

## The ABCs of Kindergarten

**A- Attendance:** School begins at 8:45. If your child arrives after 8:45, they will be marked tardy. If your child has been absent, please send a separate written note that is dated and signed explaining the reason for his/her absence. If your child must leave early from school you must sign him/her out in the office no later than 2:30 p.m. (1:30 p.m. on Wednesdays).

**B- Backpack:** Bring to and from school each day to carry our take-home Star Binder and any other items that may need to come to or from school. Please write your child's first and last name somewhere on their backpack in permanent marker.

**Birthdays:** If you are interested in sending a birthday treat for the class to celebrate your child's birthday, we ask that you send cookies or mini cupcakes the afternoon before his/her birthday or the morning of. They will be given out during our recess time. Only store-bought foods will be allowed and no balloons or party favors will be permitted into the building.

**Book Orders:** Once a month I will be sending home Scholastic Book Flyers. For every purchase made, we earn free books for our classroom library! If you choose to purchase online, contact me in advance for our class code. If you have questions, please feel free to contact me.

**Breakfast:** The school offers breakfast in the cafeteria starting at 8:15 a.m. each day. The cost will be deducted from your child's lunch account. To add money to your child's account, please visit [www.schoolpay.com](http://www.schoolpay.com). (If you are interested in Free/Reduced please visit [ocps.net](http://ocps.net)).

**C- Clinic:** If your child requires any medications, please visit the clinic to fill out the appropriate paperwork. Please also communicate with me if there are medications I need to be aware of.

**Communication:** The best way to get in contact with me is through e-mail or your child's take home binder. You may also call the school (407-658-6800) and they can direct you to my voicemail box to leave a message.

**Conferences:** Our first parent-teacher-student conference will be scheduled in October at the end of the first quarter. More information will be sent home in your child's Star Binder as we near those dates.

**D- Dismissal:** Students will be dismissed at 3:00 p.m. (2:10 p.m. on Wednesdays). During the first two weeks, each kindergartener will wear a colored band to help identify the way they will be going home. **Car Riders-** Must have an Andover sign for the windshield as you go through the car line that snakes through the parking lot. You will stay in the far right line and pick up your child at the first set of benches in front of the school. **Bus Riders-** Must have the bus number or Daycare Van name to the teacher in writing before your child will be permitted to board that bus/van. **Walkers-** The teacher must have the first/last name and relationship of the person picking up your child to walk home. No kindergartener will be permitted to walk alone to/from school. **YMCA/After School-** Students must be registered with the YMCA office at Andover before the students will be permitted to remain at school in their care.

**E- Emergency Contact:** Please make sure to complete the emergency contact form and return to me as soon as possible. If any of this information changes throughout the school year, please inform me as soon as possible.

**F- Family Projects:** Each month we will ask students to work with their families to complete a family project. These projects are meant to create conversations between the student and their family about what they are learning in the classroom. We strongly encourage the students to complete the majority of the project, with your help and assistance. Remember to have FUN!

**Field Trips:** Kindergarten will schedule two field trips this year. More information about cost, chaperones, dates and times will be sent home in your child's Star Binder with ample time to plan and pay for your child to attend.

**G- Guidance:** Jane Miller is our school Guidance Counselor and she is available to all students and parents throughout the year.

**H- Homework:** Each Friday we will send home a weekly Reading Log to be completed each night. There will also be optional work that reinforces what we are learning in class for extra practice, if needed. All homework is due Friday.

**I- Independence:** Our goal is to help students build their independence. Kindergarteners are very capable of doing many tasks on their own with lots of positive encouragement. Please work on the following self-help skills at home; buttons, snaps, zippers, tying shoes, putting on jackets/sweaters, and bathroom self-care.

**J- Journals:** Students will have writing journals in our classroom that not only encourage students to practice writing skills, but also gives them an outlet to express themselves. I encourage your child to keep a journal at home for the same reasons.

**K- Kindergarten Program:** We will host a Kindergarten Program at the end of the year that all students will perform in. It is a celebration of all we've learned this year and moving on to first grade! More information will be sent home in your child's Star Binder.

**L- Library:** We will visit the school library once a week for the students to read with the librarian and check out a book of their choice. These books will remain at school for us to read during the day.

**Lunch:** Students must bring lunch in containers they can open. Please know that students do not have access to a refrigerator or microwave. If your child will be buying school lunch, please visit [www.schoolpay.com](http://www.schoolpay.com) to put money in your child's lunch account. (If you are interested in Free/Reduced Lunch/Breakfast, please visit [ocps.net](http://ocps.net) for the application.) If you wish to eat lunch with your child, you will need to bring a valid ID and sign-in in the office prior to our lunchtime. However, we are not allowing parents to eat with their children until after Labor Day.

**M- Money:** Any funds collected for class shirts or field trips will be with credit card only through [www.schoolpay.com](http://www.schoolpay.com).

**N- No School:** There will be days throughout the year that students will have No School due to holidays and/or teacher workdays. These days are on the OCPS Academic Calendar ([www.ocps.net](http://www.ocps.net)).

**O- Open House:** You are invited to join us for Open House on Thursday, September 6. More information will follow.

**P- Physical Education (P.E.):** Your child will rotate to P.E. three times a week. Please make sure your child is wearing appropriate footwear for running.

**ProgressBook:** This is the program we use to record students' grades and attendance. You will receive login information for you to access your child's records once these profiles are created.

**Progress Reports:** Within each 9 weeks (quarter), we will send home a progress report that will help you stay on top of your child's progress.

**Q- Questions:** I'm sure you have lots of questions and more may come through the year. Please feel free to email, call, or write in your child's binder anytime!!

**R- Recess:** We will have recess from 1:00-1:20 p.m. every day. If the weather does not permit us to play on the playground, we will have our indoor recess in the classroom. Both of these options offer time for free play for students.

**Report Cards:** Report cards will be sent home every nine weeks (quarter). These dates are available on the OCPS Academic Calendar ([www.ocps.net](http://www.ocps.net)) and will be communicated in our weekly emails.

**S- Safety Drills:** We will have various safety drills to make sure the students know what to do in case of an emergency. We will practice Fire Drills, Severe Weather Drills, and Lockdown Drills. Lockdown drills are practiced in the unlikely even there was unsafe situation around or at our school and we must lock any and all doors (no one in or out during this time). If there is ever a situation that one of these is NOT a drill, you will be notified.

**Snack:** Students will have snack each day. We ask that each student bring enough snacks for our class (18 students) at the beginning of each month. We will have a community snack (two or more choices from our class pantry), so please do not send your child with an individual snack. If your child has any food allergies or specific food restrictions, please let me know as soon as possible.

**T- Transportation:** If your child will have a transportation change at all throughout the year, a written note must be dated and sent in describing the change and the duration (permanent or temporary) of the change. We will NOT accept any changes unless they are written from parent/guardian. If there is an emergency during the day and a change must be made, please call the office (do NOT email me) and the office will communicate the change with me before the end of the day.

**U- Underwear:** We ask that you store an extra pair of underwear and shorts/pants in a Ziploc bag in your child's backpack at all times, just in case of an accident. We do have some clothes in the clinic in case of emergencies. If your child comes home in clothes from the clinic, please wash and return. (You may also donate any clothes to the clinic in any size, at any time!)

**V- Volunteers:** If you wish to volunteer in our classroom or attend any field trips, you must be ADDitions approved. Please visit [www.volunteer.ocps.net](http://www.volunteer.ocps.net) to complete and ADDitions application and add Andover to your list. There will be specific opportunities you will attach to as they become available.

**W- Weather:** In the event we have serious weather conditions that may cause school to be cancelled, you will be contacted by OCPS through phone calls and/or emails. If school is cancelled, you will also be notified as to which days will be used for our make-up days.

**X- We are so eXcited** for our school year!

**Y- You:** We need your help and support this year to make it a success!

**Z- Make sure your child gets plenty of Zzzzz's** each night to ensure they are well rested and ready to learn!