

ST. MARK KINDERGARTEN

2011 -2012

MRS. NANCY GALL

MRS. TRACY PATTON

Dear Parent.

This packet contains information that will be useful to you throughout the school year. Please read through it and keep it as a reference guide.

KINDERGARTEN TIMES AND ENTRY AND DISMISSAL PROCEDURE

Full day kindergarten - Doors open to enter the building at 7:45. The tardy bell is at 7:55. The day ends at 2:30.

Both classes will enter the kindergarten door off the parking lot. Both classes will leave the building, at the end of the day, through the Fischer Road door. The car pick-up area for both classes is directly in front of the Kindergarten building. In order to keep that area safe, we ask that parents remain in their cars and keep the curb lane moving. We will put your child in your car when you pull up. **There should be no parking on the school side of Fischer during the Kindergarten dismissal.** Safety is a major concern and we appreciate your help with this matter. Children who walk home must let us know they are leaving. Please make anyone who is walking your child home aware of this.

If your child is involved in a car pool, please supply us with a list of all drivers who may take your child home. No child is released to any adult other than a custodial parent without written permission from the custodial parent. There is a carpool information sheet enclosed in this packet.

For obvious reasons, every child should know who is picking them up every day. If there is an emergency change, you must notify the Office. If your child will be walking home with a child who is not related, please let us know.

ABSENCES, TARDINESS AND SPECIAL CIRCUMSTANCES

Parents must call to report a child absent from school. Please do so before the class session begins. **All absences also require a note upon the return of a child to class.** While we do our part to keep the classroom as germ free as possible, we do share space and materials. Children with fever, severe colds or flu-like symptoms should be kept home. If strep-throat is a possibility, please wait for test results before sending your child back. Any missed work or pertinent information will be sent home upon the child's return.

Children who arrive late must report to the Office before entering school. No child should enter the Kindergarten alone if they are late. We might not be there!

The school should be informed if your child is on any prescribed medications. Some drugs may affect behavior. No child may self medicate during school. This includes cough drops. All medications are dispensed from the Office.

If you are going out of town and our child will be in someone else's care, please give us any pertinent information.

DAILY SCHEDULE INCLUDES:

The State guidelines for a full day Kindergarten curriculum:

Entry - Organizational time

Circle time - assembly, prayer, calendar, current events

Religion

Reading Readiness - language, handwriting, writing skills

Math Readiness

Snack

Social Studies, Science, Health and Safety, Art, Physical Education, Technology and Music

We will travel to the main building for Physical Education, Technology and Library. Art is in our building and the music teacher comes to us.

SNACK

Kindergarten children will drink their milk at snack time. That means that they need to bring a drink for their lunch (which we eat in our classrooms.) Please send a small, **healthy**, snack for your child to eat at mid-morning. Let them know where it is because we will take it from the book bag to keep in the cubbies.

MYSTERY CAN

The mystery can is a coffee can that rotates between the children daily. When they bring it home they should put in some item that they can give 2 or 3 clues about. The class will try to guess what is in the can. Please, no toys. This helps the children get up and feel comfortable in front of the group.

BEHAVIOR

Behavior is controlled with 3 steps. All children start each day with a clean slate, or a green card. If several warnings have to be given, they will be warned with a yellow card. This usually will stop the behavior. If it does not, then they will get a red card. At this point the child will have a time out and there will be a note home asking for parent help to control the behavior.

Children do not change clothes for physical education. They do, however, change shoes when they get to the main building. **Non -tie gym shoes are required and they need to stay in school.**

BIRTHDAYS

We do celebrate birthdays. You may send a wrapped, take home treat if you would like. **For safety reasons, treats may not include suckers, hard candies or foods containing nuts or peanut butter.** Because some foods may be processed in a facility that also produces food containing nuts, we do not eat birthday treats at school. Children with a summer or vacation time birthday will get a day at the end of the year to celebrate their birthday. Party invitations should not be discussed or passed out in line or during school. This causes hurt feelings.

FIELD TRIPS

We are looking forward to having two field trips this year. We are looking at some appropriate educational opportunities for the children.

EARLY RELEASE DAYS

When the main school has an early release, the Kindergarten does, also. Aftercare will begin at that time for those who are enrolled.

SCHOOL/HOME COMMUNICATIONS

We use the following system to help with the constant flow of mail: Each child is given a folder on the first day of school. Folders "LIVE" in children's backpacks. All mail from home is placed in the class mailbox upon arrival as soon as the child enters school. This is an important aspect of school responsibility. We do not go into children's things to look for mail. Assign your child a special place to put important mail from school. Backpacks and folders should be checked every day! The Ziplock bag with letters and words should remain in the folder daily. We continuously add to that bag.

HOMEWORK

There will be times when the children will have homework. If we see and need in any skill area we will alert you to this fact and suggest some extra time to practice at home. There will also be homework assigned on Wednesday evening when introducing letters. The sheet will be in the children's folder on Wednesday evening and it should be returned, completed, on Thursday.

CONFERENCE DAYS/PROGRESS REPORTS

Student progress is reported to parents at least four times during the year.

November 9th and 10th - There will be a parent/teacher conference scheduled to discuss academic progress. **There is no report card at this time.** Teachers will have a checklist to review where the child is at that time.

Report Cards will go home at the end of the second, third and fourth quarters, same as the main building. Conferences will be scheduled as needed.

DRESS CODE

While the children do not wear uniforms in Kindergarten, they are expected to wear "school" clothes. Shorts, jeans or sweat pants are acceptable as long as they are in good condition. Baggy, over-sized or inappropriately-worded t-shirts are not acceptable. When children attend liturgies, it is considered a dress-up day.

For safety reasons, clogs and slides are not permitted.

Children must be able to put on and tie their own shoes. Please help us achieve this goal!

REMINDER

Remember that the first few weeks of school will involve a period of adjustment for all of us. Be sure to allow time to hear about both the fun and difficult things your child is experiencing in school.

If there is ever anything you need to discuss with us about your child, please do not hesitate to contact us. You may send a note with your child, call the school office and leave a message or send an email directly to us. We will get back to you as soon as possible.

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Sincerely,

Mrs. Nancy Gall

Mrs. Tracy Patton