

# **KINDERGARTEN HANDBOOK 2009-2010**

## **FIRST DAY**

On the first day of school say good-bye confidently at the school building door. We will be ready to provide lots of TLC. If a child should remain in great distress we will contact a parent promptly. (This has never been necessary, but we want you to know our policy!)

SCHOOL WILL BE DISMISSED AT NOON FOR THE FIRST TWO WEEKS. Extended Care is available for Kindergarteners beginning at noon for those two weeks. Some children will be very tired after school. Signs of stress, even tantrums, are normal reactions to such a big change. Please keep us informed. We'll all work together to smooth out any rough spots.

## **ARRIVAL AND DISMISSAL INCLUDING EXTENDED CARE**

The first bell rings at 8:30 a.m. **There is no supervision outside before that time.** Bring your child as near to 8:30 as possible. If you need to leave your child earlier, please leave him or her at Extended Care which opens at 7:00 a.m.

One of the most valuable things you can do for your child is to have him or her at school on time every day. His or her involvement in the morning routine sets the tone for the whole day.

We will keep a list of your regular transportation/after school care plan, including the names of all adults who have your permission to pick up your child. If you change the plan, even for one day, let us know in writing. Pin a note to your child's clothing on the day of the change.

As of June 1, 2007, children up to age 8, or (4'9" tall) are required to ride in "appropriate child restraints." Be sure to arrange for booster or car seats with your carpool, nanny, relatives and friends who may pick up your child.

Once your family is registered at Extended Care you can use it regularly or as a drop-in service. We will supply Extended Care notes for you to pin to your child's clothing on days that he or she will attend. **If your child will attend Extended Care every day you only need to notify us if you are changing this plan.** If you decide to use Extended Care at the last minute, leave a telephone message for the Extended Care staff (524-7452 Ex. 39) and they will notify the classroom teacher that your child should attend that day. Do NOT leave this message on the teacher's voice mail or e-mail. Extended Care closes at 5:45 p.m.

School is dismissed at 2:00 p.m. on Monday and 3:00 p.m. Tuesday through Friday. Kindergarteners are dismissed through the main school door. If your child is not picked up according to plan by 3:15 we will escort your child to Extended Care. Children may

only play on the Big Toy after school if their parent or designated adult is at the Big Toy to supervise them. Children who are waiting to be picked up must stay with a teacher on the sidewalk.

Please make yourself aware of the **traffic pattern** around ASB for arrival and dismissal times and observe it carefully. **BE SURE THAT YOUR RELATIVES, FRIENDS, NANNIES AND OTHERS, WHO MAY OCCASIONALLY ESCORT YOUR CHILDREN, KNOW THE PATTERN.** This is for the safety of all of our kids.

## **COMMUNICATION**

Each Wednesday you will be receiving a Family Envelope. This envelope contains important news and announcements from the school office and from the Parents' Club. Please sign the outside of the envelope in the space indicated and put pertinent replies or orders in the envelope. Return the Family Envelope in your child's backpack on Thursday.

We will send classroom folders home throughout the week. They will contain papers completed by your child during the week and classroom communications from the Kindergarten teachers. Please return these folders the next school day. Messages you send on other days should be pinned to your child's clothing.

If you need to reach a teacher for any reason please e-mail [ahawksford@asbschool.org](mailto:ahawksford@asbschool.org) or [cdebeccaro@asbschool.org](mailto:cdebeccaro@asbschool.org) or send a hand written note with your child. We will respond to you as quickly as possible.

You may e-mail your child at the above addresses. This is especially valuable when you are out of town. Please be sure we have the best e-mail address with which we can communicate with you. Keep us up to date if you change that address.

It's important for us to know about issues in your child's life, such as a parent's business trip, a family member's illness, loss of a pet or your child's reluctance to come to school. Knowledge about these things will allow us to give extra doses of TLC. **If both parents are going on a trip, be sure we have names, phone numbers and schedules for all those who will care for your child in your absence. Please tell us how we could contact you if necessary.** Notify teachers as well as the office.

We also appreciate knowing what your child says about school. If he or she "just loves" something or seems confused, please let us know. Those are important clues, which will help us make this year a wonderful learning experience for your child.

If you know in advance that your child will be absent, please send notes to both your child's teacher and the office notifying us of your plans. If you come to pick up your child during the school day, **you must sign your child out at the office at that time.** When an absence has not been planned, parents must call the office on the day of the absence by 9:00 a.m. (524-7452, Ex. 85). To ensure your child's safety, you will be

called in instances where the school has not been notified. **When your child is absent, you need to send a note of explanation to the classroom when he or she, return even if you have called the office.**

## **SUPPLIES**

We have purchased the supplies your child will need in the classroom. You need to provide a lunch container and a backpack. The backpack must be LARGE ENOUGH to carry a 10" by 12" folder, lunch container and all the other treasures that will go to and from school. **The children's storage lockers are small and DO NOT offer adequate room for wheeled backpacks. BACKPACKS SHOULD BE BROUGHT TO SCHOOL EVERY DAY.**

Please put your child's name on the **outside** of the lunch container. Each day, please include a small towel or cloth napkin to be used as a placemat.

## **CLOTHING**

Kindergarteners are expected to wear the school uniform. Girls should wear shorts or tights under their skirts every day. Socks are a part of the uniform and must be worn daily. We go outside for recess unless it is pouring rain. Your child needs a warm coat and a head covering appropriate for Seattle weather. Label clothing!

## **PE CLOTHING**

Kindergarteners wear gym shoes with non-scuff soles on their PE days. We do not "change" shoes. Slip-on shoes, boots or sandals cannot be worn for PE. Velcro fasteners are preferred. Regular school pants are worn for PE. **Kindergarten PE is on Thursday and Friday.**

## **LABELS**

**DO NOT SEND ANYTHING TO SCHOOL WITHOUT YOUR CHILD'S FIRST AND LAST NAME ON IT!** Uniforms all look alike. We suggest the indelible laundry markers for most things. Many shoes can be marked under the tongue. Kindergarteners have been known to take off garments none of us would expect them to take off!! Save grief for your child, your child's teacher and yourself. **LABEL EVERYTHING NOW!**

## **SNACK**

We have a "healthy" snack each morning. Parents sign up to supply snack for a regular week or two short weeks. We usually have something to drink and something to eat. The teachers will provide water. Vegetables and fruits are strongly encouraged! PLEASE READ ALL PACKAGE LABELS FOR THE PRESENCE OF ANY NUTS. SOME CHILDREN HAVE SEVERE NUT ALLERGIES SO WE DON'T SERVE THEM. Snack favorites have included cheese, crackers, popcorn, vegetables and dip, fruits, little

bagels, and little muffins. PLEASE DO NOT SEND GO-GURT OR OTHER SQUEEZE PACKETS.

PLEASE SEND WHATEVER UTENSILS ARE NEEDED TO SERVE YOUR SNACK. We'll let you know of other items we may need to serve snack. We run our plastic cups through the dishwasher each day so paper cups are not necessary.

## **LUNCH**

Kindergarten children have lunch from 11:55am-12:20pm. Too much food can be a formidable sight to a child who is anxious to go out to play. Consider the ease with which your child's lunch can be eaten. It is easier, for example, to eat apple slices than a whole apple. For some children meat or cheese slices with crackers are better than a whole sandwich. Teachers will help open containers. If your child cannot or does not want to eat something he or she will be asked to take it home, NOT THROW IT AWAY. That way you can gauge whether you need to change the amount of food you are sending. Remember that we have a morning snack, which may affect appetites. Let us know if you notice any problems. Sweet and salty foods take the edge off a Kindergartener's appetite so that more nutritious foods are neglected. Please make sweet and salty foods occasional treats instead of a regular part of your child's lunch. The school will provide milk. If you think a half-pint of milk will be too much for your child, please send a smaller quantity of liquid in your child's lunch container. PLEASE DO NOT SEND GO-GURTS OR OTHER SQUEEZABLE FOOD PACKETS FOR LUNCH.

If your child forgets his or her lunch a "late lunch basket" is kept in the front hallway across from the office. Please drop your child's lunch there so as not to interrupt the class.

## **LUNCH LOVE LETTER**

**You are encouraged to include a "love letter" to your child in his or her lunch often! We will read these to the children and provide "love letter" folders in which they can be saved. These are a good incentive to read and are great for self-esteem! You might also encourage grandparents, older siblings and other people in your child's life to send notes.**

## **HOT LUNCH**

Hot lunch is provided by Too Tasty!. Check their website for information: <http://www.tootasty.net/>. You can also access this site through the ASB homepage.

The e-mail address is [lunchladies88@comcast.net](mailto:lunchladies88@comcast.net)

## **FIELD TRIP PERMISSION SLIPS**

Kindergarteners will take some neighborhood “walking” field trips. One permission slip will give us parental permission for all the walking field trips.

Every time we go on a field trip that requires vehicular transportation, we will send home a separate permission slip.

You will be asked to complete a form about your family’s car insurance coverage. This form is required by the Archdiocese for all field trip drivers. We must have a form on file for each vehicle you may use on a field trip. These forms are kept on file in the school office for the year. If you have children in another class you only need to complete this task once.

**It is an Archdiocesan rule that we may not take children other than those in our classes on field trips.**

As stated before, Washington State Law requires children up to age 8 or 4’9” tall to ride in appropriate child restraints. [www.wtsc.wa.gov](http://www.wtsc.wa.gov) or [www.boosterseat.org](http://www.boosterseat.org)

## **BUDDIES**

Each kindergarten class is paired with a 4<sup>th</sup> Grade student as a buddy. Buddies participate in a variety of learning and recreational activities together.

## **SUPER STARS**

Each child will be honored as Super Star for a week. Some privileges of the Super Star include being line leader and sharing a special poster about him or herself. The Super Star’s family, including siblings and grandparents, may come to school for lunch one day during their week. Most families bring their child a special lunch on that day.

## **BIRTHDAYS**

School year birthdays are observed on or near the actual date. We observe the half-year birthday of those with summer birthdays. Your child may have free dress on this day. We do not have edible treats for individual kindergarten birthdays but we do have treats at end-of-the-month birthday parties. We have a joint K-A and K-B celebration of the month’s birthdays near the end of each month. Each month’s birthday coordinator (a parent) will arrange for treats with suggestions from the teachers.

## **BIRTHDAY OR SUPER STAR BOOKS OR CLASS ACTIVITY GIFTS**

Many families like to send something for the class on a birthday or during Super Star week. We suggest that you let your child bring a special book or activity (e.g. puzzle, game) as a gift to the class. Gift-wrap the present and your child will open it at school. We will celebrate the addition to our classroom collection. Check with the teachers for

suggested titles or activities needed by the class. **Please note that you are NOT obligated to send anything.**

*Invitations to out-of-school parties are not to be distributed at school unless all the boys or all the girls of the homeroom are invited, nor may treats for guests who could not attend be sent to them via school. **Untold, sometimes lifelong, hurt results when students are made conscious of the fact that they are not invited because invitations are passed out at school. For the same reason, we discourage any discussion of parties at school.***

## **VOLUNTEERS**

After the first three weeks parents are encouraged to come and help in the classroom. There will be various volunteer opportunities throughout the year. Information regarding volunteering will be provided to you at the Kindergarten Orientation. We cannot accommodate preschoolers in the classroom during class time. These hours count for your family service hours. Each adult who volunteers in classrooms or on field trips must have completed a background check form.

There is a calendar in the hall outside the Kindergarten classrooms on which you can sign up to help at morning Centers and Big Toy. **If you are unable to come when we are expecting you, please let us know in advance or call the Centers' Coordinator (a parent). In case of last minute emergencies, please pin a note on your child's clothing so we know.**

**Sign in at the office** and get a visitor's badge to wear. Be sure to sign out again when you leave.

**Be on time**, please! 9:00-10:15 for Centers, 10:30 or 12:20 for Big Toy. Read center directions, so you know our objective for the activity. Stay the duration! Help clean up if you can.

**DON'T** set your child up for disappointment or a tantrum by saying you will be at his or her Center! Tell your child that you are coming to help the **WHOLE CLASS**. Sometimes you may be at the same center as your child, but don't **EVER** count on it. Teachers may have reasons for assigning certain folks to certain centers and sometimes they do a center themselves for the whole week.

**DO** give your child a hug on arrival, praise their work, and share a hug at the end. **ALWAYS SAY GOOD-BYE BEFORE YOU LEAVE.**

### **Confidentiality:**

You will see many different abilities and some challenging behavior when you work in the room. **DO NOT TALK** about individual kids with others either in the classroom or elsewhere. Do everyone a favor by discouraging this sort of talk outside of the classroom.

**Discipline:**

Children are to stay at your center the whole time. If you need to extend the activity, look for teacher suggestions on the directions. Check with a teacher before letting children go to the bathroom. If a child will not cooperate, ASK A TEACHER OR TEACHER'S AIDE FOR HELP. We probably know about that problem and we have routines in place.

**Health:**

**USE GLOVES** when helping children with nosebleeds or other physical problems. (Gloves are in a tub above teacher's desk in KB, in the closet in KA) Do not touch bodily fluids. Our kids are taught to "pinch their own" nosebleeds.

ALWAYS check with a teacher before taking a child to the office.

You are welcome to go to your child's room to help with snack.

Please visit with other adults AT RECESS or OUTSIDE THE ROOM, not during group/rug time or center time.

**PLEASE, NO CELL PHONE CALLS!** If you have a personal emergency you may use the phone on the shelf outside the office. THE CLASSROOM PHONE IS FOR 911 EMERGENCIES ONLY.

If your other demands mean that you can only come for centers once or twice in the year, COME! We'll fit you in.

**FIELD TRIPS**

We need drivers and chaperones. We will not always be able to use the services of everyone who offers. We keep track and try to distribute opportunities. Sometimes we ask an adult to "ride along" to save gas and parking fees.

**No siblings on field trips - Archdiocesan policy.**

NEVER, NEVER stop for treats, or go somewhere other than the field trip destination and back to school. Do not provide or pay for extra treats on field trips.

There are many jobs that can be done at home or outside of school hours. Watch the weekly newsletter or ask your child's teacher to find out about these opportunities.

**School Year 2009-2010**