

# Kindergarten Handbook

Anderson Elementary School

2008-2009



## **School Hours**

It is extremely important for your child to be at school on time everyday. School begins promptly at 7:55. All students arriving after 7:55 will need to stop by the front desk for a tardy slip. Students should not arrive before 7:30 AM . There is no staff on duty before that time. All kindergarten students arriving between 7:30 AM and 7:50 AM should go directly to the cafeteria. Your child's teacher will pick all students up in the cafeteria at 7:50. For safety reasons, there will be no parents allowed in the hallways in the mornings without a visitor's pass.

## **Lunches**

Anderson operates a computerized cash register system that works like a checking account. You may deposit money in your child's account online at [pamslunchroom.org](http://pamslunchroom.org) or before school in the cafeteria. You will be notified when your child's account is nearly depleted.

Kindergarten has a staggered lunch time beginning at 10:50. You may join your child for lunch on stage in the cafeteria. Please check with your child's teacher for a specific lunch time.

All Anderson students follow the same guidelines while in the lunchroom. Please review these with your child, particularly if she/he is having difficulty during that period of the day.

## **Dismissal**

If your child is to go home by a different manner, the teacher must have written permission from you as soon as possible. Your child will not be released differently unless we have written permission from you or a note from the school office. If you wish to pick up your child early, you must sign him/her out in the school office. Kindergarten students are walked outside or dismissed to daycare at 2:45. Please remember to be prompt so that children and teachers do not become anxious.

## **Rainy Day Dismissal**

On days when it is raining, all walkers and car riders will be taken to the gym for dismissal. Walkers can still be picked up by the back door of the gym (the one near the playground). If your child is a car rider,

please **do not** walk up to the gym. Please stay in your car (in the car rider line) with your sign visible. Helpers will be out there to notify teachers of parent arrivals and to help the students to their cars. Also, the office is asking that you not park and come to the front office to pick up your student. This makes it become very crowded in the office, and does not allow the office workers to help with dismissal and other emergencies.

### **Reporting School Progress**

Periodically, you will be notified of your child's progress through personal conferences, notes, and phone calls. Report cards will be sent out every 6 weeks in kindergarten. Please contact your child's teacher if you ever have any concerns you wish to discuss.

### **Engaging Work**

The Kindergarten teachers work very hard to make the activities that students do engaging and meaningful. To help students build a framework and reference for this knowledge, many activities are done using centers and learning journals. Activities can include experiments, investigations, lesson practice, and assessments. You as a parent may notice fewer pieces of work going home. Your child's teacher is available at anytime to discuss your student's progress and successes in class.

### **Communication**

A communication folder is sent home daily with your child. Inside, you will find a communication report and your child's daily work. Please initial the communication report daily, and remove anything that needs to stay at home.

Your child brings home a blue and white Anderson folder every Tuesday, which contains most district and school notes. Please empty and read all notes and return the folder each Wednesday.

### **Birthdays**

If you wish to send a treat for your child's birthday, please contact your child's teacher in advance to arrange a time. Please mail all invitations to home addresses. To avoid hurt feelings, we will not allow any invitations to be passed out at school.

## **School Parties**

We are limited to two parties per year. We will make sure to notify you well in advance of the dates and times of the parties. We appreciate any help!

## **Personal Belongings**

Please label everything your child brings to school including jackets/coats, backpacks, and lunch boxes. Please do not allow your child to bring TOYS/outdoor equipment to school, unless otherwise specified by their personal teacher. Children will not be allowed to carry anything with them outside to recess with the exception of water bottles.

## **Recess**

Kindergarten will go outside for a short period each day at 9:45. Please dress your child appropriately. We will go outside as long as it is above 40 degrees and not raining. Please read and review the playground guidelines in this packet with your child.

## **Medication**

All medication brought to school must be delivered to the nurse's office. This includes all over-the-counter medication (even cough drops). Only medication with the child's name on the prescription will be given. It is school policy that your child must be **FEVER FREE FOR 24 HOURS** before returning to school. Please keep all sick children at home so that others do not become sick. (Kindergarteners touch everything.)

## **Homework Guidelines**

Your child will be given weekly homework. Kindergarten homework policy is that all work must be able to be completed within 10 minutes each night. Typically, one homework sheet will be sent home per week and a book sent home each night. Occasionally, teachers will send home a family project, which might require more time.

## **All-Star Playground Expectations**

Running is permitted in any areas AWAY from equipment.  
Stand clear of any moving equipment.  
Walking in wood chip areas is necessary.  
Students are to go DOWN slides as designed.  
All wood chips are to remain on the ground at all times.  
All-Star swings are designed for one person to sit on with the chains to hold on to.  
Stay away from windows. Learning may be going on!  
HAVE FUN!!

## **School Wide Expectations**

We will value one another as unique and special individuals.  
We will not use putdowns towards each other.  
We will use good manners.  
We will be prepared and responsible.  
We will respect one another's personal space and property.  
We will help one another whenever possible.  
We will make our classroom and school a safe place to learn.  
We will apply the Life Principles every day in every way.

## **Cafeteria Expectations**

We will use a quiet voice.  
We will speak kindly to only those beside or in front of you.  
We will use good manners.  
We will stay in our seat (no returning to the line or going to the restroom).  
We will keep food to ourselves.  
We will raise our hand if we need assistance.  
We will face forward so aisles are clear.  
We will apply the Life Principles every day in every way.

## **Parent Verification**

\*\*Please sign and return the parent verification letter no later than **September 11<sup>th</sup>, 2008**. Please contact your child's teacher if you have any questions.

Thanks!