

Maltrait Memorial  
Catholic School  
Welcome  
to  
Kindergarten  
2019



*"God, Children, and Learning are Our Priority"*



Dear Parents,

This school year you and the Kindergarten Staff of Maltrait Memorial Catholic School become partners. Partners in one of the most important jobs that we share, to help your child become all he or she can be. It is a scary, exciting, challenging, and terrifically rewarding task. As we form a partnership for this school year, we would like to make the following contract with you.

We promise to greet your child each morning with the expectation that the day will be important. Will you learn about the school program so you can offer the same enthusiasm? We promise to prepare exciting lessons. Will you help your child get to school well rested and on time to appreciate them? We promise to send daily communication about your child's day. Will you check the daily folder to see if your child has performed to the best of his or her ability? We promise to make your child's day an intellectually stimulating one. One of our goals is to encourage your child to participate fully in school, faith, work, and fun. You can help by sharing school life. We are looking forward to an exciting year and a rewarding partnership with you.

We look forward to a great year.

Sincerely yours,

Renee' C. Meaux  
Principal

Mrs. Caroline Husband Broussard  
Kindergarten Instructor

Mrs. Andrea Menard

Mrs. Andrea Menard

## **Maltrait Memorial Catholic School Kindergarten Policies and Procedures**

The following policies and procedures have been written with the intention of providing the students with the best learning environment possible.

### **Transportation**

Children who ride to school with their parents in the morning should plan to arrive at school after 7:30 A.M. A Before School Program is available for students who arrive from 7:00-7:30 A.M. The fee for the Before School Program is \$1.00 daily. At 7:30 A.M., accompanied by a teacher, Kindergarten students will proceed to the gym or playground with the duty teacher. Students arriving after 7:30 A.M. may be dropped off at the main building. Classroom instruction begins at 8:00 A.M. Dismissal time for Kindergarten is 3:00 P.M. All kindergarten students will be dismissed in the front of school at the car/bus line. All students will be expected to use the mode of transportation that is pre-planned and approved by the teacher and parent. In order for any changes in transportation to occur, written permission must be given to the teacher. The change in transportation note must list the mode of transit, and it must be signed and dated by the parent. It is understood that all students will leave the school property each afternoon with the original transportation plan unless a note is presented.

### **School Lunch**

All students participate in the Food and Nutrition Program provided by the Diocese of Lafayette. Lunch payments are to be kept current. Payment envelopes are sent home the first week of each month. Details about the lunch program will follow.

## Attendance

Regular attendance is essential for progress in learning and required by law. It is the shared responsibility of the school and the home to assist students in developing habits of punctuality and consistent attendance. Louisiana law states that elementary children missing more than 12 (twelve) unexcused/excused days per school year will not be given credit for that year's work.

A child is considered tardy if he/she attends less than 25% of a day missed (includes late check-in or early check-out). More than 25%, but less than 50% of a day missed is recorded as a  $\frac{1}{2}$  day absent. More than 50% of a day missed is recorded as a full absent day. Tardies accumulate and may add up to days absent. Tardiness will affect Perfect Attendance.

### Check-In

8:00-----9:45-----11:30-----  
Tardy                       $\frac{1}{2}$  day                      Full absence

### Check Out

8:00-----11:30-----1:15-----  
Full Absence                       $\frac{1}{2}$  day                      Tardy

## **Snack Program**

Our daily snack program is provided by the staff of Kindergarten. The selection is made by the teacher. Some snacks and drinks are coordinated with lessons.

Snack Fee is to be paid by quarters:

Snack Fee: \$30.00 each quarter

Payment by check is preferred. Please send payment in a sealed, labeled envelope. Make checks payable to MMCS.

## **Conferences**

Parent conferences can be scheduled if you wish to meet with the Kindergarten staff. Please call the office to make an appointment, or send a note to the teacher. Please state your reason for the conference in order for us to be properly prepared for the meeting. We have a planned structured program and will not be able to schedule conferences during academic time. If you have any questions about the school program, please call the office during school hours. A member of our staff will return the call as soon as possible.

## **Sick Children**

Children who don't feel well or children who are on medication should not attend school. Medicine will not be dispensed at school. For the health and safety of all students and staff, children who are not feeling well will be sent home.

## Maltrait Memorial Catholic School Kindergarten Discipline Plan

Maltrait Memorial Catholic School holds an assertive yet positive approach to discipline, keeping in mind the child's self-esteem, while allowing logical consequences for inappropriate behavior.

The Kindergarten Staff has created a "Spoon" theme for our classroom. Each day each child will begin with 3 spoons: a green, a yellow, and a red spoon. It is the goal of our staff to guide each student to make appropriate choices to remain with 3 spoons. A student will lose a spoon when an inappropriate or poor choice has been made.

1. Verbal Warning - green spoon will be removed (a note may be sent home depending on the poor choice made)
2. If another poor choice is made, the yellow spoon will be removed. A note will be sent home.
3. Visit to Mrs. Meaux - All 3 spoons removed (parent will be contacted)

Each day a Discipline Report will be sent home reporting student conduct for the day. Please sign in the designated area daily. Discipline Folders should be returned to school daily in your child's book sack.