

# Kindergarten Handbook

2009/2010

Miss Ingram

## The Kindergarten Day



**Arrival and Dismissal:** All children enter the building through the service entrance in the morning and go directly to the cafeteria. From there they will be dismissed to Morning Connection in the Music room. We will meet the children at the classroom at 8:00. **All students must be in classrooms by 8:00am.** Children who arrive after 8:15 will be marked tardy. *Please note that the cafeteria stops serving breakfast at 8:00.*

**The children will be dismissed at 2:45 pm from the main entrance door.** Please do not come to the room. We will walk the children to the front at 2:45. An adult or responsible older child must pick up kindergarten children. Kindergarten bus riders must also be met at the bus stop by a parent or a responsible adult. Your child will only be released to the people you designate on the dismissal sheet or emergency card.



**Lunch:** The children will eat their lunches in the cafeteria. A monthly menu of hot lunches will be sent home. For your child to be eligible for free or reduced lunch, you must return the necessary paperwork to the secretary prior to the end of the first month of school. If you receive a bill prior to completing the paperwork, you are responsible for the entire amount charged.



**Snack Time:** The kindergarten schedule has an afternoon snack. If you would like, you may send a snack in at the beginning each month (enough for the entire class to share).



**Specialists:** Kindergarten participates in Music, Art, and PE classes. Additionally, kindergarten receives guidance and nutrition services for 1/2 hour every other week during the year, weekly computer lab and library time.

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## Home-School Communication



**Daily Folders:** Children will bring folders home each day with completed work and parent information. **Please check these folders daily.** Read, complete, and return appropriate papers in this folder.



**Homework:** Homework will be sent home in the folder as a monthly schedule. Please plan to spend 10-15 minutes each night doing homework with your child. In order to complete the homework, your child will need these materials at home: *pencils, paper, crayons, scissors, and glue*. Please let us know if you need help providing any of the materials.



**Notes:** Notes are required for the following reasons:

- Absences/illness
- Early dismissal for doctor appointments
- Different person picking student up from school or a change in the way your child gets home



**Conferences:** Conferences are scheduled two evenings during the year. All parents are expected to attend. The dates for the conferences will be announced in upcoming newsletters. These conferences are planned to discuss your child's progress and offer you ideas on how to help your child succeed. You are always welcomed to schedule additional conferences by sending a note with your child or calling us.

**\*\*Please do not try to discuss your child with me at drop-off or pick-up time. It takes all my attention to watch the children and to make sure they are safe.**



**Calendars:** A monthly calendar will be sent home at the beginning of each month. It will contain information about school events and important reminders.

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## Other Important Information



**Dressing for School:** Please dress your child in comfortable clothing for school. It is best to dress children in “play” clothes instead of “dress” clothes since some activities require children to paint, sit on the floor, play in sand or water, or play outside. In cold weather, please dress your child accordingly since we may go outside to play or for a short walk on the school grounds. Because we do many physical activities during the day, it is recommended that children do not wear clogs, flip-flops, or sandals to school. **On Physical Education days, children must wear tennis shoes to school.**



**Medications:** The school nurse or other trained school personnel will administer all medications. Please contact the nurse if your child is to be given any medicine during school hours. If your child has asthma, you may want to consider leaving a spare inhaler with the nurse. **Do not send medicine to school in your child’s bookbag. This includes cough drops or “sore throat lollipops”.**



**Can You Lend A Hand????** Volunteers are very important to the kindergarten program. If you can volunteer please let us know. There are many tasks for volunteers and we will try to find one that best fits your needs. Contact Jake Boltz (Parent Partner) for more information.



**Birthdays:** Children may celebrate their birthdays at snack time. Please let us know ahead of time if you plan to celebrate your child’s birthday at school.

*\*\* If you have any questions, please do not hesitate to contact us at school.*