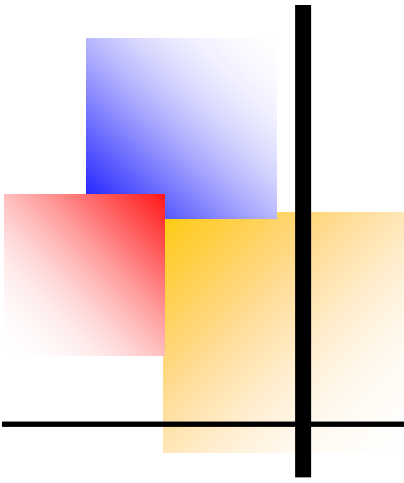
What an exciting time! In kindergarten, your child will participate in an extensive variety of high-quality learning experiences. We are fortunate to have within the Livonia Public Schools a staff of caring, dedicated professionals who look forward to working with you as a member of our school community.

You are invited to become an active participant in your child's elementary school experience. We believe when everyone is working together in the best interest of children, great results abound. Therefore, we encourage you to contact staff members at the school whenever questions or concerns arise.

This parent information booklet has been designed to provide you with information about Livonia Public Schools, our all-day kindergarten program, and ways to assist your child in preparing for their new adventure in learning.

Again, welcome to Livonia Public Schools! We are privileged to have you and your child as part of our school family.





Kindergarten Schedule (sample)

- ♦ Student Arrival
- ♦ Morning Meeting
- ♦ Reading Workshop/Literacy Centers
- ♦ Snack
- ♦ Music & Movement
- ♦ Word Study
- ♦ Writing Workshop/Literacy Centers
- ♦ Lunch and Recess
- ♦ Quiet Time
- ♦ Math/Numeracy Centers
- ♦ Choice Time
- ♦ Explorations in Science and Social Studies
- ♦ Music & Movement or Afternoon Recess
- ♦ Specials (Art, Music, PE, Library) or Computer Lab
- ♦ Daily Wrap-Up



*This **sample** kindergarten schedule gives an overview of the activities your child will experience during the school day. Each teacher will establish a daily schedule for his/her classroom.*

SCHOOL HOURS

Student day for K-4 elementary schools 8:55a.m.-4:00p.m.

Half Day 8:55a.m.-12:10p.m.

Office Hours 8:00 a.m.-4:30 p.m.

Please check the websites for Livonia Public Schools and your child's school to receive additional details regarding school events and news.

www.livoniapublicschools.org



Kindergarten Learning Environment

What You Can Expect to See in an LPS Kindergarten Classroom:

- ♦ A full day kindergarten program, which has been developed with your child and the needs of the young learner at the forefront.
- ♦ Students involved in hands-on, multi-sensory learning.
- ♦ Children cooperating with one another and making friends as they talk, share, discover, and learn.
- ♦ Students moving freely from area to area, within the classroom, with frequent shifts of activity.
- ♦ A balance of quiet and stimulating activities.
- ♦ Children experiencing individual, small group, and whole group instruction.
- ♦ A predictable environment with consistent routines and expectations.
- ♦ A variety of activities including dramatic play, music, art, and movement.
- ♦ Manipulatives used as learning materials.
- ♦ Time for technology.

Play-Based Learning Environments

Children will have ample opportunities to grow socially and intellectually as teachers support purposeful play.

Students will make a choice, develop a plan, and carry it out using dramatic play and creative materials.

Research supports this type of learning as it best develops oral language, language comprehension, attention span, imagination, curiosity, and cooperation as well as problem-solving strategies.

Child-Centered Learning Environments

Children will learn in a joyful, safe, welcoming classroom in which there is respect for individuals, their unique needs, and their ideas.

Adults will utilize frequent encouragement to promote and reinforce desired behaviors in children.

Children's work will be appreciated and displayed throughout the classroom.

Activities and lessons designed to engage, motivate, and encourage the young learner!

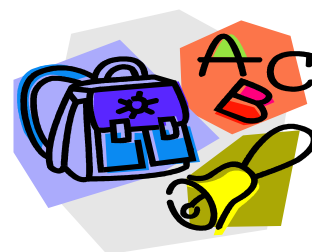


Getting Ready for Kindergarten

Learning Together...

Things you can do at home with your young learner to prepare for the kindergarten experience:

- ♦ Read together every day for 20 minutes.
- ♦ Practice counting and recognizing numbers 0-30.
- ♦ Practice identifying letters of the alphabet & talk about the sound each letter makes.
- ♦ Learn to write own first name (Tommy~Capitalize first letter only).
- ♦ Practice taking turns and following directions.
- ♦ Cut, color & play with scissors & glue.
- ♦ Provide your child with writing materials and encourage him/her to draw and “write”.
- ♦ Limit “screen time” (such as video games, TV/movies, computer, handheld devices).
- ♦ Allow opportunities for your child to make choices.
- ♦ Practice zipping zippers, buttoning buttons, and tying shoes.





Kindergarten Readiness

Many parents ask the question, “What can I do to help my child prepare for his/her kindergarten experience?” There are many helpful and enjoyable activities that can be done prior to and during the school year which will benefit your child. Some of these are....



***Explore Your Child’s New Learning Environment**

We want your child to feel excited and comfortable about starting kindergarten. To help, visit the school, play on the playground, take a picnic lunch to enjoy on the school grounds, meet a friend also entering kindergarten, and be sure to express your enthusiasm for the coming year.

***Explore Books with Your Child**

As you read together, take time to talk about the book, pointing out letters and words, talking about the characters, and asking questions about the story to help your child understand the meaning. Encourage your child to retell the story back to you in his/her own words.

***Explore Language with Your Child**

Talking with your child about your thoughts, your schedule and what’s going on in his/her world as you go through the day exposes children to new ideas and vocabulary that can be used as school begins. Sing songs together and teach rhymes to help develop your child’s language skills.

***Explore Fine Motor Skills & Creativity with Your Child**

Give your child items to sort by shape, size or color. Help your child find and name shapes and colors all around. Create art projects using scissors, glue, crayons and other tools which your child will encounter at Classroom Centers. Finally, explore gross motor activities such as skipping, jumping, climbing, and moving to music.

***Explore Your Child’s Independence**

Helping your child prepare for the independence of kindergarten is essential. Providing children the opportunity to have play dates, develop their ability to independently manage clothing (such as zippers, buttons, shoe laces, etc.), and have many opportunities to successfully separate from moms and dads, will all be beneficial when children enter school.

Kindergarten Literacy

Ways Children Learn Literacy: Writing Workshop

- Observing as the teacher models the writing process.
- Participating in a shared writing experience.
- Generating lists of ideas for writing topics.
- Drawing pictures to express an idea and adding details.
- Stretching out sounds to write words and then sentences
- Working in a drawing and writing book or creating mini-books.



Reading Workshop

- Observing as the teacher models the reading process.
- Participating in a shared reading experience.
- Self-selecting books to read.
- Reading by looking at pictures for meaning.
- Inventing stories to go with pictures.
- Using words to add meaning to text.
- Reading beginning readers or books at the student's reading level.



Literacy Stations

- Read to self and others
- Listen to Reading
- Work on writing
- Word Work
- Letter learning
- Name activities
- Read/Write Room

Ways Children Develop:

Oral Language

- Class discussions
- Question and Answer games
- Retelling stories
- Drama or role-play



The Alphabetic Principle

- Singing Songs
- Playing Games
- Matching or sorting activities
- Engaging in activities with magnetic letters
- Making upper and lowercase letters in a variety of ways (shaving foam, rice, salt, Play—doh)

Phonological Awareness

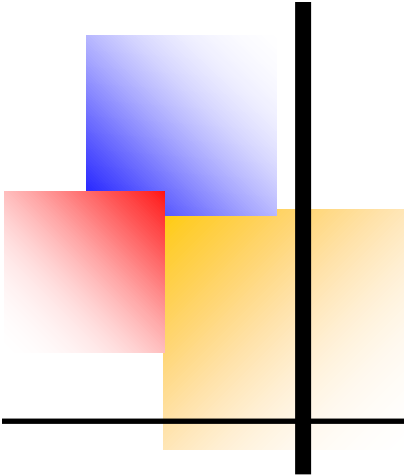
- Songs and games that play with words and sounds
- Sorting a collection of objects by initial sound, final sound, or rhyme

Phonics

- Sorting pictures by letter sounds
- Using an interactive Word Wall
- Playing name puzzles and games
- Reading alphabet books
- Tracing the alphabet

Word Knowledge and Vocabulary

- Building words with magnetic letters
- Using white boards to play with words or practice writing high frequency words
- Sorting words that have the same beginning or ending
- Sorting words or pictures by meaning



Kindergarten Math & Science

Children learn the content and processes of math and science through a hands-on discovery approach.

Kindergarten “Everyday Mathematics” emphasizes the following content strands, skills, and concepts:

Counting and Cardinality

- ♦ Reading and writing numbers; representing and comparing numbers; counting on.

Operations and Algebraic Thinking

- ♦ Explore and understand the meaning of addition and subtraction; developing and using concrete strategies to solve addition and subtraction problems.



Number and Operations in Base Ten

- ♦ Identifying numbers; developing place value with tens and ones.

Measurement and Data

- ♦ Describe and compare attributes of shapes; classify objects and count the number of objects in categories.

Geometry

- ♦ Exploring 2 and 3 dimensional shapes; identify and describe shapes.



Kindergarten science engages students in all four strands of science proficiency (Physical Science, Life Science, Earth Science, and Inquiry and Technology) through the following inquiry-based units of study:

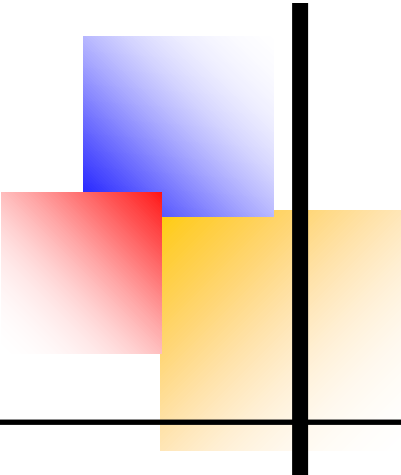
The Senses unit is based on building skills in sound inquiry practices, focusing on the use of the senses to make purposeful observations and raise questions for investigation.

The Kindergarten in Motion unit develops students' background knowledge of motion and changes in motion through observation and investigation on the playground and high interest Classroom investigations.

The My Earth unit develops students' observation skills and recognition of the importance of earth materials in growth and living things.

The Is It Living? unit develops students' recognition of living and nonliving things and the basic needs of organisms. They compare physical characteristics of organisms and how the organisms use the characteristics for survival.





Questions & Answers

School Procedures

Q. What are the hours of attendance?

A. The regular full day school hours are: 8:55a.m.–4:00 p.m.

Q. How do I check my child out of school during the school day?

A. Parents who pick up their child during the instructional day must check in at the office and inform the secretary, and then formally sign their child out of the building. It is desirable that a note be sent to the school that day, informing the teacher of the early dismissal. Children will not be allowed to leave school with anyone but their own parents, or an adult identified on the emergency card, unless the office has been notified. Proper identification must be presented to insure the child is being released to the proper person. No child will be allowed to leave school alone except at regular dismissal time.

Q. If I have a concern or questions, who would I contact?

A. You should first contact your child's teacher. Email is preferred as teachers are teaching during school hours. If the situation cannot be resolved, you can discuss the concern with the school principal.

Q. How will I learn about my child's progress in school?

A. Livonia Elementary schools officially report children's progress three times a year: Winter, Spring and the end of the year. Additional reporting may be requested and initiated by either the parent or the teacher.





Questions & Answers

School Procedures

Q. Why is it important that the emergency contact information is current?

A. The school uses the emergency information to contact the appropriate people in case your child becomes ill or is injured. The emergency contact information is a signed authorization from the parent or guardian of every student and is kept on file in the school office. It is very important to provide names of reliable adults nearby who we can contact if we are unable to reach you. By checking the box on parent connect, parents authorize the student to be released to the emergency contacts. Please remember to update the information throughout the school year, if needed.

Q. What if my child needs medication at school?

A. No school employee may give medication of any kind to a student except upon a doctor's order indicating a student must receive medication during school hours. In such cases, office personnel may administer medication in the school if the following conditions are met:

1. The doctor's order is on file in the school office on the Medication Authorization Form supplied by the school.
2. Parent's written permission to administer the medication must also be on the Medication Authorization Form and be on file in the school office.
3. Children may not transport medication to/from school.
4. Over the counter medications (aspirin, cough medicine, cough drops) cannot be given to or taken by a child at school without a doctor's authorization given on an LPS form.

Q. What if my child has a current IEP (Individual Education Plan) or/has speech needs?

A. The Student Services Department is available for certified students with special education needs. Each elementary school provides resources through resource room teachers, and if necessary district based personnel. These staff members are available to provide diagnostic services and support for modified educational programs. A speech and language therapist is available for children with certified speech and language needs.



Questions & Answers

Kindergarten Transportation

Q. How do I know if my child qualifies for transportation?

A. Students who live more than a mile from their home school will have bus transportation provided to and from their home school.

Q. Where is my child's bus stop?

A. In Mid-August you will receive an e-mail from Parent/Connect with your password and pin. This site will provide your child's bus stop location and approximate pick-up and drop-off times.

IMPORTANT: Kindergarten Students will not be dropped off at the stop if there is not an adult to receive him/her. He/She will remain on the bus and go back to the Transportation Office where staff will contact the school and parent.

Q. When does bus transportation begin?

A. Bus transportation begins the first day of school. Busses may run slightly late the first few days of school as drivers become familiar with their new routes, and students take a little longer to enter and exit at the bus stops.

Q. If I have a question regarding my child's transportation, who should I contact?

A. Please call the Transportation Department at 734-744-2517 and they will assist you.

Q. How do I communicate a change in my child's dismissal routine.

A. Please email or send a note to your child's teacher as early as possible.





Helpful Contact Information for Families

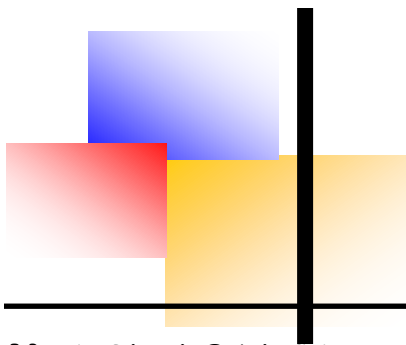
Livonia Public Schools—Department Contact Information

- ♦ Livonia Public Schools: 734-744-2525
www.livoniapublicschools.org
- ♦ Department of Elementary Programs: 734-744-2589
- ♦ Department of Student Services (Special Education) : 734-744-2615
- ♦ Transportation: 734-744-2517
- ♦ Food Service: 734-744-2820
- ♦ SACC (School Aged Child Care): 734-744-2813
- ♦ Community Education: 734-744-2602



Livonia Community Contact Information

- ♦ Livonia Fire Department (non-emergency): 734-466-2444
- ♦ Livonia Police Department (non-emergency): 734-466-2470
- ♦ Westland Police Department (non-emergency): 734-722-9600
- ♦ Westland Fire Department (non-emergency): 734-467-3201
- ♦ Poison Control: 1-800-222-1222
- ♦ Livonia Public Libraries:
 - Civic Center: 734-466-2491
 - Sandburg: 248-893-4010
 - Noble: 734-421-6600
- ♦ Westland Public Library:
 - William P. Faust: 734-326-6123



Livonia Public Schools Shared Vision

We, the Livonia Public Schools community, put the needs of our students and their education first. We promote a passion for learning and stand as a source of pride for our students, staff, families, and community - all of whom are essential to our shared success. We commit ourselves to this Shared Vision.

Enhancing our climate

We are a Caring Community that knows and lifts every student. Our staff, students, parents, and community members recognize and value the unique contributions each brings to our educational community. Therefore, we see a school district where we:

- Provide a safe, joyful, welcoming environment for all who enter, and a place where students are eager to learn.
- Respect, value, and trust one another.
- Celebrate the uniqueness of each individual with acceptance and understanding.
- Value open, collaborative participation among all stakeholders.
- Learn and grow in updated, well-maintained, and inviting spaces.
- Utilize innovative practices and technology.

Engaging our learners

We are a learning community that inspires and motivates all students to reach their full learning potential. Therefore, we see a school district where students:

- Experience joy in learning.
- Are challenged to give their personal best.
- Have their unique learning needs met.
- Engage in opportunities that connect to the world around them.
- Are provided instruction that is guided by curriculum standards and purposeful assessments.

Empowering our staff

Every staff member's contribution is vital to our organization. We are a district that has a deep commitment to holding ourselves to the highest standards while providing opportunities to learn and grow.

Therefore, we see a school district where our empowered staff:

- Works collaboratively to improve student learning and well-being.
- Uses innovative, creative, and research-based ideas to support student success.
- Engages in meaningful and effective professional development.
- Utilizes technology and resources to enhance job effectiveness.

Pursuing organizational excellence

We are an organization that pursues excellence with determination and commitment. Therefore, we see a school district as one that supports:

- Continuous improvement in all that we do.
- Hiring and retaining high-quality staff.
- Implementing innovative practices.
- Collaborative problem-solving and decision-making.
- Purposeful exploration of exemplary practices for educational excellence.

Preparing our students

We are a school district that prepares each student for his or her life journey. Therefore, we see a school district where students are:

- Persons of character who are contributing members of society and who seek opportunities to learn throughout their lives.
- Independent, confident, and hopeful, with the life skills to plan and build successful futures.
- Prepared with the academic skills necessary to pursue educational and career pathways.