**ABC’s of Kindergarten**

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**Mrs. Holloman & Ms. Purnell**

**2019-2020**

**A**

**Attendance** – School starts at 7:30 AM each morning. Being frequently late or absent can cause children to miss out on so much material and risk getting behind. If your child must be out, picked up early, or comes in late, please send in a note with them in their folder explaining their absence/tardiness. Things do happen and we understand; however, I cannot mark their absence or tardy “excused” without a note.

**Assessments** – Formal assessments are given at the beginning of the year, middle of the year, and at the end of the year. Assessments allow both you and I to see where your child currently is and their growth over the course of the year. Along with state mandated assessments, I will also be assessing your child biweekly in our room to determine what areas they need the most help in. Assessments will be shared with you in a timely manner.

**Authorization to Release** – Please write down anyone’s name that can come pick up your child in case of an emergency. I cannot release your child to anyone other than the parent/guardian unless their name is on that form. You may always come out to the school and update that information throughout the year.

**B**

**Bathroom Policy** – Students are encouraged to go to the bathroom before the tardy bell each morning. We go as a class to the bathroom after lunch and before specials. We also have a bathroom inside the classroom that students are allowed to go to throughout the day.

**Behavior** – I use positive reinforcement in my room. Students are expected to be respectful, be responsible, and be safe at all times! Tiger bucks (similar to monopoly money) are given to those who are exhibiting those behaviors throughout the course of the day. At the end of the week, students may use their money in the classroom store or choose to save their tiger bucks for something bigger. Students exhibiting behavior problems will be given a warning. If they continue the behavior, a letter will be sent home or a phone call will be made to you. Any extreme behaviors (such as fighting or threats) will not be tolerated and will be dealt with by administration.

**Birthdays** – Kindergarteners stay busy! We are optimizing instructional time to the max! We would love to recognize your child on their special day, but please keep it to a minimum. We ask that you only send store bought cupcakes and a juice which will be given out either at lunch or before recess.

**Breakfas**t – Breakfast is free for all students and begins at 7:00 AM. Students are encouraged to go to breakfast every morning! If your child is a car rider, please make sure to drop them off early enough that they have time to eat breakfast before coming to class!

**C**

**Class Tag** – Class Tag is an amazing resource that will help you and I communicate this year.! It is a great way for me to send out reminders to your phone/app/email for upcoming events, homework, field trips, etc. This is the easiest way to communicate with me, as well! Please note that office hours are set from 7 AM – 4 PM. You may send me a message at any time; however, I may not immediately respond. Don’t panic! I will respond ASAP.

**Conferences** – I try to meet or hold a phone conference with each of my parents *at* *least* three times a year. It is imperative that you try to meet with me when I send out notes for conferences. I do have a set planning time; however, I will do my best to work with your schedule as well. It is important for you to always know how your child is doing academically in my classroom.

**Communication**– Communication is key to your child’s success in my classroom. If you need anything at all, please do not hesitate to reach out. You may use Class Tag, send a note in your child’s folder, email me at janetholloman@wcps.org, or call the school phone. If you call during instructional time, the front office will take a message and I will return your call ASAP.

**D**

**Dismissal Procedures** – Dismissal begins at 2:30 PM. When you pick up students, they must point to you and wait for me to dismiss them. This is for their safety. Please let me know if someone different will be picking your child up.

**Dress Code** – Please review the county-wide dress code for our students. Tank tops and spaghetti straps are not allowed. Be mindful of shorts. I encourage each of my students to wear enclosed toe shoes so nobody has little hurt toes on the playground! Students are required to wear tennis shoes on PE days.

**E**

**Emergencies** – You will be contacted if your child is injured on the playground or during PE. We also have a school plan in case of fires, tornadoes, or intruders. It is very important you give me a complete list of phone numbers where you can be reached, and the names of others who you would like for me to call if I cannot reach you. Please keep this information updated throughout the year.

**F**

**Field Trips** – We take several field trips during the year. We will let you know if we need chaperones. You MUST have a volunteer badge through Wayne County Public Schools in order to go on a field trip. You may receive one by going to the Wayne County Public Schools website and completing a background check.

**Fun Fridays** – If your child has completed all work for the week, they will be able to participate in “Fun Friday.” Fun Friday is a time where we bring out blocks, playdoh, puzzles, and other fun activities that they don’t always get to do during the week and is another one of our positive incentives for those who choose to do their very best and complete all of their center work independently.

**G**

**Grading** – Grading is a little different in Kindergarten. I do not “grade” all papers. Most of their completed class work is done either in small groups or a whole group setting—papers are looked over and placed in their mailboxes to be sent home at the end of the week if they are correct. I use our bi-weekly assessments, independent work, and progress reports to help me determine grades for report cards. On their report card, they will receive a number grade 1-4, with 1 being the lowest score and 4 being the highest. 1 – Unsatisfactory, 2 – Developing, 3 – Satisfactory, 4 - Mastered

**H**

**Homework** – Homework should never last more than 10-15 minutes of your time at night. It will normally consist of learning “popcorn words” and reading. If your child becomes frustrated, stop and try again later. My hope is that you spend evenings sitting down together as a family for meals and exploring the outdoors. The time and lessons they learn from you is more valuable than any homework I can ever provide you.

**I**

**Independence** – Your child can do so much on their own if you let them. Please help your child with skills needed to button, zip, tie, and put on their coats/shoes independently.

**J**

**Joyful Learning** –Your child will be introduced to many new skills. My goal is to always provide Joyful Learning experiences. Most of the activities this year will be hands-on and offered in small group settings. If there is something educational or theme-related that you could contribute to our class, please let me know. For example, one year a parent with relatives residing in Africa brought in forms of dress. We enjoyed this opportunity so much and are always looking for new experiences to be brought into our room!

**K**

**Keep Up** - You can "keep up" with all class info by using our Daily Communication Folders. Your child will bring it to and from school every day. Lunch money, homework, and papers will be sent home in this folder. This notebook serves two purposes: fosters better communication between home and school, and also helps your child develop strong organizational skills. Please check your child’s folder each night!

**L**

**Lunch** – Lunch is free for all students. Students may choose to bring a lunchbox to school. It is a school wide expectation that students are silent during the first ten minutes of lunch; after ten minutes, they may talk quietly to the students in front or beside them. This if for the safety of your child and also to make sure they eat. We only have thirty minutes to get into the cafeteria, get everyone through the line, seated, and materials opened. Please encourage and help your child practice opening materials at home.

**M**

**Mailboxes** – Students are assigned their own mailbox in my classroom. Students place any completed/corrected work in their mailboxes during the day. At the end of the week, all “mail” is sent home for you to view. Please clear out your child’s folder of all “mail” at the end of each week.

**Money** – Please send in all monies in a SEALED envelope with your child’s first and last name on the front!

**Morning Procedures** – Students are expected to come in, unpack, make their lunch choices and go straight to breakfast each morning. Please encourage their independence.

**N**

**News** – Things that happen at home can have a huge effect on your child’s day. Knowing what is going on in your life will allow me to understand and support them better in the classroom. If there are big changes such as a move, please let me know so I can do my best to help them.

**O**

**Offer Encouragement -** Your child will be learning so much during their first year of school. Please remember to encourage and praise them often. Their growth over this year will be tremendous!

**P**

**PBIS** – PBIS stands for Positive Behavioral Interventions and Supports. It is a way for our school to encourage good behavior. With PBIS, we teach kids about behavior, just as we teach about other subject. The focus of PBIS is prevention, not punishment. Your child will be able to *earn* four tiger paws each day by exhibiting respectful, responsible, and safe behaviors throughout the course of his/her day. At the end of the nine weeks, a celebration will be held. ALL students will be able to attend the celebration; however, their length of stay will be determined by how many paws they earned during the nine weeks.

**Popcorn Words** – Popcorn words are words that “pop” out at you while reading. They are frequent words (such as “the,” “you,” “of”) that cannot always be sounded out. Please review popcorn words EVERY night with your child. Students are expected to be able to read by the end of the year and these words are a big part of that!

**Progress Reports** – Progress Reports are sent home every three weeks. Please sign and return them. This lets me know you are aware of your child’s growth and whether or not you have any questions.

**Q**

**Qualms** – All students are learning to make friends and how to be a friend. There may be arguments and tattles. I step in when needed and encourage students to solve these issues with as much independence as possible.

**Questions** – If you ever have questions about anything, please write them down! Bring them in with you and I’ll do my best to answer those questions for you. If I can’t answer them, I will find someone who can.

**Quick Goodbyes –** Quick goodbyes leave dry eyes! If you walk your child to my room, please let them practice independence by walking into my and taking care of their own morning routine. Kindergarten is about learning independence!

**R**

**Recess** – Students will go outside each day for thirty minutes, weather permitting. Please note the weather and send a jacket/gloves/hat with your child if necessary. Make sure your child is always wearing shoes that are enclosed or follow dress code to prevent accidents outside!

**Report Cards** – Report cards go out every nine weeks. Please sign and return the envelope to let me know you’ve seen their report card. Any notes or communication from me will be on there as well.

**S**

**Safety -** Your child's safety is top priority. We take every precaution when your child is in our care. Please send a note with your child if he/she is to go home a different way. We will not send your child home with someone who comes to pick them up unless they are on the pick-up list that you filled out. Please update it as needed. Anyone who comes to pick up your child will need to bring a photo ID. Please make us aware of any court documents, especially custody agreements.

**Shoes** – Practice tying shoes at home as much as possible. If your child has trouble tying shoes, please try to send them in with a double knot each morning or consider Velcro/no-tie shoes. We want all shoes tied for the safety of your child, but your help allows us to maximize our instructional time.

**Sickness** – We encourage our students to be present every day; however, make sure to keep your child home if they are sick! We do not want to spread any germs. Rules of thumb; if they are throwing up, upset stomach, and/or contagious, please keep them home. If your child has a fever, they may not come back to school until they are fever free for 24 hours without Tylenol/medicine. Please send a note to school once they return so they will be marked “excused.”

**Snacks** – We do not have an afternoon snack in Kindergarten. We will have small “snacks” for seasonal activities. A note will be sent home requesting items as needed.

**Star Student** – Each week, I pull a student’s name out of a jar. That student will get to be the star student. The star of the week will have special jobs such as line leader and teacher’s helper. They will also have a small list of things to bring in the week they are a “Star.” Parents are encouraged to come eat lunch with their child the week their student is a “Star!”

**Supplies** – It is very important that you purchase all supplies requested for your child. Please note that some of our school supplies are community supplies. Kindergarten is a place where we learn about sharing and this is a great way to teach that concept! Supplies such as pencils and glue will be shared. We will label items as they are brought in. I generally do not ask that any more supplies be brought in over the year.

**T**

**Toys** – Please do not allow your child to bring toys/trinkets from home. There may be days throughout the year that they are allowed to bring in specific items, but I will let you know ahead of time.

**Transportation** – If you must change your child’s method of transportation to or from school for a specific day or time period, please send in a dated and signed note by you!

**U**

**Units -** We will be covering many fun units this year. Kindergarten is a very fast-paced environment. If there are any upcoming units or activities that you would prefer your child not to participate in, please let me know ahead of time and I will provide another academic activity during that timeframe.

**V**

**Visitors** – ALL visitors MUST report to the front office and sign in! If the tardy bell has rung, please sign your child in and allow them to walk to their classroom on their own. If you come to the school at any other given time, you must ring the doorbell to be let in and report to the front office. This is for the safety of all our students and staff. Staff members and/students cannot open outside doors for you.

**Volunteers** – We love volunteers! If you plan on being a volunteer, please visit the Wayne County Public Schools website and fill out a background check form. All volunteers must have a badge to work with our students. Again, this is for the safety of all of our students and staff.

**W**

**Wish List** – We do so many fun activities in Kindergarten! It’s a time to remember! We need your help in making these projects and ideas come to life. If you are able, please send in an item or two on the wish list. We accept donations all year long! (Kleenex and Clorox wipes are used A LOT in Kindergarten!)

**X**

**Xtra Clothes** – Kindergarten is messy. Accidents and spills happen. We are all still learning! Please send in an extra change of clothes with your child that is appropriate for the season. The change of clothes should include: shirt, shorts/pants, underwear, socks. We will send this set home and ask for a different set once the season changes.

**Y**

**You** – You and I both have the same interest from this point forward: your child. Once they step into my classroom, they are considered my student forever. I will always care about them, root for them, and wish them and you the best.

**Z**

**ZzZzZzZ’s** – Kindergarteners need between 9-11 hours of sleep each night. Not getting enough sleep can have a huge impact on their day. Your child should get plenty of rest each night. It is important for your child to be alert and ready to learn each day. Set a bedtime and be consistent. Your child may be tired after school for the first few weeks while they get adjusted to our schedule—that is normal! Kindergarten does not have naps during the day; however, for the first few weeks as we adjust, we will have just a few minutes of “quiet time.”