

KINDERGARTEN HANDBOOK

2011-2012



Mrs. Donovan's Kindergarten
Room 12
Plymouth River School

Please keep this handy for easy reference during the school year.

<http://hinghamschools.com/PRS/teachers/donovanL>

Hello and Welcome to Kindergarten. I am looking forward to working with you to create a happy, enriching and wonderful year for your child. I want you to share your ideas, insights and observations with me and I will share information about your child's school experiences through newsletters, phone calls, conferences, emails and our website. By maintaining good two-way communication, we can support each other as we work together for the benefit of your child.

Anytime you have a concern or there is some change that might affect your child in school, please call, email or send a note to inform me of the situation. The school number is (781) 741-1530. My e-mail address is ldonovan@hinghamschools.com. Our classroom newsletter, **Room 12 News** will keep you informed of activities, upcoming events, changes in schedule and requests for help or materials. I will e-mail you when I post each newsletter. Be sure to visit our web site at <http://hinghamschools.com/prs/teachers/donovanL>

BASIC INFORMATION

***Schedule:** AM (Red Class): 8:20 - 10:55 PM (Blue Class): 11:55 - 2:30

The AM class will be known as the Red Class and the PM class will be known as the Blue Class. The Red Class will be the morning class for the whole school year. The Blue Class will be the afternoon class for the whole school year.

***School Supplies:** You and your child will need to purchase some items to be used in the classroom. If you have misplaced the list you can find it on our website. Most items are available at office supply stores. You will need to write your child's cubby number in the class color on each marker. Please wrap each marker with a strip of masking tape, and then write the number on it in permanent marker in the class color. Please send supplies to school on Friday, September 9th. Please do NOT send them in early.

***First Week:** I will be waiting inside the classroom for your child at the beginning of each AM session. Morning bus helpers will escort your child to our room. There will also be additional school personnel available to be certain that your child finds his/her way to Room 12. If your child is a "walker" please allow one of the "escorts" to bring your child to the classroom. If you need to bring your child to the classroom, please make the "parting" as swiftly as possible. Tears tend to develop if the parting takes too long.

I will meet the PM class at the front entrance to PRS.

Your child has received a special name tag. **Please have your child wear it to school on the first day. Please DO NOT send your child to school without their name tag. Have him/her continue to wear it to school each day through Friday, September 16th.** These name tags will be used throughout the year whenever there is a substitute. All name tags must be returned to school. There will be a replacement fee of \$2.00 for any damaged or missing name tags.

***School Bus:** In the morning at dismissal time, the children will sit in groups according to the bus they will take home. I will walk each group out to the bus. In the afternoon 5th grade helpers will take your child to the bus line. Be sure someone is at the bus stop to meet your kindergarten child. After the morning session, the bus driver will keep on the bus any child who is not met. That child will be returned to school after the bus completes its run. It's a long ride, but your child will be safe. If this happens call the Transportation Dept. (781-741-1510) immediately. They will be able to radio the bus driver to confirm that your child is on the bus. Stay calm and go to the school to pick up your child.

IMPORTANT NOTE ~ It is a town-wide policy that children are not permitted to ride a bus other than their regularly assigned bus. Children not going to a stop on their regular bus route after school must be picked up at school. It is the school policy that you must send in a note indicating the name of the adult who will be picking up your child. Anyone (including a parent) who picks up a child before the end of the session must stop at the office and sign out the child. **Anytime you plan on picking up your child from school a note is also needed. We cannot accept a verbal message from a child that you are coming to get him/her.** If someone other than a parent is picking up your child, they will need to show identification.

***Six-Day Cycle:** Hingham Public Schools run on a six-day cycle. We don't abide by a Monday-Friday schedule. For example: if Monday is Day 1, then Tuesday will be Day 2, Wednesday will be Day 3, Thursday will be Day 4, Friday will be Day 5 and the following Monday will be Day 6. The cycle will then start over again beginning on Tuesday with Day 1. We will do our best to keep you up-to-date!

***Food Allergies/Health Issues:** Providing a safe school environment for ALL students is essential. It will be required that all students (parent volunteers, visitors and teachers) wash their hands upon entering the classroom. No food or drink may be brought into the classroom. As stated below, a snack program will be implemented in our kindergarten.

***Snack:** Each day a healthful snack will be provided. The only thing that your child will need to send in is a **reusable water bottle** (no juice, milk, soda, sports drinks or flavored water) each day. The reusable water bottle should have your child's cubby number on it. The snack fee is \$50 for the full year. This fee covers **ALL** of the following expenses: daily snacks, all party paper goods and snacks (Halloween party, Holiday party, Valentines Day party), special classroom event snacks, field trip snacks, cooking activities, craft projects, any other minor miscellaneous expenses. Some sample snacks are: saltines and cheese, animal crackers or graham crackers, apples and pretzel.

***Holidays:** We will celebrate some, but not every, holiday in kindergarten. Our students come from a variety of family structures and we work hard to respect that diversity. For this reason, we do not celebrate Mother's Day or Father's Day in our kindergarten.

***Birthday Celebrations:** We love birthdays and honor each birthday child with a special crown and certificate. A *Now I Am Six* book is available on our website. Please download this book and complete it with your child. Send it to school on (or near) your child's birthday. It will be returned to you at the end of the school year. Birthday treats are provided through our snack program. Please do NOT send in birthday treats. **If your child is already six, please complete the *Now I Am Six* book right away so that we may celebrate this special event with your child.**

***Mail Folders:** There is a lot of mail in kindergarten. Each child will be given a plastic mail folder. This folder will carry the mail to and from school. Please send the envelope to school **everyday** - even if it is empty. It will be sent back home everyday - even if it is empty. Please be sure to check your child's mail folder **every** day for notices. If you misplace your folder we can replace it for you for a fee of \$2.00.

***Conferences:** Parent-teacher conferences are held in the **mornings** of the first Wednesday of some months. This is different from the rest of the school (those conferences are in the afternoon.) The AM class will not have school on those days. The PM class will come to school. Check the school calendar for the exact dates. Conference appointments will now be scheduled online. Please see handout. **If things are going well, it is not necessary to have a conference.** In January, each family should schedule a conference to discuss their child's progress and the report card. Unlike the September conference, children do not attend this meeting. New schedules and your child's progress will be discussed. **There are NO kindergarten classes during the four (4) days mid-year conferences are being held.**

***Classroom Rules /Conduct:**

At Plymouth River School we abide by the *Magical Three* – all behaviors should be **Polite, Responsible** and **Safe**. The following behaviors are expected:

- *Use a quiet voice in work and play
- *Listen silently in lessons. Raise your hand and wait your turn to speak
- *Keep hands, feet and objects to yourself
- *Walk, don't run
- *Clean up, and put away whatever you have been using
- *Use kind words when speaking to others
- *Show respect to teachers, teaching assistants and parent volunteers
- *Use good manners

All the children are taught a conflict resolution strategy and are expected to use it to solve problems. I will act as a coach and mediator while the children practice this strategy.

Absence:** If your child will be absent, please call the office (781.741.1530). Your child needs a **written note** when returning to school after an absence, even if you have verbally notified the office. Children who have had a fever need to be fever free for **24 hours** before returning to school. ***Please arrange to take your family vacations during the scheduled school vacation breaks. Please check the school calendar for exact dates.

***Tardiness:** A child is considered “tardy” anytime after 8:20 a.m. or 11:55 p.m. Many housekeeping activities as well as “welcoming” activities take place beginning at the start of the school day. Please help your child develop “school responsibility” by arriving to school on time.

***Clothing:** Please dress your child in play clothes and appropriate footwear. When children wear clogs, sandals, or party shoes, they often have a difficult time playing on the playground. Please send your child with boots, hats, gloves or mittens and snow pants so that he/she will be comfortable playing outside. If your child is unable to tie, please purchase pull-on/Velcro shoes/snow boots.

***Backpacks:** Your child needs a *large* backpack (one that has a large opening) for carrying notices and projects. Be sure it is large enough to hold boots and snow pants (and a lunch box if he/she will be attending KIA). Please write your child’s name inside the backpack. Be sure your child is able to open and close any fasteners.

***Volunteers:** Volunteers are highly valued in our classroom. All who are able are invited to participate at home or at school by giving time, advice or supplies. Since your responsibilities in the classroom will vary from teaching small groups to preparing materials and cleaning the room, it is not possible to have younger siblings with you while you volunteer. You will be asked to attend a brief volunteer training session prior to your start in the classroom. Classroom volunteers will begin sometime in late September. It is necessary for volunteers to commit to an “every-other-week” schedule. There may also be an opportunity for an every week schedule. **Minimum time in the classroom is 60 minutes.** The times are 9:15 - 10:15 for the AM class and 12:50 - 1:50 for the PM class. There is a list in the classroom for at-home “clerical” volunteers.

***Library Media Center:** The children will visit the library to listen to a story and borrow a book. Please help your child develop a plan to remember to return the book on library day. The library will charge for lost or damaged books. Any correspondence about lost books should be directed to the library. It is recommended that you place library books in a plastic bag. That way if a water bottle should leak, it won't damage the library book.

***Gym & Recess:** The children will have physical education instruction. They go outside to recess many days weather/time permitting. **Sneakers** are the safest footwear for both gym and recess.

***Lost and Found:** If you label your child’s clothing with his/her name, it will make it possible to return “lost” items. Kindergartners often do not recognize their own possessions and many articles of clothing are left in the lost and found.

***Wish List:** Please check out list for items that are needed in the classroom. Thank you.