

KINDERGARTEN PARENT HANDBOOK

2024-2025 School Year



SAFE KIND RESPONSIBLE
A.E. BOWERS
PRUDENT GENTIL RESPONSABLE

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2024-2025 School Year

Dear families of children entering Kindergarten,

We are excited to welcome you and your students to École A.E. Bowers Elementary School!

We work hard each year to prepare to welcome our students. This handbook highlights some of these processes directed specifically to Kindergarten entry.

For more detailed information, please refer to the A.E. Bowers [Grades 1 to 5 Parent Handbook](#).

Yours in education,

Jocelyn Littlefair and Veronica Hooper

Administration Team, École A.E. Bowers Elementary School

KINDERGARTEN BELL SCHEDULE

AM* Kindergarten Entry

Monday to Friday* - 8:00 to 8:05 a.m.
(*alternating Fridays as per Kindergarten calendar)

AM* Kindergarten Student Exit

Monday to Thursday - 11:00 a.m.
Alternating Friday Classes - 11:00 a.m.

PM* Kindergarten Entry

Monday to Thursday - 11:50 to 11:55 a.m.
Friday* - 8:00 to 8:10 a.m.
(*alternating Fridays as per Kindergarten calendar)

PM* Kindergarten Student Exit

Monday to Thursday - 2:45 p.m.
Alternating Friday Classes - 11:00 a.m.

STAGGERED ENTRY

| Tuesday, September 3, 2024 Last Names: A to K | Wednesday, September 4, 2024 Last Names: L to Z |
|--|--|
| AM KINDER 8:05 a.m. to 11:00 a.m. | AM KINDER 8:05 a.m. to 11:00 a.m. |
| PM KINDER 11:55 a.m. to 2:45 p.m. | PM KINDER 11:55 a.m. to 2:55 p.m. |

*If you have children with a different last name residing in the same home, please connect with our secretaries. They will be happy to help you.

KINDERGARTEN DROP-OFF & PICK-UP

Staff will greet kindergarten students upon arrival at the kindergarten doors until 8:10 a.m..

Parking Drop-off

Parking is always a challenge. Please use either Kingdom City Church parking lot, or you can park in designated areas on streets near the school.

The "Kiss & Drop" zone on the south end of the school is an area designed for quick drop off only. Please do not sit in your vehicle or park there. This area is for students who independently walk to their class in the morning.

Bike racks - "Walk Your Wheels"

Please remember that when arriving on school property, all students are asked to "walk their wheels".

Late arrivals

If Kindergarten children arrive any time after 8:10 a.m.(AM classes)/11:55 a.m.(PM classes), please escort them to the front office doors. There is a doorbell with an intercom as all doors to our school are locked 24 hours a day.

End-of-day pick-up

Whether your child ends school at 11:00 a.m. or 2:45 p.m., staff will bring kindergarten students out the kindergarten doors and will ensure children are connected with their parents, guardians, or caregivers.

ITEM DROP-OFF

Forgotten lunches? Shoes? Homework? On occasion, parents need to drop off items for their child during the school day. Please proceed to the main entrance of the school and a member of our team will be happy to help.

APPOINTMENTS & EARLY PICK-UP

There may be times when you need to pick up your child during instructional time. If your child needs to leave for an appointment during the day, please enter this information into SafeArrival and pick up through our front office. See page 11 for details.

ACCESS TO OUR SCHOOL

Office hours on school days:

Monday to Thursday - 8:00 a.m. to 3:15 p.m.

Friday - 8:00 a.m. to 1:30 p.m.

There will be no visitor access to the school or to the school grounds (including play structures) without advance notice or a scheduled meeting.

- To access the school, please enter through the front doors by using the intercom doorbell system as **all** school doors are locked 24 hours a day.
- All visitors must check in to the office.

ITEMS TO BRING DAILY

Backpacks

Choose a backpack to send daily with your child that can fit an agenda, library book, lunch kit and water bottle.

Clothing

- Dress your child for the season
- Send in an extra change of clothes in the backpack (just in case!)
- Send winter gear when cold: snow pants/boots, mitts, toque, etc.
- Have all items labeled with child's first name and last name (or last initial)

Outdoor & Indoor Shoes

Your child will need a pair of indoor shoes that are left at the school. Velcro, pull on, easy to put on is preferable, and must be proper shoes for running/play (no slippers or sandals).

TRANSPORTATION

If you require transportation, please go to the [RVS Transportation page](#). If you selected that you require transportation during your child's registration, you will also receive an email.

Transportation requests must be completed by August 1st.

Transportation for kindergarten children is provided **one way only** (either pick-up or drop-off). AM Kinder **to** the school 1 way.

For PM Kinder – **from** school to home.

COMMUNICATION

Homeroom Teacher Communication

Each week, families will receive a newsletter from your child's homeroom teacher that will include class-specific updates, calendar events, reminders, and learning outcomes for the upcoming week.

School-Based Communication

Each week, families will also receive a school newsletter, the Bowers Buzz, to families that will include general messages, school-wide updates, calendar events, and action items.

Family-School Communication

If you have a question or concern about your child, your first line of communication is always to your child's homeroom teacher. Email is the fastest way to communicate with your child's homeroom teacher. Teachers are, for the most part, not available to respond to emails during the school day, as they are extremely busy with student instruction and supervision duties. Families can expect to receive a response within one- to two- school days and during teacher operational hours (7:30 a.m. to 3:30 p.m. on Mondays to Thursdays; 7:30 a.m. to 1:30 p.m. on Fridays).

For more information on communication, including communication of student learning, please visit our [School Communication Guide](#).

FREQUENTLY ASKED QUESTIONS

Q: When will we find out whether our child will be in AM or PM class?

A: An email will be shared with families in mid-August about your child's placement in AM or PM, along with staffing confirmation to share the name of your child's homeroom teacher.

Q: Does A.E. Bowers offer full day kindergarten?

A: No

Q: If my child is in the afternoon class do I send snacks and feed them lunch before dropping them off at school?

A: Yes, please.

Q: What do they need to bring for their first day?

A: Indoor shoes, labeled water bottle, backpack and a change of clothes

Q: How can I become a volunteer?

A: We love our volunteers! Please complete all required online paperwork and provide a Criminal Record Check - Vulnerable Sector that has been conducted within the past six months to the office.

Q: How do I report an absence?

A: Please see the information on page 12 regarding SafeArrival

Q: What if my child is on medication needing to be administered at school (e.g. ventolin, Epi-pen etc.)?

A: Please visit the office to complete a form for administering medication. All medication must be stored in the office (not student backpacks).

Q: What if my child is neurodivergent/ has a diagnosis? Does the staff need to know?

A: Yes, please. We want to know how your child learns best, and any information to set them up for success is ideal. They may also qualify for an Alberta Education code which will provide them with an Individualized Program Plan (IPP). This will have goals specific to their learning needs.

Q: When will we know the Kindergarten calendar?

A: Please [CLICK HERE](#) to access the 2024-2025 Kindergarten calendar.

STUDENT EXPECTATIONS

A.E. Bowers Elementary School VALUES

As students of A.E. Bowers Elementary School, we promise to...

"BEE" SAFE

Hands, feet, and
body to self



Move your body
safely



Respect self and
others



"BEE" KIND

Helping hands



Property pride



Speak kindly and
respectfully



"BEE" RESPONSIBLE

Try your best first,
then ask for help



Help keep our school
tidy



Follow directions
from all adults in our
school



SAFEARRIVAL

How to Use SafeArrival

If you are unfamiliar with SafeArrival, here are three convenient methods to use when reporting your child's late, absence, or early departure in advance:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store, the Google Play Store, or via the links on the SchoolMessenger website (<https://go.schoolmessenger.com/#/home>)
 - The first time you use the app, select Sign Up to create your account.
 - To report a late/absence/early departure, Select Attendance.
2. Use the SafeArrival website (<https://go.schoolmessenger.com/#/account/login>)
 - The first time you use the website, select Sign Up to create your account.
 - To report a late/absence/early departure, Select Attendance.
3. Call the **toll-free number** (1-833-244-5565) to report an absence using the automated phone system.

These options are available 24 hours/day, seven days a week. Future absences can be reported at any time. **Please note, you will be able to set up your accounts come September 3, 2024.**

| Absence Reason | Description |
|-----------------|--|
| Appointment | The student is out of school for a health-related appointment (counseling appointment, dental, medical, etc.) |
| Cultural | The student is out of school for cultural, spiritual, or ceremonial event. |
| Family | The student is out of school for family reasons (e.g., last of childcare for a parenting student, care for a sick relative, legal proceedings, and bereavement for a family member). |
| Illness/Injury | The student is out of school because of personal physical/mental health/illness or injury. |
| Unavoidable | The student is out of school because of transportation, weather, or infrastructure barriers. |
| Vacation | The student is out of school because of family vacation or involvement in extracurricular activities that are not sponsored by the school. |
| Late | The student arrives to class late. |
| Early Departure | The student is leaving early and cannot attend the entire class. |
