

RUNNELS

Kindergarten



A Guide for Parents and Students

Dear Parents,

Welcome to Runnels Kindergarten! This class has the distinction of being the youngest group of students on our Harrell's Ferry Road campus, and they are very special to all of us. Being in kindergarten at Runnels is an exciting adventure. We appreciate the opportunity to be the "tour guides" on this adventure and to share the joy of discovery with your child.

It is during these early school years that children begin to form important attitudes and impressions. Our faculty and administration strive, most of all, to create a warm and enthusiastic environment in which your child can experience the thrill of learning.

Parents play an important role in shaping a child's attitude toward school, now and in the years to come. Please join us in our dedication toward making the kindergarten year a positive and successful year for every little one in our keeping!

Sincerely,

Gladys Runnels

Principal

Foreword

A school is successful when its students succeed. When the students succeed in mastering academic skills, in achieving true friendships, and in participating in the total life of the school community, then the parents and faculty join the students in the joy of success.

The purpose of this guide is to help Runnels School students, with the assistance of their parents, realize these successes. A clear understanding of our school's goals and expectations is an important first step toward school success.

No set of rules, however, can ever be either perfect or complete. At Runnels the worth of an individual person has always been held more precious than any set of rules. As Runnels continues to grow and flourish, may it always adhere to this principle.

“You Are A Marvel”

Each second we live is a new and unique moment of the universe, a moment that will never be again. . .And what do we teach our children? We teach them that two and two make four, and that Paris is the capital of France.

When will we teach them what they are?

We should say to each of them: Do you know what you are? You are a marvel. You are unique. In all the years that have passed, there has never been another child like you. Your legs, your arms, your clever fingers, the way you move.

You may become a Shakespeare, a Michaelangelo, a Beethoven. You have the capacity for anything. Yes, you are a marvel. And when you grow up, can you harm another who is, like you, a marvel?

You must work - we must all work - to make the world worthy of its children.

Pablo Casals

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What is Runnels?

The oldest independent school in Baton Rouge, Runnels was founded in 1965. It began as a preschool, and grew into an elementary school in 1970. The Junior-Senior High School began in 1983.

Runnels School is an independent, non-sectarian, co-educational, nonprofit institution whose purpose is to provide a college preparatory program of studies to students from age 2 through grade 12. The school - its faculty, administration, and curriculum in all programs - is fully accredited by the State Board of Elementary and Secondary Education.

Our students take part in the fullest kind of learning - the kind that encourages not only academic skill and curiosity, but initiative and responsibility as well. This is the type of education that sets students on a course toward productive lives. Whether in the classroom or on the playing fields, they are made ready for the challenges yet to come.

We believe that what happens to us in youth sets a pattern for the way we choose to live the rest of our lives. At Runnels School, we help young people make the most of this time, and the best of themselves.

Philosophy

The Runnels School is a comprehensive school dedicated to the emotional, intellectual, social and physical growth of the students in our preschool through high school programs. We believe that education is a cooperative effort among students, parents, faculty, administration and staff, designed to stimulate the creativity and academic achievement of the individual.

We believe in the importance of the individual and the value of a personal approach to education. We help each student to develop a realistic and positive self-image. We seek to develop self-discipline by encouraging positive behavioral traits. We respect the dignity of the individual and strive to discipline in a fair, consistent and caring manner.

We believe that a young person learns from his or her total experience in the school setting. Accordingly, we provide opportunities for social and physical growth in both the curriculum offerings and extracurricular activities.

We recognize that increasing in technical academic knowledge, social graces, and physical well-being is not enough for a complete education. We believe that a very important part of a child's growth is developing an appreciation of the arts. We strive to inspire this appreciation in many ways, and also provide an opportunity for self-expression in the arts.

We feel that each young person entrusted to us is important, and we consider it an honor and a privilege to be allowed to be a part of his or her life.

Goals

All of the curricular offerings have certain underlying beliefs and goals which permeate their overall planning and development. Our goal in general is two-fold: first, to ensure that each child realizes his or her potential in every area of the curriculum; second, that the children attain this maximum achievement in a pleasant, safe environment, and that they enjoy learning. We aspire to the following goals for each child:

1. To read with understanding.
2. To write and speak clearly and effectively.
3. To calculate with accuracy
4. To think critically.
5. To be creative.
6. To understand the world around us in general, and America in particular.
7. To be inspired to search for answers.
8. To acquire the skills needed for successful library and internet research.
9. To develop a sense of responsibility.
10. To develop the skills of relaxation and recreation that enable people to enjoy life.

Additionally, it is our goal to aid students in becoming happy, knowledgeable, and productive young people who are aware of and considerate of others.

Our concern is not only for what is being taught, but also for whom we are teaching; accordingly, we maintain an environment which recognizes the individuality and needs of our students.

Enrollment

Admission to Runnels Kindergarten and Elementary School is based on application supported by interview, examination, and — where applicable — records from previously attended schools. Continuing enrollment is based on satisfactory academic progress and acceptable social development of the student, on the parents' fulfillment of financial obligations to the school, and on the school's continuing ability to meet the needs of the student. In matters of judgment on these issues, final responsibility rests with the principal.

Traffic Procedures

Shuttle Bus from Jefferson Highway campus

Available, for a fee, to students on the Harrell's Ferry Road campus is shuttle bus service from the Jefferson Highway campus in the morning, and to the Jefferson Highway campus in the afternoon. Spaces are usually limited and registration is on a first come basis. Continued registration in the shuttle bus program is conditional on acceptable behavior on the bus and timely arrival for the departure of the bus, or buses. Bus departure cannot be delayed for the convenience of the few to the detriment of the many. Departure schedules and other rules will be announced at the beginning of the school year.

Carpools

Every child in grades K-6 will be assigned a carpool number, except for those who ride the afternoon bus every day and those who attend After-School Care every day. (Even single riders will be considered a "carpool.")

Each afternoon driver will be given a carpool number to hang on the rearview mirror on the front windshield. Please remember to have your carpool number prominently displayed. Your cooperation will be appreciated and will result in smoother, safer and more pleasant dismissals. If you need additional numbers for extra drivers in your carpool, just let us know and we will be happy to issue them.

Traffic Rules

Before the start of school each year, information about the current "traffic plan" will be mailed to parents. Please refer to this information for details of traffic patterns and the arrival and dismissal points for your child.

Remain in your car. A teacher will open car doors for students. By following these procedures, our traffic will flow smoothly and your entrance and exit will be safe.

Please do not “drop off” any student at any point along the driveway that is not designated for student arrival. ***Important: Do Not Pass cars waiting in the carpool line.*** Even though the temptation to do so may be great, please realize how dangerous it would be if a child darted out into the parking lot area. The few extra seconds it will take you to wait could prevent a great deal of misery. Our children thank you!

Afternoon Pick-up

In the afternoon, classes will be dismissed at 3:00 and teachers will assist with student dismissal until 3:30. Please be prompt in picking up your child between 3:00 and 3:30.

On occasion, for a variety of reasons, parents are late picking up their children. Whenever that occurs, the following procedure will provide for their safety: Any children remaining on the Harrell’s Ferry Road campus after 3:30 p.m. will be conveyed to the After-School Care personnel for safekeeping. Parents will be billed, at the end of the month, for the days their children utilized this service. Whenever possible, we ask that you telephone the school if you determine that you will need this service.

Before-School Care

Supervision from 7:30 – 8:00 in the gym is provided for students enrolled in the Before-School Care program. There are no snacks, but the cost is low.

Extended After-School Care (held at both school campuses) is available as an optional service each regular school day for the convenience of parents and students (for a monthly fee billed by Runnels School Services). This service, available from 3:00 - 6:00 p.m., includes activities appropriate for the students’ ages and with due regard to weather conditions. Supervised play outdoors and indoors, age-appropriate activities, a snack period, and a study time for elementary students are included in the afternoon schedule. For additional enrollment information and program details, contact personnel at the main office (751-5712).

Curriculum

Group Work

During the school day, we have classes in which the children participate in small groups in a variety of subjects and activities. The following descriptions of the various classes focus on content. The methods and structures of the group lessons are designed to involve the children in age-appropriate activities which lead them to discover that learning is fun.

Reading, Mathematics, Language Arts, Phonics, Handwriting, Science, Social Studies, Art, Music, Storytime, and Physical Education are the subjects included in our curriculum. Kindergarten students discover concepts in these subjects through active, concrete experiences.

Group Reading involves lessons using various activities and strategies that strengthen phonetic skills, develop vocabulary, and lay the groundwork for reading comprehension. The children discover new words in context and practice skills involved in reading as they enjoy exploring literature.

Group Math involves the children in a variety of mathematical investigations. They participate in activities which introduce them to mathematics concepts, recognition of numbers and their uses. They will have opportunities to discuss their discoveries and see how mathematics is part of everyday life. Many will become competent in performing basic computations with speed and accuracy.

Language Arts involves activities which center around thinking, listening, speaking, writing and reading. Through direct involvement in communication in action, young students refine their language skills, build their vocabularies, learn to formulate ideas, and develop some understanding of the power and limitations of language.

Science presents our students with opportunities for investigating the exciting world around them. They will learn

just how fascinating science is, through observing, listening, exploring ideas together and through a variety of hands-on-science activities.

Social Studies takes the children on a imaginary trip around the world. Through literature, dramatic play and activities of all sorts, they will have glimpses of other cultures and a taste of geography. Other activities will relate to their home, school, and community. All of these adventures will give the children opportunities to share, cooperate and communicate with each other.

Art provides opportunities for self-expression through the use of various media. The children paint and draw, model and carve, expressing new experiences, sharing discoveries, appreciating beauty, and having fun.

Phonics instruction is designed to teach children sound/symbol correspondences and how to use them to unlock the pronunciation of words. It is only one of the many skills involved in learning to read, but we consider it an important tool for success in reading.

Handwriting is designed, at this level, to help the children become comfortable in the correct use of writing media (pencils and paper) and in assisting them to master the basic forms used in handwriting.

Music naturally delights and moves children. We hope to help them continue to grow in their appreciation of the beauty of music, because as they do, they will acquire a gift that will bring them great pleasure. Their music experiences at school will be enriched through song interpretation, rhythmic activities, developing musical listening skills and playing informal musical instruments.

Storytime familiarizes the children with a variety of literature and gives our teachers an opportunity to model joy in interpretive reading.

Physical Education activities are meant to contribute to

growth and learning. Opportunities to become skillful in using the body are provided. through skill-oriented games and activities, children can gain in strength, agility, balance, coordination, and endurance. They also learn the importance of teamwork and cooperation.

Throughout the kindergarten curricula we are developing the intellectual abilities of our students in the following area:

Visual Discrimination - perceiving likenesses and differences in letters, words, sizes, shapes and colors.

Visual-Motor Perception - developing skill in eye-hand coordination.

Auditory Discrimination - hearing likenesses and differences in sounds of speech.

Thinking Abilities - learning and interpreting facts, building understanding of concepts, solving problems.

Oral Language Facilities - using language to communicate ideas.

Interest in Reading and Writing - showing importance and use of pictures and books. Kindergartners discover the joy of reading and writing as they become involved in the “whole-language” approach to learning to communicate their thoughts and to read about the thoughts of others.

Individual Work

Young children love to learn and can learn at a very rapid pace. The value of early learning has been central to the Runnels School since its inception in 1965. These precious moments spent in individual lessons with your child are perhaps the most important moments of his school day. All students receive individual attention in both reading and mathematics. Each teacher is assigned a number of children with whom she does individual work. This is done on a daily basis, and details of each day’s lesson are noted on Daily Record Sheets filed in

each child's folder. Each student's progress is assessed periodically.

Individual Reading and Individual Math will be reported on a quarterly basis. This written report (which will be sent home) reflects specific academic progress noted in the daily individual mathematics and reading lessons only. The material included in our program of individual lessons is indicated in an abbreviated form in the following sections on mathematics and reading. Children progress through the program at different rates. We allow their interest, ability and maturity to take the lead. Our teachers provide daily motivation, instruction, encouragement and a positive experience in "Individual Lesson time."

Mathematics

A's are counting to 100 by ones, tens, fives, and twos. B's are numeral recognition flash cards. C's are numbers shown on fingers. D's are addition flash cards. E's are subtraction flash cards. F's are working with objects to show number relationships. In Individual Math all children will begin work in Branches A, B, C, and F.

Branch A - Counting to 100 (orally)

A1 = by ones

A2 = by tens

A3 = by fives

A4 = by twos

Branch B - Number Recognition (flash cards)

B1 = 0,1,2,3,4,5

B2 = 6,7,8,9,10

B3 = 11,12,13,14,15

B4 = 16,17,18,19,20

B5 = 21,22,23,24,25,26,27,28,29

B6 = 10,20,30,40,50,60,70,80,90,100

B7 = 30,31,32,33,34,35,36,37,38,39

B8 = 40,41,42,43,44,45,46,47,48,49

B9 = 50,51,52,53,54,55,56,57,58,59

B10 = 60's

B11 = 70's

B12 = 80's

B13 = 90's

B14 = 100,200,300...900

B15 = 1000,2000,3000...10,000

B16 = 109,208,307...901

B17 = 180,270,360...990

B18 = 124,235,346...913

B19 = 1000,1100,1200...1900

B20 = 1200,2300,3400...9100

This progression continues through millions and proper fractions.

Branch C - Finger Manipulation ("Show me ____ fingers")

C1 = 0-5

C2 = 6-10

C3 = 11-15

C4 = 16-20

C5 = 21-30

C6 = 30's

C7 = 40's

C8 = 50's

C9 = 60's

C10 = 70's

C11 = 80's

C12 = 90-100's

Branch D - Addition Facts (flash cards)

Branch E - Subtraction Facts (flash cards)

Branch F - Object Manipulation (Child is requested to arrange a specified number of objects.)

Reading

Individual Reading consists of the use of flash card and books. These flash cards are made from a list of 1223 words. The words are divided into sets of ten cards each. Sets 1-5 consist mainly of letter recognition (upper and lower case alphabet). Beginning with set 6, the sets consist of sight vocabulary words which correspond to the vocabulary words found in the books selected for this program. The order of the words in our vocabulary list coincides with the order in which we read the books. After a student has learned a certain number of words, he or she begins reading in a book. The teacher determines when a student is able to begin a book. At no time is a child "held back" in his/her learning because of age, and at no time is a child pushed beyond his/her own interest and desire to move ahead in the lessons. Each child sets his/her own pace.

In the quarterly progress report sent home, the reading sets are mentioned as well as the name of the book your child is currently reading. Example: Sets 10,11, *Now I Read*.

Home Readers

When your child is ready, he or she will be issued home readers (or word cards to study.) The home readers play an important part in developing your child's reading skills. Please take time to listen to him or her read each day.

Sharing the joy of reading with your child is one of the nicest gifts you can give to a son or daughter.

These readers are geared to your child's current level of reading in his individual work; they are not meant to be the only books your child reads at home. Continually encourage your child to look at other books and make frequent trips to the library to spur his interest in reading.

When your child brings home his/her first home reader, he/she will bring an accompanying letter which gives some suggestions for the best procedure for helping "little ones" with reading at home.

When your child completes a reader, it must be returned in order to receive a new one. When the reader is returned, please make certain that your child's name is noted on a marker placed in the book, or on the folder containing the book.

Home/School Communication

We do want the parents of our students to be aware of and actively involved in the education of their children.

Conferences

Parent-teacher conferences are not scheduled on a regular basis. However, if your child is having difficulty with his lessons or if his behavior is interrupting classes, you will be notified. If you have any questions about school in general or any class in particular, please call the school at 751-5712 during regular school hours. If you need to speak to a teacher about your child, office personnel will ask the teacher to return your call or they will help arrange a conference if that is your preference. Please understand that during class time the teachers are responsible for instruction and supervising the children in the classrooms or on the playground, and will not be able to hold an impromptu conference with you., We do want to work with you on any problems which may arise and we want to make certain that any questions you have are answered.

The Runnels Newsletter

The school publishes and mails a newsletter to parents. The purpose of this publication is to keep you in touch with what is going on in the various programs of our school. It contains announcements of general interest as well as reports from different age groups about special activities. Parents and teachers are encouraged to contribute articles or announcements which would be of interest to others in the school family. Please direct articles or information for articles to the Newsletter Editor.

We feel that *The Runnels Reporter* is an important vehicle of communication and hope that you enjoy reading it.

School Papers

All school papers go home weekly, except those held to be placed in the children's portfolios (which are given to the children at the end of the school year).

School Pictures and the School Yearbook

Pictures of individual students are taken by a professional

photographer, and you will have the option to buy your daughter's or son's. Each year we prepare a yearbook containing individual pictures of all students attending Runnels School, as well as candid snapshots. You will have the opportunity to order a yearbook during the yearbook sales campaign.

Open House

In the early fall you will be invited to attend Open House. Please take this opportunity to meet your child's teachers. The exact date, time and details will be announced in the school newsletter.

Organizations for Parents

Several organizations foster greater parental participation in school affairs. *The Runnels Parents Organization (R.P.O.)* is involved in a wide variety of activities to serve the school. All parents are welcome to participate in projects of the R.P.O. There are no dues. There are many ways you can be involved, and the school newsletter will inform you of meetings and events of this organization.

The Booster Club focuses on events to further the athletic programs of the school. Any Runnels parent is welcome to join, but there are membership dues. The newsletter will announce meetings, events and projects sponsored by this parent organization, also.

The Runnels School, Inc., is the non-profit corporation responsible for the policies and direction of the school; membership is open to all friends of the school. Costs include an initial membership contribution and annual dues set by the corporation members at their annual dinner meeting. Corporation members elect the Board of Trustees, responsible for the business affairs of the school, including tuition costs and faculty salary scales.

For further information on any of these organizations, call the school office (751-5712), and ask to speak with Dr. or Mrs. Runnels.

School Records

If there is a change of address, phone number at home or work, emergency number, or any data on your Family Information Form, please notify the school as you bring your child, or by phoning 751-5712.

Information on the Runnels Schools

The staff of the main office at the Elementary, Junior High and High School location (17255 South Harrell's Ferry Road) is here to serve you. If you would like a guided tour of our facility, or would like to speak with the principal or headmaster, please call for an appointment. You are welcome to call or visit either of our campuses if you would like to learn more about the other divisions of our school, or just to get acquainted.

Our school maintains two websites. One (**www.runnels.org**) is for information to the general public. The other (**www.runnelsstar.com**) serves those within our school family, and includes more specific information about school events. It is updated frequently.

General Policies

School Hours

The school day begins promptly at 8:30 a.m. and ends at 3:00 p.m. Students will go to their classes when the "get ready"

bell rings at 8:25 a.m. and prepare for the start of class at 8:30 a.m.

Tardiness

Any student arriving at school after 8:30 must be escorted to the elementary office by a parent (or other adult). The pupil will then be escorted to the classroom by a member of the staff or faculty.

Importance of Promptness

Have your students at school before the 8:25 bell rings. A “get-ready” bell will ring at 8:25 so that students can be ready to begin classes at 8:30. We feel that every class in the curriculum is important. First period is important. Have your child at school on time so that he/she can receive full benefit from the class as planned by the teacher.

Disciplinary Policy

It is the policy of Runnels School that corporal punishment in any form will not be used as a disciplinary measure.

We use a discipline program with a positive focus. We teach even our youngest students that they are responsible for their actions. With gentleness, kindness and patience, kindergarten teachers reward children who cooperate and they have age-appropriate consequences for those who do not choose to cooperate. “Time-out” and “gentle talks” are the most frequently used consequences. If a child repeatedly chooses not to cooperate, or if his/her misbehavior is severe and disruptive to the other children, he/she will have a conference with the principal or assistant principal.

Temporary suspension from school or expulsion are other possible consequences of serious misconduct, although rarely necessary.

Specific policies for behavior will be sent to all parents at the beginning of each school year.

Appointments During School Hours

Parents should call the office or send a note stating the time they expect to pick their child up and the reason for leaving before the regular dismissal time.

Any time a child must leave school or return to school in the middle of the day, he or she must report first to the office to sign in or out of school. If a child is tardy for any class (arriving in the morning, after recess, returning from doctor's appointment, etc.) he/she must visit the office first.

Authorized Drivers

We will not allow unauthorized persons to pick up your child. Please call the school or send a note to indicate that a different identified driver has your permission to pick up your child. If that substitute driver is not known to us, we will require identification to be shown before we allow your child to leave.

Recess and Lunch

Snack Period. During morning recess your child may have a snack if you would like to send one in his/her lunch box. Please send a nutritious snack the child can handle himself/herself.

School Milk Policy. The school provides milk for lunch at parent's request, paid in advance for the year. If a parent does not wish to participate in the program, the child's drink may be sent from home. Please, no glass containers. No milk is provided during recess.

Lunch Delivery Policy. A 30-minute lunch period is allowed daily for the students. Students are encouraged to finish their lunches and when excused by the teacher, they may use the remaining portion for recess. Most of our students bring their lunches to school with them in the morning. However, some parents prefer delivering the lunches at noon. If you enjoy doing this for your child often or occasionally, it is perfectly permissible as long as it does not interfere with the schedule of classes. Please refer to your child's schedule, because the various grades have different

lunch periods. Deliver the lunch before her/his lunch period and leave it at the front office.

Announcement will be made to all school families of any hot lunch options available. Participation in any program will be strictly optional. Complete details of any program will be sent to you for your consideration.

Health and School Attendance

You should stress the importance of attending school and should make every effort to see that your child attends school every day.

The obvious general rule is that the child must be well and completely recovered from any illness before returning to school. It is not fair to the other children or the teachers to expose them to contagious disease. Sometimes a disease can be far more serious than it appears, to some children if not to others.

Some reasons to keep your child at home

1. A temperature of 100.5 or greater within a 24 hour period. A child with this kind of temperature is considered to be ill and may be contagious. For the child's comfort and to prevent spreading illness, children will not be permitted in school with a temperature 100.5 or higher.
2. Persistent/Disruptive cough. This type of cough may not only be contagious but is also disruptive to other students in the classroom.
3. Lice/Nits. If a child is known to have a head lice infestation he or she will not be permitted in school until the child is nit free. Any child with head lice must be treated along with their environment and be nit free before returning to the classroom.
4. Chicken Pox. A student with chicken pox may return to school after all lesions are scabbed over and all coughing has subsided.
5. Untreated strep throat. A beefy red swollen throat with white

patches or ulcerations characterizes strep throat and is usually accompanied by a temperature. These symptoms are usually present but not always. Strep is very contagious and potentially can cause serious complications. If your child complains of a sore throat, these complaints may warrant a throat culture at your doctor's office. If your child is found to have strep throat he or she may return to school after being treated for 24 hours and is afebrile (no temperature).

6. Unexplained or undiagnosed rashes. It is difficult to determine whether or not rashes are contagious. For this reason, we must have a note from your physician stating that your child with a rash is noncontagious before being permitted to attend school.

7. Vomiting and/or diarrhea. Obviously, any child should be kept home if vomiting or actively having diarrhea.

8. Conjunctivitis or "pink eye". Conjunctivitis is very contagious. The sclera or the white of the eye is pink and glassy in appearance with purulent drainage. In the morning the eye is typically glued closed. The student will be permitted to return to school after being medicated and the absence of purulent drainage.

Your cooperation will be appreciated. This policy applies to all students and protects all of the children. If you have any questions regarding your child's particular illness, please call the clinic at 756-5837.

Medication Policy

If your doctor advises that she/he may return to school while taking medicine, you must be responsible for administering it. In this case, consider administering the medicine before leaving for school and on returning home to avoid your having to come to school to administer the medicine.

Health Form and Authorizations for Emergency

Medical Treatment and First Aid Treatment

It is important every year that your child have on file at school a current and complete immunization record. This card (which is available from your doctor) **MUST BE AT SCHOOL BEFORE THE FIRST DAY OF SCHOOL**. This form must be signed by a doctor. It is also necessary that the “Authorization for Emergency Medical Treatment” form and the “Authorization for First Aid Treatment” form mailed to each parent in the summer, **BE COMPLETE AND ON FILE AT SCHOOL BEFORE THE FIRST DAY OF SCHOOL**.

We are required by the State Department of Health and Human Resources to report on the immunization records of our students. We must have on file an up-to-date Health Form on each student **BEFORE THE OPENING DAY OF SCHOOL**.

School Clothing

Please dress your child in clothes he/she can manage easily when going to the bathroom. Overalls and big belts are often the cause of “accidents” when a child realizes too late that he or she needs help before using the bathroom.

Please do not send your child to school in western boots. Tennis shoes (sneakers) seem to work best as footwear for kindergartners because they do not slip as much on playground equipment, stay on feet better, and the children seem to have fewer problems with blisters, footaches, and kicking accidents during activities.

Personal Belongings

Each child is assigned a labeled locker at school. PLEASE LABEL all coats, hats, sweaters, gloves, and other clothing generally removed at school. Please also label your child's lunch box. Tapes, books, and toys may be brought to school for "show-and-tell" but PLEASE LABEL these also. (Children are never to bring toys from home, except for "show-and-tell".) Other children may have duplicates of what your child brings to school, and if the items are not labeled we will have no way of knowing who the owner is.

Your child should not bring money to school, except for a special occasion by request of the teacher. If your child needs to bring money to school for a special program or trip, send the money in a sealed, clearly labeled envelope.

Field Trips

Special permissions forms must be signed by the parent or guardian before a child may go on any field trip. A note stating the details of the trip and a permission form will be sent home in advance of any outing.

On the days of field trips, students must be at school by 8:30 a.m. If you do not wish your child to go on a particular field trip in which the kindergarten will be participating, it will be necessary for you to keep your child home from school that day. Please contact the school if you have any questions regarding field trips.

Birthdays

Your child's birthday may be recognized at school. Parents may bring refreshments to be shared during afternoon recess time or at lunch time. Personal gifts should not be brought for your child's birthday.

Parties

We have many parties throughout the year. Parents' help is greatly appreciated. Kindergarten room mothers will contact you at the beginning of the school year to give you an opportunity to participate. We traditionally celebrate Thanksgiving, Hanukkah, Christmas, Valentine's Day, Mardi Gras, and Easter. Kindergartners join the elementary students in a Costume Parade for Halloween. If you would like to help serve refreshments for this event, please volunteer.

Emergency Procedures

When there is a severe weather emergency threatening our area, we will conform to any early-morning (or night-before) decisions of the East Baton Rouge Parish School system to close schools for that day. We reserve the right, however, to exercise our own judgment to cancel classes even if the public school classes remain open, to remain open for the remainder of a school day even if the public schools close, or to re-open sooner than the public schools following a closing.

If you are unsure of the situation, please attempt to call the school office, listen to radio and television, or check our STAR website (**www.runnelstar.com**).

In the event of a forced school closing, all school extra-curricular activities for that day will also be cancelled.