

Kindergarten Handbook



Willard North Elementary
2011-2012
Mrs. Robertson

The ABC's of Kindergarten

Welcome to Mrs. Robertson's Kindergarten Class. I am delighted to have your child in my class this year. Kindergarten is a time of new beginnings, of making friends, and of learning lots of new things each and every day. I hope this handbook will help you and your child answer any questions.

A

Arrival

Students may begin entering their classrooms at 8:20 am and the tardy bell will ring at 8:40 am. Students will be dismissed at 3:30pm. Students riding a bus will be dismissed to the bus pick up area at the back of the school. Students being picked up by their families will be dismissed to the side doors or back doors (depending on their grade level) to the parent pickup area. Students walking home from school will be dismissed last to ensure their safety.

If your child is leaving early from school (for example a doctor's appointment) you must sign your child out at the office and they will call to have your child sent to the office for you to pick them up. If you want your child to go home differently (for example to ride home with another parent or student) then you must send a note to school.

Attendance

Good attendance is crucial for student learning! Please contact the school office any time your child is absent from school. If your child has been ill, do not send him/her back to school until they have been free of vomiting and/or a fever for twenty-four hours. School starts at 8:40. Please have your child at school on time.

B

Backpacks

Your child should bring his/her backpack to school every day. Please make sure your child's backpack is large enough to hold a 2-pocket folder. Also, please do NOT send backpacks with wheels. The backpack will be used to carry his/her daily folder to and from school. I ask that you check the folder daily for information regarding your child's progress, as well as important school information. Please send it back every day and I will check the daily folder for important information. **We do not look through students' backpacks for**

notes or papers that need to be turned in; it is the child's responsibility to give these things to the teacher in the daily folder.

Birthdays

We love to celebrate birthdays! If you would like to send treats for your child's birthday, please check with your child's teacher ahead of time so we can tell you how many students we have. Due to health regulations, we cannot have anything homemade.

Breakfast

Please let me know if you would like your child to eat breakfast at school. In the past parents have been surprised by a breakfast bill.

Breakfast costs \$1.00.

C

Communication

Throughout the year I communicate with you through notes, telephone calls, parent teacher conferences, and newsletters. I encourage you to contact me if you have any questions or concerns. You may contact me before or after school (at 742-2597 ext. 117), by email (at mroberts@willard.k12.mo.us), by note, or make an appointment. I look forward to working with you to make your child's Kindergarten experience a positive one!

Clothing

Your child's safety is of the utmost importance, so please have your child wear **tennis shoes** and play clothes to school. Also, please make sure your child is able to button and zip his/her own pants, as this may help prevent bathroom accidents.

Conferences

Parent-Teacher conferences will be held at the end of the first quarter. If you would like to have a conference at any other time to discuss your child's progress, please let me know. It is important that we have open communication about your child, so I am happy to schedule a meeting with you any time.

D

Daily Schedule

I will send home a copy of our daily schedule during the first week of school. It will change throughout the year as students' needs and abilities change.

Discipline

Your child deserves the most positive educational climate possible for academic growth. I will discuss our discipline plan many times during the first weeks of school, but I would appreciate it if you would review the plan with your child (a copy of the plan is attached). Our goal is to help students become responsible for their behavior choices.

Dismissal

Students will be dismissed at 3:30pm (3:00 on Monday). Students riding a bus will be dismissed to the bus pick up area at the back of the school. Students being picked up by their families will be dismissed to the side doors or back doors (depending on their grade level) to the parent pickup area. Students walking home from school will be dismissed last to ensure their safety.

If your child is leaving early from school (for example a doctor's appointment) you must sign your child out at the office and they will call to have your child sent to the office for you to pick them up. If you want your child to go home differently (for example to ride home with another parent or student) then you must send a note to school.

E

Early Out Mondays

The Willard School District will be dismissing school 30 minutes early every Monday. We will dismiss at 3:00.

Email

You can contact me through email, which I have provided in this handbook. We encourage parents to contact us through email rather than by phone during the school day if possible.

Emergency Numbers

Please keep the office up to date on any changes you may have in phone numbers. It is vital that we are able to contact you.

F

Family

We consider ourselves one big family at Willard North Elementary. We welcome you as the newest members of our family!

Fire Drills

We will have fire drills frequently so students will know what to do in the event of an emergency. This can be scary for kindergarteners the first few times, but we will reassure them that we just want to keep them safe. If this is a major concern for your child, you may want to talk about it at home as well.

G

Guided Reading

Guided Reading is a critical part of our reading instruction. Students will receive small-group reading instruction on their level starting in January. Groups will change frequently, as all students learn at a different pace. During this time, please look for a Guided Reading Folder that will be sent home and returned to school on a weekly basis.

H

Help at Home

We believe the partnership between the teacher and parents is critical for student success. You are your child's first teacher, and your help at home is so important. We will periodically send homework, games to play with your child, etc. *We encourage you to read with your child at home every day.*

Health

Please let me know if there are special circumstances which may affect your child. These could include medication that makes your child sleepy, a death in the family, etc. Also, please let the nurse and I know of any allergies your child may have, especially food allergies. We do many activities with food throughout the year to complement our lessons and it would be helpful to know when I am planning activities.

I

Illness

Please do not send your child to school if he or she is sick, as it may cause illness to spread. Students must be free of symptoms (fever, vomiting, and diarrhea) without medication for twenty-four hours before returning to school.

Invitations

If you are planning a party and would like to pass out invitations at school please make sure that **EVERYONE** in the class is invited, or all boys or all girls. If it is just select people, the invitations cannot be passed out at school, as this may cause feelings to be hurt.

J

Joy of Learning

Learning should be enjoyable for students! My intention is to teach skills appropriate to my students' development that will encourage them to become lifelong learners. I want your student to be excited to come to school and learn throughout his/her school career. Let Kindergarten be the foundation for that love of learning.

K

Kindness

Students in our classroom are encouraged and expected to treat all members of our class and of our school with kindness and respect at all times. Bothering others, bullying, and interrupting learning will not be permitted.

L

Library

Students have Library once a week. They are allowed to check out a library book each week and keep it in their book box.

Literacy

Our Communications Arts curriculum reflects a balanced literacy program. Students are immersed in reading and writing throughout the day in a variety of ways, including read-alouds, Shared Reading (big books), phonics instruction, word building, writer's workshop, Guided Reading, etc. One of our most important jobs as kindergarten teachers is to build a strong foundation in reading and writing.

Lunch

Your child will receive a lunch card that works like a debit card. Lunch money that you send to school will be credited to your child's card. When there is a deficit, the school will send a note home. A student lunch costs \$1.75. If your student brings a lunchbox and wants to buy milk, milk money can be brought in the child's lunchbox, or it can be paid for with money on the child's meal account. Extra milk costs .35. Students will have 25 minutes to eat lunch. Parents are also welcome to eat lunch with their children. Please let me know if you would like to purchase a school lunch so that I may include it in the lunch count.

M

Manners

Good manners are encouraged and expected in the classroom and in the school. This helps to create a respectful, safe, and comfortable learning environment.

Math

Our kindergarten math curriculum, *Investigations*, provides students with mathematical experiences that help them develop number sense and a positive attitude that will help them throughout their entire school career. We employ a hands-on, problem solving approach. Math games are an important part of our math curriculum.

Medicines at School

The students are not allowed to have any medicines in the classroom. If they have a prescription medicine to be taken during the day, you will need to notify the school nurse.

N

Newsletters

Each month I will send out a classroom newsletter. It will contain important information about our classroom and school events. Newsletters will also be available to view on the classroom blog.

O

Open House

We will have an Open House near the beginning of the school year. You will have the opportunity to visit our classroom and to see some of the exciting work your child has done! We will send home more information about this as it approaches.

P

PTO

Our *Parent Teacher Organization* is a great asset to our school. Getting involved with PTO is a wonderful way for you to get to know other parents, and to help our students! Please let us know if you would like more information about PTO and how to get involved.

Parties

We will have three class parties, a Fall party, Winter holiday party, and a Valentine's Day party, which will be planned by the homeroom parent(s).

Q

Questions

Please feel free to contact me any time!

R

Rest n' Read

We do have a resting time in kindergarten. We call it Rest n' Read. After some quiet time, I allow students to look at a book. Kindergarten is very busy and Rest n' Read is needed by all. Please send a resting mat to school (no sleeping bags or blankets please) for your kindergartner to use during rest time. Please remind your child that toys are not allowed at school and should not be brought for Rest n' Read (this includes stuffed animals).

Recess

We have at least 25 minutes of recess each day after lunch. Please be aware of the weather and help your child dress appropriately. We will be going outside unless the wind chill is below thirty-two degrees.

Restroom

We will take a few restroom breaks throughout the day. Students may also go to the restroom by themselves unless the teacher is teaching a lesson. Please let your child's teacher know if your child must use the restroom very frequently, or if your child has accidents often. Some parents choose to have their children keep extra clothes in their backpacks just in case of an accident, especially at the beginning of the school year.

Report Cards

Report cards will be sent home four times during the year. At the end of the first quarter, we will have a Parent-Teacher conference to discuss your child's report card.

S

Shoe Tying

Please help your child practice tying his/her shoes at home. It takes a lot of practice, so keep working at it! We have a very rigorous curriculum, so we will not spend class time learning to tie shoes.

Shoes

Tennis shoes or closed-toe shoes are strongly encouraged every day! It is difficult for students to run and play safely at recess in flip-flops and sandals.

Snacks

We will send out a snack calendar at the beginning of each month. On your child's snack day, please send enough snacks for everyone in the class. Please let your child's teacher know if there is a time of the month that is better for you. Snacks cannot be homemade. They do not need to be individually packaged.

Supplies

You should have received a supply list when you registered your child for kindergarten. Supplies that are not on the list will be sent home. We may request other supplies during the year as we run out of things. You do not need to write your child's name on the folders.

Kindergarten School Supply List

- 1 pair blunt tip scissors
- 1 small school box
- 1 pkg. 24 #2 yellow pencils
- Two pkgs. 16-24 crayons
- Two 4 oz. bottles school glue
- 1 pkg. dry erase markers
- 2 boxes of tissue
- 3 pocket folders with prongs
- 1 pkg. washable markers
- 1 bottle anti-bacterial hand sanitizer (optional)**
- 1 pkg. Cleaning Wipes (optional)**

STUDENTS WILL ALSO NEED:

A resting mat for Rest n' Read

T

Take Home Folders

Your child will be responsible for transporting their take home folder to and from school daily. I encourage families to look over the completed work with their student. The take home folders will be our way of communicating. Notes to me, lunch money (in a marked envelope, please), and book orders should be sent to school in the take home folders.

Toys

Children are not allowed to bring toys to school. If a toy is accidentally lost or broken, feelings are hurt. Toys that are brought to school will be confiscated by school staff.

U

Unique

Kindergarten is a unique experience. It is the foundation for success, and every child deserves to be successful. That is my intention for this school year. There will be A LOT of learning going on this year, and young children learn through active, hands-on experiences and through play.

V

Visitors

For the safety of our students, **all** visitors must sign in at the office.

Volunteers

You are welcome to become involved in whatever way is possible for your family. We are always in need of donations to help with our learning. I will let you know what we will need in our regular classroom newsletter.

W

Web Site

I have a classroom web site. On this site, you will find the newsletter, snack calendar, class photo galleries, and more. It will be updated frequently. Please go to <http://mrsrobertsonsblog.weebly.com> and subscribe so that you are alerted whenever it is updated. I will also send out an e-mail to notify parents when the blog is updated.

Writing

We use the Writer's Workshop framework in our classroom. This format honors where all students are on the writing continuum, and allows students to learn the process of writing in a risk-free environment. Students will have independent writing time each day. We will also teach students in one-on-one writing conferences and small assisted writing groups. This allows the teacher to scaffold each student as an emerging writer. Students begin with drawing pictures that tell a story, and eventually begin to write letters, words, and sentences to represent a message. Encourage your child by providing paper, pencils, crayons, etc. Let him/her see you writing. Writing serves a purpose, and purposeful learning is the most powerful learning of all!

X

EXtraordinary Learning

We have a year of extraordinary learning experiences ahead of us!

Y

Younger Siblings

We love having parent volunteers in the classroom for special activities. It is in your child's best interest to have our parent volunteers available **without** younger children. This will allow you to be focused on the class and have some special time with your kindergartener. Thank you for making childcare arrangements for your child's younger sibling(s).

Z

ZZZZ's

Make sure that your child gets plenty of rest. Setting and keeping a routine at bedtime is a wonderful gift you can give your child. This will allow your child to be alert and ready to learn at school each day.

Contact Information

School Information

Willard North Elementary
Mrs. Angela Stevens, Principal
409 A Farmer Road
Willard, MO 65781
417-742-2597
www.willard.k12.mo.us

Teacher Information

Mrs. Mallory Robertson
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