

Kindergarten Handbook 2011-2012

Mrs. Michele Miller

Room: K3 East Elementary

School phone: 419-586-8300

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Welcome to the new school year! I want your child to have a fun and successful year in Kindergarten. Above, I have listed the school phone number and my email address. Please contact me if you have a situation that needs to be discussed. The best time to reach me at school is 11:45-12:15 and 3:45-4:15. I am always willing to schedule a conference. I will check your child's folder for notes every morning if you would like to correspond by writing.

Kindergarten Supplies:

The supply fee for kindergarten is \$75. The office has supplied an envelope for this fee. This includes workbooks, paper, crayons, scissors, glue, pencils, and paint. Your child does not need to bring any of these items. I have supplied a folder with a plastic zipper pocket for each student. **Your child will need to bring a book bag (please be sure that it is big enough for the folder) and 1 box of tissues to school. I would also ask that you take a post it note listing one item that the class needs from the chalkboard in the front of the room. When your child brings the item in, please put your child's name on the item.**

School Hours:

The bell rings at 8:45am for the students to enter the building. The tardy bell will ring at 9:00am; the National Anthem and Pledge of Allegiance begin promptly at 9:00. Please have your child here before then. Between 8:45 and 9:00, the children hang up their book bags/coats, show me their folder and put it in their cubbies, decide what to have for lunch and graph their lunch ticket, say hello to friends, and begin their morning work. School is dismissed at 3:35pm at the kindergarten doors. Please do not park in the pass-through lane to wait for your child.

Locked doors:

The kindergarten doors will be locked at 9:00am and throughout the entire day. If your child is late or you are dropping something off for your child, you will need to go in the front doors and stop in the office. If you are

volunteering in the building, you will also need to go through the front doors and stop in the office to sign in.

Full day kindergarten schedule:

8:45-9:05	Attendance, National Anthem, Pledge, Morning Work, Lunch count, Restroom
9:05-11:15	Reading/Writing/Language and Math
11:20-12:25	Lunch/Recess
12:30-1:00	Calendar
1:00-1:30	Specials
1:30-2:05	Writing
2:05-2:20	Recess
2:30-2:45	Snack
2:45-3:25	Centers/Science/SS
3:25-3:35	Pack up
3:35	Dismissal

Special Student:

Each child will have the opportunity to be the Special Student for one day during the first month of school. On this day, we will look at the child's name, play some name games, spell and clap the name, count letters, etc. We will also spend some time learning about your child. The entire class will then draw the child's picture and write his/her name. Your child will also draw him/herself. All of the pictures will be sent home with your child on that day, except the one your child draws of him/herself. I will hang that one in the room. You are also asked to complete the Who AM I? paper and send it in to share with the class. I would ask that the favorite things be actual pictures and not drawings.

Lunch:

Lunch is \$2.10 each day/ \$10.50/week, reduced lunch is 40 cents, and milk is 40 cents. Each child will receive a cafeteria number that they must punch into the debit system each day when purchasing lunch. Please see the attached paper and help your child memorize his/her number at home. Please see the attached envelope for further explanation on how to deposit money. I will let you know when your child's account needs more money.

If your child packs, please put his/her name on the lunch box.

Free and reduced lunch forms are available in the office or cafeteria if you need one. You must pay full price until you have been approved.

Snacks:

We will have a snack every day. Each child is asked to send in a snack for the entire class - please send in a snack with your child next week. There are 22 children in the class at this time. Put your child's name on the snack so he/or she can help pass it out. Crackers, pretzels, pudding are great. The school system is trying to suggest healthier snacks! Here are some suggestions:

pretzels	cheez-its	bananas	chex mix
grapes	chewy granola bars	yogurt/gogurt	stringcheese
cereal bars	fruit snacks	apples	
applesauce cups	goldfish crackers	carrots w/ranch dip	
animal crackers	jello cups	Rice Krispy treats	
vanilla wafers	pudding cups	graham crackers	
cheese cubes & crackers		corn chips w/cheese dip	

Once our snack supply is depleted, I will ask each child to bring in another snack - this info will be in the newsletter. The children will also be allowed to purchase milk every day for snack time. The price of milk is 40 cents.

Transportation:

All children will be given a tag that needs to be attached to their book bag. Bus riders will have a bus tag. Children who are being picked up will have a tag with a car on it. Please list the names of anyone allowed to pick them up on the tag (ex. Carole Miller - grandmother).

If there is a change in how your child will get home, you must write a note or call the office. Do not rely on your child to tell us this information, because children often become confused and relay information incorrectly. **If no written note or phone call is received, your child will be sent home his/her usual method of transportation.**

Specials:

Each day we will go to the gym, the library, art or music. The specials are on a 4 day rotation schedule. If school is canceled, then the special for that day is moved to the next day. So, if there is a canceled day, the specials on the calendar are all wrong. If school is delayed, there is no change in the schedule.

School Work:

Please look in your child's book bag each day. I will send all school news in your child's folder. Please send the folder back each day. Please send all notes, money and other important things you want me to find to school in your child's folder. I have placed a plastic zipper pocket in the folder for money, notes, book orders, etc. I will send home money and notes in this pocket also. Please be positive and value the work your child has done at school.

Birthday and Treats:

Birthdays are wonderful! Simple treats may be sent to school or brought by you on your child's birthday. Sending a birthday treat is optional. They are appreciated, but certainly not expected. If your child's birthday falls in June, July or August when school is not in session, we will celebrate it close to the end of the year.

Monthly Calendar:

Watch for the monthly calendar to come home in your child's folder. This calendar will tell you what Specials we have on each day. Please have your child wear tennis shoes on gym days. It will also tell you any other events that are happening.

Behavior and Discipline:

Our classroom rule is BE KIND. This one rule includes keeping hands/feet/objects to yourself, sharing, and using kind language. Along with these the children will be expected to walk (not run) in the classroom/halls, behave in the bathroom and listen to teachers/adults.

I believe in having high expectations of the children to follow classroom rules and to help them understand the reasons behind the rules. I want all of the children to have the opportunity to learn and for no student to keep another student from being able to learn. I strive to provide a safe and comfortable learning environment for the children in which we work and live as a family in our classroom.

Rewards for appropriate behavior include: praise, bucket bucks, Hershey kisses, stickers, lunch with Mrs. Miller, prize box.

Consequences for misbehavior include: 1) verbal warnings 2) five minutes of recess which includes talking to me about what can be done differently 3) see Mrs. Duncan/Mrs. Dammeyer

This year I will be using a form note to let you know how your child is doing. If there is a problem, you will get a note in your child's plastic zipper pocket in his/her folder.

Room Volunteers:

Please fill out the EESCO form and return it to me. Later in the year, I will be asking for volunteers to listen to the children read and do visual perception activities. I will send home more info later.

Book Orders:

Your child will have the opportunity to order books for their home library every month. The orders are from Scholastic. The due date will be stapled to the order.

Field Trip:

We will be taking one or two field trips this year. Last year we went to the Pumpkin Patch, Bicycle Museum and the Make Believe Hospital. I will let you know as soon as I find out what the field trips will be this year.

Tests:

We will be giving math and reading tests. They will be sent home - they will have percent grade on them which will also be recorded on the grade card.

Flashcards:

You will find ABC flashcards, rhyming words and color words in your child's homework bag. Please cut them up and help your child practice them. Later on in the year, I will be sending home more word flashcards for your child to practice at home.

Newsletters:

I will be sending home a newsletter every third week when we begin a new math chapter and reading theme. It will tell you what we are working on in the classroom and list upcoming events.

Thank you so much for all you do! You are your child's best teacher!!

Mrs. Miller