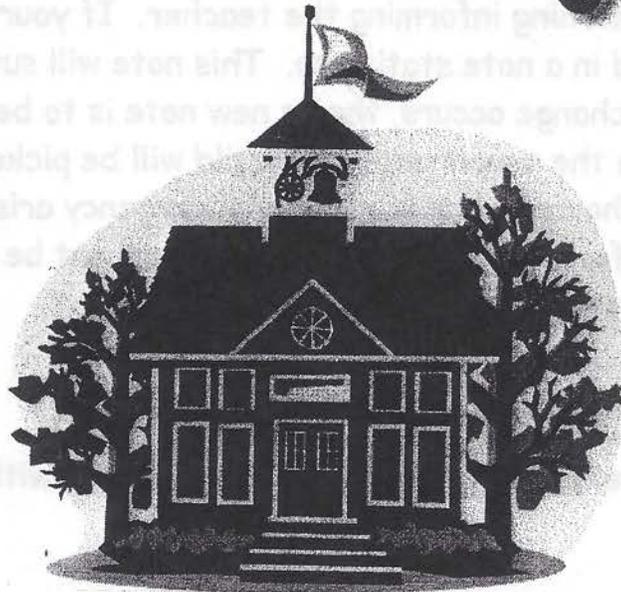


# ABC's of Kindergarten



## A

### Absence

If your child is ill, please call the office (223-8082) and inform us of your child's absence and the reason for it. This is for your child's safety. If a student must leave early for a doctor's appointment, go to the office to sign him/her out and the secretary will call him/her to the office.

### Attendance

A successful school experience is the responsibility of the child, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance, without tardiness, is imperative.

## Arrival and Dismissal

Children should arrive to school no later than 8:45 and no earlier than 8:30.

Dismissal is at 3:10. Parents who are picking up their child from school are to send a note in that morning informing the teacher. If your child is picked up on set days, please send in a note stating so. This note will suffice for the rest of the school year. If change occurs, then a new note is to be sent in.

Without a note from the parent stating a child will be picked up on that date, the student will be sent home on the bus. If an emergency arises, call the school and the secretary will inform the teacher. Children will not be kept off the bus based upon the child's claim that he/she is being picked up.

## Art

The children will attend a 40 minute Art class on Day 1 with our art teacher, Mr. Lauer.



# B

## Backpacks

Each child needs to bring a backpack to school daily. The bag should be large enough to carry a folder that will contain school papers. Please have your child remove the notes and papers each day from the backpack to share with you.

## Bathrooms

Have your child use the bathroom shortly before coming to school. There is a bathroom in our classroom. Children will have access to it throughout the day.

## Birthdays

Birthdays are special occasions for young children. In this folder you will find an order form where you may order a birthday treat for the class, if you wish. Your child will also receive a birthday crown that he/she may wear for the day. We will celebrate summer birthdays during the last few weeks of school.



## Book Orders

Every month I will send home a Scholastic Book Club Catalog for you and your child to look over. These clubs offer wonderful books at reduced prices---what a great way to build your home library! If you choose to participate, please return the order form and check/cash in an envelope marked "Book Order". Please make checks payable to Scholastic Books.

## Breakfast

A school breakfast is available for children on day when there are no school delays. Breakfast is served at 8:30 or when your child's bus arrives. The cost is \$1.30 per day. Look for additional information about school meal programs in your child's folder.

C

## Calendar

The school calendar provides important district days such as holiday closings, parent teacher conferences, and special events. I will also send home a monthly calendar noting special events, due dates for book orders, etc.

## Character Education

Each month a new district-wide character education word is introduced. Words will be listed in the newsletter.

## Classroom Rules

These are the following rules that are taught and posted in the classroom. Please review them with your child.

- Raised hands
- Quiet voices
- Listening ears
- Looking eyes

Walking feet

## Computer

We have two computers in our classroom that offer a wide range of age-appropriate programs that reinforce curriculum concepts. Children may work on computers during center time, workstations or math centers.

Children also visit the computer lab once out of the six-day cycle and work on his/her own computer.

## Conferences

Parent/Teacher conferences will be held in November as well as February.

## Curriculum

The kindergarten content areas are highlighted in the "Welcome to ESASD Kindergarten" pamphlet that was included in folder you received at orientation.

# D

## Daily Folder

Children are given a red folder that will include important papers and homework. Please check it nightly and use it to send in notes, excuses, etc. from home.

## Discipline

Our classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. To establish good order and help the children learn self-control, they will be guided to respect themselves and their companions through specific directions, positive reinforcement, suggested new activities and responsible actions.

Behavior is one of the most important elements of the school day. If behavior is out of control, then learning is not possible. I use a 5 step method in my

classroom. The steps are as follows:

1. Everyone begins with a smile.
2. Warning
3. "Uh Oh" face (10 minutes time out - recess or fun activity)
4. Warning
5. Sad face (20 minutes time out - recess or fun activity and depending on the severity of the action, a call to parent or a visit to the Principal will be made.)

Due to the length of the school day, the behavior chart will be broken into three sections; morning, after lunch, and after snack. Regardless of what "frog" your child is on during one of those time periods, they will receive the opportunity to be moved back to the smiley faced frog to begin the next part of the day. Children who are doing a GREAT job will jump their frog to the "Lilly Pad" for positive reinforcement and to set an example for the rest of the class.

Rewards: I believe in positive reinforcement as well as praise. Students making good choices will be noted and praised for it. When I catch a student making a good choice or offering help to another student the class will get a link on the compliment chain. Once the chain reaches our goal (ex. Reach across the board) the class will receive some sort of reward (ex. A treat, movie, etc.).

# E

## Email

You can contact me via my email address: [laura-munch@esasd.net](mailto:laura-munch@esasd.net). I will make every attempt to check my email on a daily basis. If you need something urgently, please call me at school instead.

## Emergency Cards

Please complete and return the emergency card promptly. During the year, if your home or work phone number changes, please inform the office, so that you can be located quickly if an emergency occurs.

## Emergency Closings

If schools are closed for a snow day or any emergency, announcement will be made through the media listed on page 9 of the school calendar. For automated information during inclement weather, please call 570-424-7842.

## **F**

### Fast Start Program

This year students will participate in the Fast Start program. It consists of a set of short poems and wordplay activities for you and your child to do together. It will be part of the weekly homework that will begin in October. More information will be sent home at the end of September.

### Field Trips

We plan two field trips that are both fun and educational for the children. Parent drivers are generally not permitted, so buses will be used for transportation. Parent volunteers are needed as chaperones. About a month prior to events, permission slips will be sent home and will need to be returned as soon as possible. Chaperone will be recruited at that time.

### Fire Drills

Fire drills are held on a monthly basis throughout the year. All students will participate and are expected to walk quickly and quietly to their designated exit. We will practice and become familiar with procedures before our first scheduled drill.

# G

## Grandparents' Day Program

This year our Grandparents' Day program will tentatively be held in April pending construction. Grandparents are invited to attend this special program. Let your family know so they can save the date!

## Group Motivation

In addition to an individual classroom discipline policy, there will be group motivation incentives as well that will change throughout the year. These are used to encourage good group behavior and tend to have a lot of success. I will be beginning the year with a "Compliment Chain" to encourage group motivation for good behavior, particularly for hallway and lunchroom behavior. Each time the children get a compliment from another teacher for their behavior, we add a link to our compliment chain. A goal will be set as to how many cubes must be added and when it is reached, there will be a surprise.

# H

## Hands-on Learning

I feel that the best way to help children learn is to make learning fun. Important concepts can be learned by doing meaningful hands-on activities. There are times when seatwork is required and necessary, but for the most part, our classroom will be an active learning environment.

## Health

Please let me know of special circumstances which may affect your child. These could include medication that may make him/her sleepy, a death in the family, etc. Also, please let me know of any allergies your child may have, especially food allergies.

## Help at Home

Your child will be learning many new things this year. At times, he/she may require extra help. It really makes a difference! Notices and suggestions of how to help will be sent home when your child needs additional home support.

## Holly Jolly Program

This will take place in December. Families are invited to attend to be entertained by your child and fellow classmates.

## Homework

Homework will officially begin the first week in October. It will vary and not be limited to paper/pencil activities. The amount will be minimal with its purpose being to reinforce the day's lessons, build responsibility and develop positive habits for first grade. I may send home some skills to practice in September.

# I

## Illness

The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy.

# J

## Journals

One strategy that will be used to help convey the concept that print conveys meaning is the frequent use of journal writing. In these journals, the children will combine their emerging writing skills with their drawing skills. As the children are

exposed to a variety of phonics and reading experiences, journal entries will move from drawings and "kid" spellings towards more conventional writing.

# K

## Kindness

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

# L

## Labeling

Please label your child's name on all of his/her belongings, especially jackets, backpacks, and lunchboxes. Children often mistake another person's belongings as theirs. The labeling of items eliminates tears and detective work. Thanks!

## Library

We will go to the library on days 2 and 3. Mr. Heard is our librarian.



## Literacy Centers

During literacy centers, children practice reading and writing skills while the teacher works with individual children or small guided reading groups. The center activities are designed to strengthen letter/sound knowledge, listening skills, oral language expression, rhyme, letter formation and cooperation.



## Lunch

We will eat lunch from 11:00-11:30 each day. Children may bring a packed lunch from home or eat a school lunch. The lunch menu will be sent home monthly. A

student lunch costs \$2.10. The cafeteria also has set rules we are expected to follow. We will review them daily before going to lunch.

# M

## Math

Math goals and concepts are listed in the Kindergarten Curriculum Handbook. Children will engage in a hands-on, problem solving approach through large and small group instruction as well as participate in math center activities.



## Music

Our music teacher, Mrs. Antolick, will be instructing the children on Days 3 and 5. Music period are 40 minutes long.



# N

## Newsletter

The weekly newsletter will be sent home Fridays. It will keep you informed about what is happening in our class.



## Nurse

Mrs. Cannell is our school nurse. If your child is injured here at school, she will contact you. Please consult her regarding medications that need to be taken

during school hours. She will provide you with the district's policy regarding medications.

## O

### Office Staff

We are lucky to have two wonderful, helpful secretaries. They are Karen Awarjo and Joyce Kirk.

### Orientation

Thank you for attending and sending the message that school is important. Those families that were not able to attend, your child is bringing home a folder with the information shared. Please complete and send back all the forms within the folder.

## P

### Parent Involvement

Your support of school activities makes your child feel important and sends the message that you value school! I am always happy to have your help for special activities in the classroom. I will try to let you know at least a week ahead of time if I need help. Requests for help will be published in our weekly newsletter. I hope that you can come and join in the fun!

### Gym

Students will have a 35 minute gym period on Days 4 and 6 with Mr. Bealer. Students should dress appropriately. Sneakers are a must.



### Principal



Mr. Baker is our School Principal. If your child's behavior merits a visit with Mr. Baker, he will contact you concerning the issue.

## PTO

The schools PTO, Parent/Teacher Organization, supports our school in many ways. The dues are \$ 5.00 per child. For that \$5.00, your child will receive \$10.00 towards field trip fees. It is certainly worth joining for this benefit alone. Please also consider becoming an active member if time and circumstance permit.

## Q

### Questions

Please never hesitate to ask questions about things that you are not sure about. I can be reached at 223-8082 ext. 1111 daily from 8:05-8:35.

## R

### Recess

Children will be taught safety rules as they play outside in areas designated by the Principal due the current construction. Plans to construct a playground are underway and should be ready sometime this year. We will go out daily until the weather becomes too cold. Girl might consider wearing pants or having a pair of shorts to slip on under dresses. Sneakers are the best footwear.

### Report Cards

Report cards are given four times a year. These reports reflect the progress your child has made toward the various kindergarten objectives.

# S

## Science and Social Studies

Curriculum themes, goals and objectives are listed in the Kindergarten Curriculum Handbook. These areas will be explored utilizing a literacy-based, hands-on approach.



## Shared Reading

Shared reading is an interactive process used with the whole class. As the teacher reads a story, children join in on phrases or words that they know. During subsequent re-readings, children read more and more of the text, until they are able to read the story independently. Shared reading is an opportunity for the teacher to model conventions of print and the use of reading strategies.

## Six-Day Cycle

The district operates on a six-day cycle, which means the first day of school is a Day 1 and the sixth day of school is a Day 6. Then the cycle repeats. Weekends and school closings are not part of the cycle.

## Snack

The children will generally get hungry by mid-afternoon. Children may bring in a small, healthy snack that is quickly eaten such as raisins, animal crackers, granola bar, fruit, etc. Please send only water for snack since we are now in a brand new room.



## Student of the Week

Beginning the third week of school, students will take turns being the "Star Student". This year, students will be chosen according to the first letter of their last name. We will start with letter A. The Friday before your child has his/her special week, an information sheet will be sent home.

# T

## Toys

Bringing toys to school is discouraged because they distract the children from learning. If a toy is accidentally lost or broken, feelings will be hurt. Students may bring in books that are clearly marked with your child's name.

# U

## Unique

Kindergartners learn that they are special and unique. Kindergartners have opportunities to describe how they are alike as well as different from others. They share their culture and learn about different cultures within the class.

# V

## Visitors

All guests are required to check in at the hall monitor desk in the lobby. A visitor tag will be issued. It is important to remember that while this may seem inconvenient to frequent visitors, it is the goal and responsibility of the school to create a safe learning environment.

# W

## Wish List

Throughout the year supplies above and beyond our classroom materials are needed, such as coffee cans, extra dry erase markers, baggies, gluesticks, hand wipes, etc. These items will be listed in the newsletter. Thank you in advance for your help with them.

## Writing

Our writing program builds on what each child already knows. Writing begins with scribbles and proceeds to lines and circles, random strings of letters, words and spaces and eventually sentences. Your children will be encouraged and praised for all attempts and accomplishments in writing. Providing a risk-free environment is paramount to your child's progress in writing. If possible, please provide your child with writing tools, such as pencils, crayons, markers and paper at home.

X

## XVII

The Roman Numeral 17 shows how many students are currently in our class. Please keep this in mind when sending in items to be distributed to the whole class.

Y

## Younger Siblings

It is in your child's and the program's best interest to have our parent volunteers available WITHOUT younger children. This not only allows your full attention to be focused on the class, but also allows for some special time between you and your kindergartner. Thank you for making childcare arrangements for younger siblings.

Z

# Zzzz's



Make sure that your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day!

X

XVII

Y

Younger Siblings

Z