

SILVEIRA  
KINDERGARTEN  
&  
PRESCHOOL  
  
PARENT  
HANDBOOK



*"Like a tree... Lovingly nurtured a child will grow"*

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## *Silveira Kindergarten & Preschool*

**Signature Form on back cover MUST be signed  
& returned with registration.**

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An old Chinese proverb says it best:

**“When I hear, I forget.....  
When I see, I remember....  
When I do, I Learn”**

## Introduction

Founded in 1957, by Gladys R. Silveira, Silveira Kindergarten and Nursery School is certified by the RI Department of Education and Department of Children Youth and Families. Silveira's offers children a solid foundation in a high quality Early Childhood program. We take pride in teaching age-appropriate academics, responsibility, problem solving skills, cooperation, independence, listening and following directions and much more. School at this young age is very important and sets the precedent for your child's future.

Welcome and thank you for trusting your child to Silveira's .... We are committed to honoring your trust and rewarding your child with a fun and enriching educational experience.

## Philosophy

*"Like a tree... Lovingly nurtured, a child will grow"*

Our "Fun with Learning" program is aligned with the Rhode Island Department of Education Common Core Standards (CCS) for kindergarten and the RI Early Learning and Development Standards (RIELDS) for toddlers, pre-school and pre-kindergarten. The curriculum provides opportunities for growth and development through hands on age appropriate activities in the areas of math, science, literacy, physical, socio-emotional and intellectual development. We encourage and depend on family involvement, so together we can nurture and guide your child to success during these very important years.

A child will best grow and develop in an environment which ensures his or her safety and well-being. Silveira's provides an environment that will nurture the emotional needs and individuality of each child while providing students the opportunity to increase curiosity through exploration with educational materials provided during a variety of class room activities.

While providing an introduction to academics, we emphasize **play**, ensuring that all elements of our program are in full accordance with the Rhode Island Standards.

Silveira's professional staff and teachers uphold the highest standards of education and respect for our students and their families, while consistently providing a secure, stimulating and structured environment to meet the individual needs of each child.

## Curriculum

Silveira Kindergarten and Nursery School incorporates the Rhode Island Early Learning and Development Standards (RIELDS) for toddlers, pre-school and pre-kindergarten and the Rhode Island Common Core Standards for kindergarten to provide all children age-appropriate academic experiences. The RI Standards describe how a child's learning develops and is a guide for teachers to meet the individual needs of each child. It provides a step-by-step outline of educational goals, which articulates and assists the classroom teacher with direct support for the open introduction of necessary elements and skills based on the nine domains of the RI Early Learning and Development Standards: 1) Physical Health 2) Social and Emotional Development, 3) Language Development 4) Literacy, 5) Cognitive, 6) Mathematics, 7) Science, 8) Social Studies, 9) Creative Arts.

### **See page 16 for more details**

The Curriculum provides teachers with a guide to develop a predictable, yet flexible, and responsive program designed to meet the individual needs of a child. Silveira's recognizes that play through exploration and experience is the mechanism through which children attain developmental and lifelong foundational skills.

***Handwriting Without Tears Curriculum*** (HWT) assists pre-k children in developing proper writing techniques. It is a program offering developmentally appropriate skills for writing readiness and printing. We work with the children to develop fine motor skills. These habits are important to develop and positively reinforce writing success. There are a variety of tools used to achieve these goals, such as workbooks, flash cards, letter pieces, laminated cards with letters, chalk boards and magnetic boards.

Preschool and pre-kindergarten children receive Scholastic Magazines throughout each month. These tools increase verbal communication through the introduction of new vocabulary words and provide the opportunity to discuss topics, both new and familiar (Science and Social Studies). We encourage families to review each issue with their child and share in their learning.

The **Kindergarten Curriculum** is aligned with the RI Common Core Standards which can be found online at **<http://www.ride.ri.gov/>**

## Enrollment Policy

**Age Requirements:** The Department of Children Youth and Families (DCYF) requires **a toddler to be 18 months to begin our program, preschool must be age 3.** A child can begin school anytime during the school year upon his/her birthday. Preschool children need to be toilet trained and independent in the bathroom.

The **staff-child ratio** for toddlers is 1:6, pre-school is 1:9 and pre-kindergarten 1:10.

**Kindergarten Age Requirement:** The Rhode Island Department of Education (RIDE) requires children entering Kindergarten must be the age of 5 by September 1<sup>st</sup>. There are NO exceptions.

The staff-child ratio, maintained at all times, shall be one-to-twelve (1:12) with a maximum of twenty-four (24) children per classroom.

A registration packet must be completed and requires the following documents:

- **Registration form**
- **Birth certificate (Copy)**
- **Annual Physical (well-checkup) with immunizations attached and signed by physician**
- **Emergency Contact card**
- **Parent Handbook signature form**
- **Tuition contract w/ first payment & Activity/portfolio fee.**
- **Other pertinent documentation (IEP's, Medical information, etc.)**

**Each child MUST have a backpack (no wheels) or bag large enough to fit a standard folder and lunch box (if applicable), AND a full set of clothing (labeled).** The folder is a key tool to keep our lines of communication open and should be utilized by teachers and families to provide day-to-day information (if you need to speak to a teacher, a change in pick up time, or who is picking up, etc). All folders should be checked by teachers AND parents daily for important information.

Confidentiality of student and family information is extremely important. All information regarding a child shall be maintained in a student file, in the administration office.

**A minimum of 30 days written notice with payment is required for early termination of contract. In the case of an official military transfer, please notify us as soon as possible.**

## Tuition Payments

Tuition is based on the number of school days in the calendar year NOT based on a calendar month. Vacations and holidays are not included in tuition. Late start students are prorated based on their start date.

Personal family vacation and illness cannot be deducted from tuition.

Checks are to be payable to “Silveira School”. *Checks can be sent in your child’s folder. PLEASE do NOT hand checks or other important documents to drop off teacher.* Half year payments are due in September and January. Full year payments are due in September. MONTHLY PAYMENTS ARE CONSIDERED LATE AFTER THE 10<sup>th</sup> OF the MONTH. Families paying by credit card are responsible for the transaction fee.

**A minimum of 30 days’ notice is required for early termination of contract; Payment of said 30 days is due at the time early termination notice is given.**

Tuition refunds due to military orders will be based on the new post date, not necessarily the date of departure.

Families may request one contract revision at no charge; (change of schedule, added lunch, extra hours, etc). Subsequent requested contract revisions will be processed for an administration fee of \$20 per revision to cover time and contract costs.

## Safety

To help us maintain good relations with our neighbors, please observe the 15-mile per hour speed limit on Peckham Lane and DO NOT park on our neighbor’s property. **No parking within ten feet of the building.**

Parking Lot:

- Children are NOT to leave the building without an adult.
- Please do NOT leave your car running while unattended.
- Please do NOT allow children to run around the parking areas.
- Although the lot is large and spacious, during drop-off and pick-up, please be courteous and do not take up more space than you need when parking.
- Children are NOT allowed to hang on or play on ramp railings

## Safety Continued:

### Playground:

- Children are not allowed on the playground without STAFF supervision
- **Swings:** Only children swinging are allowed in swing area.
- **Slides:** Use ladders to go up; slide down in sitting position; no jumping off high areas.
- **Sand and Stone Area:** Children are not allowed to throw or remove stones or sand from the designated area.
- **Black-Top roadway with Tricycles:** All tricycles and foot cars must be operated with caution for fellow students. Children are not to crash into one another.
- Chasing, pushing, or rough housing is not permitted.

## School Hours

Drop off begins at 8:15, NOT sooner

STUDENTS SHOULD BE IN SCHOOL BY 8:30

ALL teachers begin "Circle Time" promptly at 8:40am. Please make every effort to ensure your child is on-time. Late arrival may cause your child to miss out on important opportunities and information regarding his/her day.

*Pick up times vary depending on your individual schedule. Please be on time, your child depends on your promptness.*

### SAMPLE SCHEDULE of a typical day:

- **Arrival between 8:15 – 8:30**
- **Table Activities:** fine motor, literacy and math games
- **8:40 Circle Time:** Pledge of Allegiance, calendar, weather, show and tell, letter bags, stories, and plan for the day.
- **Project and Center Play:** Blocks, Creative Play, Literacy, Math, Science, Art, puzzles, and listening activities.
- **9:30 - 10:00 Snack Time:** Personal hygiene, health and nutrition, table manners.
- **Literacy:** Children explore a variety of print media.
- **Outdoor Play/Gymnasium/Exercise to music in classroom.**
- **Lesson Review:** Colors, Letter, Number, Literacy, Science, etc.
- **11:30 Lunch or dismissal**
- **12:30 Dismissal or afternoon session**
- **Various Enrichment Programs** are offered in the afternoons.
- **Afternoon Session** (if applicable)
- **2:30 Dismissal**
- **2:30 – 4 Extended hours**

## **Arrival - Morning Drop Off Procedure 8:15-8:30**

This procedure is strongly encouraged for families to utilize. It is safe and allows us to have the children ready and settled to begin at 8:40. Drop-Off procedure: Cars pull into the first (1<sup>st</sup>) driveway to the RAMP door where the staff member on-duty will take them out of the car. This procedure allows for an efficient and safe morning routine. Please allow the staff member to escort your child to the entrance and **DO NOT exit your vehicle**. Stay in one line and drop in the order of your arrival. **Do not pass or travel in the left lane of the circular driveway.**

**FOR EVERYONE'S SAFETY - NO PARKING IS PERMITTED IN THE CIRCLE DRIVE DURING MORNING DROP OFF.**

### **Morning Drop Off (Continued)**

If you prefer to walk your child to the door, you must park in the parking lot past the building and enter the RAMP door where you will say good-bye, to your child, they will then be guided to their classroom. (A brief good-bye reduces anxiety in your child as well as others in their classroom; specifically the toddler room).

**If you need to communicate with the teachers...please write a note and put it in their folder. Please do NOT ask the drop off teacher to relay important information.**

### **Dismissal**

11:30, 12:30 or 2:30 - please be on time.

Latest pick up: 4:00, if scheduled

Parents or authorized adults must pick up children in the hallway of the RAMP door and sign them out. If someone who is not on your emergency contact list is picking up, please inform us in writing. Teachers and staff will ask for proper ID, which must match the information you provided on the registration form. If the information does not match, the child will not be dismissed to that person. **Please be prompt in picking up your child.** This helps alleviate fears and builds trust with your child.

## Family Engagement and Volunteering

WE ASK THAT PARENTS OR CHILDREN DO NOT WEAR PERFUME/AFTERSHAVE OR STRONG SMELLING HAIR PRODUCTS, SUNSCREEN, ETC. It can cause children and teachers with asthma to have a reaction. Thank you

A variety of opportunities are available to parents and family members for direct involvement in your child's school experience both inside and outside of school. We encourage you to participate and get involved. Fundraisers, birthday and holiday celebrations, and assisting with classroom activities, are just a few of the ways families can be involved. We cannot do it without your help!!

We have an open door policy and encourage family participation, either scheduled or unscheduled, throughout the year. It is important for the children, as well as for you to experience your child's life at school. However, we request parents **not** stay or volunteer during the month of September (or the first month of enrollment) as this is an important time for your child to establish an independent relationship with his or her teachers and peers as well as become acquainted with their new environment.

We welcome the opportunity and encourage you to share your unique talents, hobbies or vocations with our students. Check with your child's teacher to learn more on how you can become a volunteer.

**Please Note:** As a volunteer, you must agree to and follow our Confidentiality policy. Your required signature on the back of this handbook confirms you understand and will adhere to this policy.

**Family Information** is available in the Ramp Door entrance. Please feel free to take information, or share information you may have.

*Families receive a class calendar and newsletter monthly.*

### **Portfolios: Individualized for your child**

Each teacher takes hundreds of pictures, designs individual pages, and dedicates countless hours of their time to create a portfolio for your child with work samples and photographs documenting and demonstrating his/her progress, growth and development during the year. These portfolios reflect the RI Early Learning Standards which are incorporated throughout our daily activities. **Families are asked to provide a binder with a clear pocket on the front cover to assist in the cost. (See supply list for specifics)** These spectacular portfolios are presented to families at the end of the year.

## Student Assessment

Student assessments are an ongoing process throughout the year. Teachers assess through observation and hands on activities. We use a variety of tools to monitor your child's individual progress and will provide you with the information throughout the year.

## Parent/ Teacher Cooperation

Parents are an integral part of their children's success. Open house events will be scheduled in the fall and spring so you may personally see your child's progress.

However, a family member or teacher may request a conference at any time during the school year. If you wish to meet with your child's teacher, please schedule a conference before or after class or at a mutual agreeable time. **Conferences cannot interfere with drop off and pick up times, however, can be scheduled earlier or later.**

This schedule will ensure your child's classroom routine is not interrupted. Some teachers have double session classes so an appointment is necessary.

At times, with parental authorization and teacher evaluation, outside resources may be sought if it is determined a child would benefit from additional educational support.

**Communication:** Every month you will receive a class calendar and a school newsletter. *Please read carefully* so you are aware of classroom activities and can participate and/or volunteer. PLEASE check your child's folder daily for important information and/or their work. Utilize their folder to communicate with teachers.

## Child Outreach Screenings

Child Outreach screenings are a **FREE** service provided by our local school districts. The screening is to assess the total development of children between the ages of three and six years. The short assessment is a valuable tool and a great opportunity to determine a child's **strengths and challenges**. The results provide families and teachers with information to meet your child's individual needs.

The screening is **required** by the RI Department of Education and Silveira's, and is offered once a year in our building by Early Childhood Assessment Specialists who are highly qualified to evaluate educational areas: hearing, speech, vision, and developmental areas.

## Positive Discipline Policy

Silveira Kindergarten and Nursery School believes children learn best through their own experiences. When encountering a discipline issue, teachers guide and redirect children to help children learn to cooperate with his/her peers and to have a positive educational experience. This positive approach encourages and enhances the children's growth and development.

We work to accomplish this goal and avoid discipline problems by:

- Offering a variety of learning and play activities within the classroom.
- Using an enriched classroom and group management program, limiting the number of children within center areas
- Allowing for and ensuring there are sufficient developmentally appropriate materials.
- Using **positive** language to remind children of expectations, responsibility, limits and boundaries; for example: "Walking Feet" or "hands-to-yourself".
- Providing positive and sincere praise for appropriate behavior.

If a teacher applies the principles of this positive disciplinary policy and still experiences a problem with inappropriate behavior, the teacher will have the child take a break from the activity, at which time the teacher will engage the child in discussion about safety and the child's responsibility to follow rules within the classroom. After a brief discussion and the child's understanding to demonstrate appropriate behavior, the child will return to an activity.

Experience has demonstrated that consistency with our classroom rules and positive discipline procedures allows our students to know what is expected of them...and provides them a positive atmosphere where they flourish and grow.

## Immunization Policy

Students, who are not currently vaccinated, as recommended by the Rhode Island Department of Health, will not be able to enroll at Silveira Kindergarten & Nursery School. We will no longer accept religious or philosophical exemptions. Exemptions and delayed/alternative vaccination schedules will be considered only with proper medical documentation.

## Health

**WE ASK THAT PARENTS OR CHILDREN DO NOT WEAR PERFUME/AFTERSHAVE OR STRONG SMELLING HAIR PRODUCTS, SUNSCREEN, ETC. It can cause children and teachers with asthma to have a reaction. Thank you**

*Children with Special Medical Needs:* All children are welcomed and supported within our education programs. If your child has a special healthcare need, please communicate this with the school administrator and the teachers involved. Special medical forms, which are necessary to fill out, require a physician's signature.

*Health Policy:* RI Law requires all students to have a **completed and up-to-date annual physical examination and immunization record signed by a physician. Verification of a Dental Screening is also required.**

*Attendance Policy:* If your child will not be attending school for any reason, please notify the school by telephoning **401-846-9251, NOT EMAIL**, (we do not check emails in the morning) so we may plan accordingly. Illness or vacation time is not deducted from tuition.

## Illness Policy

If your child is sick, please keep them home. If your child arrives at school displaying any of the following symptoms, the staff will be required to send your child home. **RI Department of Health requires all children to remain home for 24 hours AFTER they are symptom free WITHOUT the use of symptom reducing medication such as Tylenol, Motrin, etc.**

Please keep your child home for any of the following symptoms:

1. a fever higher than 99.0
2. vomiting, diarrhea, or abdominal pain
3. displays active symptoms of a possible communicable disease
4. has frequent sneezes, sniffles, constant runny nose
5. discolored (green or yellow) nasal discharge
6. coughing consistently or coughing up mucus
7. reddened or itchy eyes related to Conjunctivitis
8. sore throat
9. headache
10. too tired or lethargic to participate in classroom activities.

**PLEASE NOTE:** Please immediately advise your child's teacher if your child, or a member of your child's family, displays or is diagnosed with a communicable disease or the symptoms of flu, head lice, mononucleosis, chicken pox, strep throat, H1N1, etc.

If your child has seasonal allergies, please inform us of any medications your child is currently taking, prescription or over the counter.

**Help us teach your child to independently wipe their own bottoms, pull up their pants, WASH THEIR HANDS, blow and wipe their nose and cough into their elbow, NOT their hands. The elbow stops the spray from mouths when the air pushes out through a cough.**

If your child has any open sores, please cover them thoroughly with a band aide to protect them from infection.

## **Snack & Lunch**

**Silveira's is a peanut, tree-nut free school.**

When preparing/purchasing snacks and lunches, **please read all labels carefully!** All prepared foods can be contaminated if products containing nuts are prepared in the same place or by the same manufacturer. Though children do not share their food, some children can have a reaction to the oils or residue of nuts. If your child has peanut butter for breakfast, they **MUST** wash their hands and brush their teeth before attending school.

**PLEASE DO NOT give children peanut butter or nuts to eat on the way to school.**

**Food Allergies - Special Nutrition Needs:** Families with children who have food allergies or special nutritional needs will be requested to provide, from the child's health care provider, an Individualized Care Plan which is prepared in consultation with family members and specialists involved in the child's care. Our staff is committed to protect children with food allergies. Families of children with food allergies will be asked to give consent for posting information about that child's allergy. If consent is given, the information will be posted in ALL classrooms. If consent for posting is not provided, this information shall be shared with all relevant staff to ensure your child is safe. At least one teacher in every classroom is CPR and Epi-pen certified.

**ALL snacks, birthday party/holiday treats, and LUNCHES MUST be Nut Free.** Be sure to read all labels as some snacks that say "may contain nuts" or "processed by equipment that may have processed nuts", etc. . . . are not allowed.

## Lunch

We encourage healthy eating habits and good nutrition throughout the year. Families are required to pack healthy lunches their child will eat, **eliminating all candy and high sugar content “snacks” or “treats”.**

**Chewable foods, rather than soft squeezables, helps increase blood flow to the brain, which increases cognitive development in children. It also develops the tongue and facial muscles for speech and language. (Apples, carrots, crunchy snacks, dry cereal, etc.)** Lunches should be fully prepared with appropriate utensils: spoons, forks, NO knives (another child could pick it up) as well as napkins, something to drink etc., easy-to-open baggies or containers, ice pack and/or thermos.

## Snacks

All families are asked to bring in **one gallon of Spring Water** (based on recommendations of American Academy of Pediatrics) <http://www.aappublications.org/news/2017/05/22/FruitJuice052217> and **one box of NUT FREE crackers every month.** NO DIET OR LITE. During the winter; instead of crackers, we ask you to participate in our healthy snack program to reinforce Healthy Eating Habits (see sign-up sheets). **ALL CHILDREN need to bring a reusable water bottle daily that is LABELED.**

## Birthday snacks: MUST be NUT FREE:

Birthday celebrations within the classroom are welcomed. Your child’s teacher will review procedures for snacks and the best time for you to join in the celebration. If your child desires to have a birthday party “at home” and you wish to pass out invitations within his/her class, please make it an all-girl or boy party or ensure all classmates are invited. It could be very hurtful if a classmate is left out of the invitations delivered within the classroom.

## Holidays

Silveira’s celebrates several holidays throughout the year. We ask you to participate by bringing in special snacks for those parties or volunteering your time to help in the classroom. Please feel free to join us in celebrating these special days. We encourage parent participation.

## **School Cancellations**

In the event of severe weather; Silveira's follows the Middletown Public Schools closures. "NO SCHOOL MIDDLETOWN" means NO SCHOOL for us. This information can be seen on the bottom of the TV screen on channels NBC 10, ABC 6 and CBS 12. OR on line

**<http://www.wpri.com/subindex/weather/closings>**

To receive text announcements:

**<http://my.textcaster.com/asa/Default.aspx?ID=6d6b22e1-242f-46b3-ae4f-e01582e9a14c>** (Scroll down until you find pre-school list)

However, if a "Start Delay" is announced by the Middletown Public Schools, please watch your EMAIL closely, as we do not always follow "Start Delay".

**SNOW DAYS:** We do our best to make up snow days if there are more than 2. However, depending on the year end schedule, we may not be able to do so.

## **Rest Time**

Per DCYF regulations, we have rest time for all AFTERNOON children. All children staying full day (even on occasion) are required to bring in two small sheets/blankets. A small pillow and/or stuffed animal is optional. For sanitary purposes, all items must be LABELED and kept in a 2.5 gallon zip lock bag. If you cannot provide the bag, one will be provided for a minor charge of \$1.50. All linens will be sent home at the end of each week to be laundered and returned the following week.

Due to staffing requirements, late pick-ups will need to join the group for rest time. To not disturb others, you will have to pick up your child AFTER rest time and will be charged for this extra time.

## **Enrichment Programs**

When opportunities are available, Silveira's offers additional educational enrichment programs, such as: music, yoga, and gymnastics classes from 12:45 - 1:30 these classes are offered in the Fall and Spring.

## **Photographer**

A professional photographer will be available in October to take individual and class pictures.

## Dress

Please dress your child in comfortable clothing which can be easily managed (Elastic waist is best; NO buttons or belts on pants/shorts, no onesies on toddlers, NO overalls) **Easy clothing promotes**

**independence, prevents accidents & builds confidence in personal**

**care.** Clothing should be washable and durable since the students will be engaged in activities such as painting, gluing, etc.

**For safety reasons; NO flip flops, sandals, clogs, crocs, or open shoes are allowed in school.** Since the school regards this

as a safety issue, if any child wears these shoes to school, they will be limited from participating on certain playground equipment.

Parents/guardians are fully responsible for any injury due to violation of this policy. **Sneakers, tie-shoes, & closed toe shoes**

**ONLY.**

**Jackets, hats and mittens are required in the backpacks late fall through early spring. Please dress your child according to the weather. It gets windy near the open fields.** If a child wears boots to

school, you **MUST** pack standard shoes for classroom wear.

## Portfolio & Activity fee:

There is a \$100.00 fee per year for each child (\$175.00 for 2 children) to help defray the cost of special activities and guests (Special Authors, Animal Experiences, portfolio photos, and more), and other direct services for the children. We may have a few optional fundraisers as well, (e.g. Original Art Works, and sometimes a **May Fair**). Your new ideas are welcomed and encouraged. We also collect **Box Tops**.

## Book Club

Several times during the year we offer the opportunity for parents to purchase high quality children's literature from Scholastic. Silveira's receives a commission on each sale in the form of free products for the school library. It is strictly a voluntary discount purchase program. Checks need to be payable to "SCHOLASTIC".

## Summer Camp

Our summer camp program is part time and runs for five or six weeks. Mondays - Thursdays. Dates and times are announced in the spring.

## **Fire Drills / Lock Downs**

All schools are required by law to conduct 15 fire drills throughout the year to ensure all students learn how to calmly and safely exit the building upon sounding the alarm. There will be 10 fire drills, 3 lockdowns, and 2 evacuations.

Our school is a one floor structure and all classrooms have a minimum of two entry and exit access points. We conduct regularly scheduled drills to ensure all children and staff are well versed in the proper emergency evacuation of their classrooms and the building. In the case of a physically handicap student, staff will receive specific training to address the individual needs to evacuate safely.

### **Fire Drill Procedure (10)**

All children are evacuated in an orderly manner out of the building. Each class has a designated gathering place outside of the building. Attendance is taken and all students return to the classroom.

### **Evacuation Procedure (2)**

An evacuation procedure is used when conditions outside are safer than inside. Our procedure is for all children and staff to evacuate the building as usual and go to the northwest parking lot near the stone wall and opening to the field. The staff will take attendance, and wait for further directions from administration or emergency personnel.

### **Lockdown Procedure (3)**

A lockdown procedure is used to protect the building occupants from potential dangers outside the building. All students and staff are to report to the Middle room and sit on the rug. Staff are required to close shades, turn off lights, lock all doors, and keep everyone away from doors and windows. Children and staff will be instructed to sit quietly. The administrator explains to the students that we are practicing this drill in case a wild animal is on school grounds and we would be waiting for emergency personnel. We feel this is the best example rather than instilling a fear of people entering the building. All students and staff will remain in this designated area until further instructions are given from administration or emergency personnel.

## Supply List

Each family is requested to bring in the following items:

**Each child needs a backpack (no wheels) or bag large enough to fit a standard folder and lunch box (if applicable), show and tell, and a set of (seasonal) clothing. The folder is to keep our lines of open communication and should be utilized by teachers and families to provide day to day information. Families need to check folders daily for important information.**

### One Time Only - All Families

1 heavy duty folder for DAILY communication

1 lunch box if applicable

Ice pack, thermos, silverware, & napkins should be packed accordingly

2" 3-ring binder with clear pocket in front (for Portfolio) ages 3, 4, & 5

1 ½" 3-ring binder with clear pocket in front for toddlers

\$100.00 Portfolio/activity fee (check written to SILVEIRA PTG) to help defray the cost of special guests and portfolio pictures.

3 large CLOROX, LYSOL or no name wipes

PLEASE NOT with grease cleaning ingredient. TOO strong a smell.

3 unscented large boxes of Kleenex

1 package unscented baby wipes (toddlers will bring diapers & wipes as needed)

2 large packages of luncheon napkins

### Monthly - All Families

1 gallon of Spring Water

1 box of crackers (Ritz, Gold Fish, Wheat Thins, Graham, etc.)

**NO DIET or LOW FAT and NO NUTS**

### Pre-Kindergarten and Kindergarten Only

1 large STURDY pencil pouch (to hold all personal supplies)

1 box of 8 crayons (primary colors only)

4 #2 pencils

1 set of large WASHABLE markers (10 pack with gray & pink)

1 pair of BLUNT tip children scissors

4 - 5 glue sticks

## **A brief overview of the RIELDS (Pre-school & Pre-K)**

**<http://www.ride.ri.gov/InstructionAssessment/EarlyChildhoodEducation/EarlyLearningandDevelopmentStandards.aspx>**

### **1. Physical Health & Motor Development (PH):**

**Goal: To increase healthy development for the overall well-being of the child.**

**All Physical Health & Motor Development activities are taught during play outside or in the gym as well as other times throughout regular daily activities.**

*Health and Safety Practices:* play, safety rules, hygiene, dressing. *Gross Motor Development:* throw and catch a ball, traveling skills (balance beam, gallop, skip) *Fine Motor Development:* writing, cutting, folding paper with accuracy and symmetry.

### **2. Social & Emotional Development (SE): Goal:**

**To engage children in play activities while teaching and assessing lifelong social skills.**

**Through teacher modeling and support, children engage and participate in individual and group activities allowing for social and emotional growth and development. These skills are taught through children having hands on experiences and interacting with peers and adults.**

Develop relationships with others, trust care giving adults, develop peer relationships as well as develop a sense of self, self-regulation, express and regulate emotions, & control impulses.

### **3. Language Development (LD): Goal: To increase children's ability to understand receptive and expressive language, pragmatics and critical thinking.**

**Teach language development skills through activities such as: Show & Tell, Scholastic, read-a-louds, group and individual discussions, circle time, calendar, play, etc.**

*Receptive Language:* understand and respond to increasingly complex language. *Expressive Language:* children use increasingly complex vocabulary. *Pragmatics:* Understand, follow & use appropriate social & conversational rules. Language Development of Dual Language Learners.

- 4. Literacy: Goal: To provide opportunities throughout the classroom to read books and listen to stories along with discussions, singing, games, and fun activities.**

**Teachers will provide a variety of literature throughout the classroom as well as opportunities through other venues for children to grasp the concept of written and verbal language.**

*Phonological Awareness:* sound discrimination; *Alphabet Knowledge:* identify letters and sounds; *Print Knowledge:* book awareness; *Comprehension and interest:* retell a familiar story, be able to answer questions regarding stories; *Literacy Development for Dual Language Learners;* *Emergent Writing:* kid writing of letters, name writing, print some words, and write some numbers.

- 5. Cognitive Development (CD) Goal: Young children will grow and change in their abilities to pay attention and focus on activities as well as think about the world around them.**

**Teachers will use the following tools, but not limited to, for teaching critical thinking skills for children. Hand Writing without Tears, Scholastic Magazine, Teacher Helper activities, and a variety of hands on manipulatives.**

*Logic and reasoning:* use past knowledge & experiences to meet goals and solve problems; *Memory and Working Memory:* recount past experiences, follow multi-step directions; *Attention and Inhibitory Control:* control impulses and sustain attention on task; *Cognitive flexibility:* able to adjust to changes in rules and routines.

- 6. Mathematics: Goal: To provide children the mathematical knowledge and skills to have the ability to make sense of the world and to solve problems they encounter in their everyday lives.**

**All math concepts are taught through verbal, visual and hands on tools throughout each day.**

*Solve simple arithmetic problems: Number sense and quantity:* count to 20, group objects up to 10. *Number relationships and operations:* use numbers to compare quantities and solve problems. *Classification and Patterning:* sort by common attributes, identify patterns. *Measurement, Comparison, and Ordering:* learn about different forms of measurement, example-a cup of flour when cooking.

*Geometry and Spatial Sense:* identify shapes and explore positions of objects in space.

- 7. Science: Goal:** Children will learn to use their senses to observe, gain knowledge, and make predictions about the world around them.

**Teachers will provide tools (sand, water, nature, scales, measuring tools, etc.,) to allow children exploration and experimentation opportunities as well as the time to discuss or document their findings.**

*Scientific Inquiry and Application:* plan for & carry out investigations, collect, evaluate and communicate information. *Knowledge of Science Concepts:* explore various objects and materials (living, man-made).

- 8. Social Studies: Goal:** To guide children in the ability to understand how they relate to their family, community, and world and to have understanding of social norms, and their ability to recognize and respect the similarities and differences in people.

**Teachers will provide children opportunities through art materials, Scholastic Magazine, on-line research, books, Atlas, globe, special guests, and discussions in regards to our past, present and future as well as different cultures, celebrations, and people.**

Share information about self and family; Communicate personal history of family and events; Demonstrate awareness of past, present & future; Participate in discussions to include world events, different cultures and famous people; Create art that contains realistic elements and explaining what it is; Demonstrate knowledge of group rules and consequences of choices; Take responsibility in a group (help clean up, follow simple rules, etc.); Demonstrate an awareness & appreciation of personal characters; Communicate with increasingly specific details about location of objects at home and school.

- 9. Creative Arts: Goal:** To provide children with a vehicle and organizing framework to express ideas and feelings.

**Teachers will provide students the necessary tools including but not limited to art & craft supplies, music, musical instruments, visual arts and dramatic play supplies to develop creative skills, problem solving skills, critical thinking, social interaction, increase in language, etc.**

Creative, imaginative & dramatic play area; Role-play  
Drawing/painting and be able to communicate about their final product  
Folding, gluing, matching; Use of play dough/clay; Sing with & without music; Use musical instruments.

Your signature below indicates that you have read and are aware of the information and policies in this booklet.

**Please cut, SIGN& DATE the form below & RETURN with registration information.**

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## **Parent/Guardian Confidentiality Agreement**

As a parent/guardian at Silveira Kindergarten and Nursery School, I will respect the privacy and keep **ALL** information confidential of ALL children and their families. I will never discuss my observations and knowledge of any children and their families, medical or otherwise, with others.

**My signature also indicates I understand I am NOT allowed to post pictures of other children on any social media site, internet site or public place at any time without written permission from the other child's parent/guardian. Silveira's is NOT responsible/liable for unauthorized publication of photos by other parents.**

I have carefully read this Parent Handbook and agree to adhere by the rules and regulations of Silveira Kindergarten and Nursery School.

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Print Name

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Signature

Date