**Classroom Handbook**  

Welcome to Banks Primary Kindergarten!  We are excited about having your child with us this year.  Rest assured that we will love your child and we will help him/her have a happy and successful first year of school.

**School Attendance**

Your child's regular and on-time attendance at school is crucial to his/her success. We expect children to be here on time and stay the entire day.  Small children need a set routine.  Most kindergarten learning activities are group oriented and involve interaction with classmates.  Therefore, it is difficult to make up all work at home.  Please view kindergarten as a priority, and see that your child attends except in cases of illness or emergency.  We will call you if your child is vomiting or has a fever.

**Absences:** If your child is absent, we need a written excuse on the day your child returns to school.  We are required to turn in all notes to the office, where the absence will be determined if it is excused or unexcused.  As much as possible, please make doctors appointments in the afternoon, so your child can be here most of the day.

**School Hours**

*Morning:* If your child rides the bus, he/she will get to school in time for breakfast.  If your child is a car rider and is going to eat breakfast, we suggest bringing them to school by 7:15 so they will be back in the classroom by **7:35**.  **STUDENTS WILL BE COUNTED TARDY IF THEY ARRIVE AT SCHOOL LATER THAN 7:35.** If you arrive with your child after 7:35, you **must** check your child in at the office.  Your child will obtain a tardy slip and come down to the classroom.  ***Breakfast will not be served after 7:35***.  Please say good-bye to your child at the car if you bring him/her in the morning.  **Children tend to do much better if they come in and get set for the day with their peers.**

*Afternoon:* Car Riders will be dismissed at 3:10 from the portable building.  Children who ride the bus will wait in individual rooms until their bus driver's name is called.

If you need to pick up your child early, you must sign him or her out at the office.  Mrs. Adams will call our classroom and your child will meet you at the office.  Students may not check out after 2:30.  If you send someone else to check out your child, be sure that person's name is on the list that you have provided for us.

**After School Care**

If you need after school day care, this service is available.  Students may stay until 5:30.  For more information on after school care and the cost, please see Mrs. McKenney

**Transportation**

Make sure we know exactly how your child will get home from school.  We will follow the transportation schedule that you provide on the enrollment sheet.  If you plan for your child to travel home differently than he/she usually does, we ***must*** be notified of the change by a note, phone call from the parent, or school secretary.  We cannot rely on your child to tell us this information.  Children sometimes get confused and relay messages incorrectly.  **If we do not receive a note or phone call, your child will be sent home by his/her usual mode of transportation.**

**Lunch/Breakfast Money**

Breakfast and lunch money should be paid for by the week or month.  Send lunch/breakfast money in an envelope (sealed well) with your child's name on it, teachers name, the amount inside and what the money is for.  Put only lunch/breakfast money in this envelope.  This envelope will be taken directly to the lunchroom.

Example:

|  |
| --- |
| Mark Allen  Mrs. Dorrill  $20 - lunch/breakfast |

**Snack**

We will have snack at 3:00 every day.  You may send snack or you may purchase snack from school.  Please be sure to send something or purchase something for your child to have.  If you send snack, do not send juice in glass containers.  Also, if you send pudding or a fruit bowl, don't forget to **pack a spoon** in your child's snack box.  Each snack is 50 cents.  Each juice/water is 50 cents.  The daily rate is $1.00 for both.  If your child will purchase snack the whole week, please send $5.00 to cover the entire week.  ALWAYS SEND THE CORRECT AMOUNT.  Mark the envelope for snack as follows:

|  |
| --- |
| Mark Allen  Mrs. Dorrill  $5.00 - Snack (week) |

**DO NOT PUT SNACK MONEY AND LUNCH/BREAKFAST MONEY IN THE SAME ENVELOPE.  THIS MONEY GOES TO TWO DIFFERENT PLACES.**

**Money**

Sometimes throughout the year, your child will bring money to school for various reasons.  Always send money in a sealed envelope with the following information written on it:

•·        Child's first and last name

•·        My name

•·        Amount of money enclosed

•·        Purpose for the money (snack, party money, etc.)

**Toys**

Please - NO TOYS - Most of the children ride a bus and toys are not allowed on the bus.  Students bring them out during inappropriate times (breakfast, group time, etc.).  We will take away any toys brought to school.

**Protected Reading Time**

Kindergarten's protected reading time is 9:10-11:05.  This means that we cannot be interrupted during these hours.  If you need to call us, please do so during teacher plan time. (1:30) The **school's phone number is:  243-5990.**  You may email me at sdorrill@pikecountyschoos.com.

**Homework /Daily Folders /Communication**

Check your child's folder **daily**.  Your child's homework will be in this folder.  Please help your child with his/her homework and **sign** it each night.  If your child doesn't do his/her best, make him/her erase it and do it again.  Send the homework back in this folder.  **We will look for it each day**.  This folder is our means of communication.  We will look for homework, envelopes, and notes from home in this folder.  We will send any notes to you in this folder, so look for it to come home every day.  Your child's daily work and art will come home in this folder as well.  Make him/her feel positive about it by praise and display some of it!   **PLEASE CLEAN OUT YOUR CHILD'S FOLDER EVERDAY.** Only homework and notes should be sent back to school.  Keep the previous day's work at home.

**Field Trips**

We have one scheduled field trip each school year.  We travel to the Montgomery Zoo after our lesson on animals.  We ask that each child have one or both parents go on this trip.  If we have any other field trips during the year, we will let you know about them.  Students will not be allowed to go on any field trip without permission from his/her parents.

**Behavior**

Establishing good classroom discipline is essential to each child's success, confidence, and well-being.  Every child should feel that the classroom environment is safe and secure; free from all threats of physical or emotional harm.  It is important that each child learn to develop self-discipline and good work habits, to resolve conflicts peacefully, and to think independently.  Your child is expected to act in a manner that will ensure safety and consideration for the feelings of others.  Behavior charts will be placed inside your child's daily folder.  Please initial the box, **every night**.  This will let us know that you have seen it and that you have talked to your child about it.  Please help us with any undesirable behaviors.  Students usually behave better at school if they know they will "get in trouble" at home.  Every parent wants their child to do his/her best behaviorally and academically.  You may want to let your child miss a favorite T.V. show, take away a specific toy, or maybe they won't get to play outside.  Your discipline at home is up to you.

Below you will find some of the skills that we work on in Kindergarten.

**Math**

We use AMSTI lessons as well as Harcourt lessons.

•·        Recognition of numbers 0-20.

•·        Matching written numbers with the correct number of items 1-20.

•·        Writing numbers 1-20.

•·        Adding numbers using beads or chips.

•·        Subtracting numbers using beads or chips.

•·        Counting to 100 by ones, fives, and tens.

**Reading**

*Our protected reading time is 10:10-11:30.  We may not have any interruptions during this time.  Our reading program is Scott Foresman, Reading Street. About 70-80% of the state of Alabama is using this program.   During this time, students are engaged in whole group and small group activities.  By meeting in small groups, we are able to meet all students' needs.*

•·        Recognition of letters.

•·        Matching letters with their sounds.

•·        Recognizing written words in our reading program.

•·        Reading sight words in the Reading Street Pre-Decodable Books and grade level appropriate books.

•·        Retelling stories.

•·        Segmenting phonemes in words.

•·        Blending phonemes to form words.

•·        Being able to read words by sounding them out.

**Writing**

•·        Writing letters Aa-Zz.

•·        Writing sight words.

•·        Writing c-v-c words.

•·        Writing short sentences.

•·        Writing stories using phonemic spelling.

**Science**

Our school uses the following AMSTI units in Kindergarten.  AMSTI stands for Alabama Math, Science, and Technology Initiative.

•·        Weather

•·        Balls and Ramps

•·        Trees

•·        Living Things

**Graduation**

We will have a graduation program at the end of the year.  Graduation will take place in the middle school gym.