

# THE ABC'S OF KINDERGARTEN



# **A** Arrival:

Classes begin at 8:00 for KA and KB. Children should line up below the steps outside the classroom doors. Children should not be near the classroom doors or windows before school begins or running on the front lawn. Children should be ready to enter the classroom when we open the doors. Children who need to arrive before 7:50 should inquire in the office about before care. On bad weather days children in the A.M. classes should enter the building via the main door and proceed to their classroom. The late bell is at 8:05, if your child arrives after 8:05 please have him/her stop at the office first for a late pass. Promptness is important. Tardiness affects your child's routine and self esteem.

## **Attendance:**

Whenever your child is absent, whether for illness or vacation, doctor appointments etc., your child must hand in a written note for his or her absence, when he or she returns to school. Please use the absent notes that you will receive from the school office. New Jersey Law requires a written explanation for your child's absence. If a written note is not received the office will mark your child as illegally absent for that day or days.

## **Aftercare:**

St. Joseph provides aftercare services on a day to day basis. Please check the office for current rates. Students who need to attend aftercare should send in a written note each day they will be going to aftercare. We need to know at the beginning of the day who will be attending aftercare, in order to notify the office before dismissal.

# **B**

## **Birthdays:**

We love to celebrate each child's special day. Please notify us a day in advance if you wish to send in goodies for your child's birthday. A treat such as cupcakes, Rice Krispies treats, brownies or cookies would be appropriate. Please do not send in cakes or candles. Please make all treats the same. We also ask that you do not send in party invitations for us to pass out, unless the whole class or all the boys or girls are invited. This will prevent hurt feelings. **Please do not label envelopes.** This will make passing them out easier.

## **Bookclubs:**

The **Troll** and **Seesaw** Book Club offer a nice selection of books each month. Purchasing books from the bookclubs is optional. Please make your check payable to **Troll** or **Seesaw** and return your check and order form by the date listed on the form. Do not send in **cash**.

# **C**

## **Conferences:**

All conferences are arranged by appointment only. Please do not come before school, first thing in the morning or at dismissal time to speak to us unless you have made an appointment to see us. Formal conferences are scheduled for all students in November. Additional conferences will be set up for individual students as needed.

## **Communication:**

Every Friday your child will bring home notices from the main office. Please read through these notices and save for future references, as well as, return any items that need to be sent in.

# D

## Dismissal:

Kindergarten A is dismissed at 12:00. Kindergarten B will be dismissed at 2:45. Please be prompt in picking up your child. If you are delayed in picking up your child please notify the office. Your child will be sent to aftercare unless other arrangements have been made. For the safety of the children we are asking that if someone other than yourself will be picking up your child, that you send in a note that day indicating who will be picking up your child. Under no circumstances will a child be allowed to leave with someone other than his parent unless a note has been sent in. In addition, we ask that the A.M. classes not linger on the front lawn after dismissal as they are a distraction to the P.M. classes in session in the classrooms. It is also dangerous for your child to be running around the lawn and parking lot at that time with so many cars pulling in and out.

# E

## Encouragement:

Encourage curiosity, conversation and creativity in your child. Encourage your child to speak in sentences, listen to what they say and take the time to answer their questions no matter how many. Question your child using question words. Ask about stories or everyday things that happen. Have your child use improvised playthings rather than purchased toys to encourage his or her imagination.

# F

## Fine Motor Skills:

Allow your child to use materials that will develop his or her fine motor skills. Provide your child with scissors, crayons, clay, puzzles, lacing boards etc. to practice fine motor skills. Many household items are also excellent in developing fine motor skills, such as, kitchen tongs, tweezers and spring clothespins.

## Folders:

Each child has been given a folder. The folder has **school** and **home** sides. Please keep everything in the home side home and return everything in the school side. It is important that your child bring his or her folder to school each day. Please use this folder to send any written notes, concerns, school forms or payments to school. Also, please have your child bring his/her homework book or makeup work to school in this folder. A new folder may be purchased for **\$1.00**.

# G

## Gym:

The Kindergarten classes will have a 30 minute gym class each week. A St. Joseph warmup suit must be purchased in addition to the school gym uniform. Students should wear the school warmup suits on gym days. Students are permitted on nice weather days to wear the school gym shorts and tee shirts for gym. Please do not have your child wear high top sneakers or double knot his/her sneakers. Both make it difficult for your child to take his/her sneakers on and off by his/her self.

# H

## Half Days:

Please refer to the school calendar for half days. On First Friday half days both kindergarten classes will be in session from 8:00 until 12:00, so that they may participate in school liturgies. On all other half days KA will follow a special schedule.

## Holiday Parties:

We will celebrate the holidays in kindergarten with special treats and activities. Please contact one of the class mothers to see what may be needed.

## Homework:

Students will be assigned homework to reinforce skills learned in school. Homework instills responsibility and develops organizational skills. If your child is too tired to complete any assignments, please send in a note. He/she may complete it on another day. We never assign homework on a Friday or before a holiday. Each child has been given a homework notebook. A weekly calendar of homework assignments will be attached to the inside front cover of the notebook. We ask that you write the assignment once each night, as a sample for your child to copy, using different colored marker for each stroke. Your child should do as many rows as is indicated on the homework chart. We ask that you follow handwriting guidelines for letters and numbers attached to the back of your child's homework book, when writing homework samples for your child. Some night we give assignments verbally. **Let's see who listens and remembers!** If the assignment is practicing a number or alphabet letter have your child fill the whole row to the right edge of the paper using finger spaces between each letter or number. If your child would like to do extra work he/she may do additional lines on a separate piece of paper not in the homework book. **Remember homework assignments are you child's work, you should be there to guide and encourage, not to do your child's homework.** Please contact us if your child is having difficulty completing assignments. In addition, please date and sign all homework. **We do not erase!!** We circle all mistakes and continue on.

## Hot Lunch:

Full day kindergarten students have the option of participating in the school's hot lunch program, as well as, in purchasing milk or monthly pizza lunches. Hot lunch tickets may be purchased on a weekly or monthly basis, and are sold only on **Mondays**. You will receive a monthly menu to choose from. Hot lunch tickets must be sent into school with your child each day they wish to participate in the hot lunch program. Tickets should be placed in a **ziplock** bag that is stapled inside your child's folder. Milk orders and pizza orders are ordered on a yearly basis at the beginning of the school year. It is requested that if you are ordering soda with pizza lunches that you order **7up** rather than **Coke**. Children, who do not drink **7up**, may bring their own drink in or have milk, if they have ordered it, on pizza lunch days. Please check the calendar for these dates.

## I Independence:

Your child should be independent in dressing, toileting and other bodily needs. Let your child dress himself, wash himself, hang up his clothes, pick up toys etc., even if it may take twice as long than if you do it.

## J Jewelry:

Please discourage your child from wearing jewelry to school. Expensive jewelry may get broken or lost. Novelty jewelry is also very distracting in class.

## K Kindergarten

*Kindergarten* is a German word meaning children's garden. It is a place to grow children.

# L

## **Labels:**

Please label all clothing, personal items, and articles sent in for Show 'n Tell, Star of the Week etc. This includes your child's lunchbox, backpack, school sweaters, ties and belts.

## **Library:**

Students will visit the school library for 30 minutes every week. They will be allowed to take out one book every week. Please have your child keep his or her book in a safe place at home. Please return the book to school on your child's scheduled library day. If your child does not return his library book he/she will not be allowed to take out a new book.

# M

## **Medicine:**

Students, who are required to receive medications in school **must** send in a physician's note. All medications **must** be in their original container. They **must** be sent in with proper instructions to the school nurse, who will then administer the medication at the required time. This also includes use of **cough drops** and **chapsticks**.

## **Money:**

All money that is sent to school must be in a labeled envelope. Do not send in any loose money or checks. Please mark the envelope with your child's name, the amount enclosed and the purpose.

## **Music:**

Your child will have music every week for 30 minutes.

# **N**

## **Nailpolish:**

Only clear nailpolish is allowed to be worn in school.

## **Numbers/Names:**

We will be working on phone numbers, addresses and correct spellings of first and last names in September. Please work with your child at home on these skills.

# **O**

## **Organization:**

The time to learn to be organized is in kindergarten. Please encourage your child to use his or her folder daily, pack his or her backpack , keep his or her own library book in a safe place, and to get his or her own items for Show 'n Tell. We must encourage children to become responsible individuals.

# **P**

## **Praise:**

Praise your child often, no matter how small his or her accomplishment is.

## **Prayers:**

Your child will learn to say and sing many prayers in Kindergarten. Please encourage your child to sing or say prayers to you.

## **Projects:**

During the course of the year parents will be requested to send in a variety of items to help in the development of some of our lessons. Items may be things you have in your home or that may need to be purchased. We encourage all parents to cooperate in sending in requested items, so that all children may fully participate in our class lessons.

# Q

## **Questions:**

Please put all questions or concerns in writing and we will get back to you as soon as possible. Please put all notes into your child's folder. Do not hand us notes at the classroom door or detain us with verbal questions first thing in the morning or at dismissal.

# R

## **Reading:**

Read to your child every day. Read to your child from a variety of materials. Get your child a library card and check out books regularly. Discuss what you are reading, ask questions, point out letters and words. Let your child see you reading as well.

## **Report Cards:**

Students will receive report cards in January and June. Informal notes will be sent home to inform you of your child's progress throughout the year.

## **Reward Charts:**

Children's class behavior will be recorded on monthly reward charts. Each child will receive a happy face sticker each day they show good behavior. If a child is spoken to 3 times or more for misbehaving in one day, he/she will not receive a sticker. Persistent discipline problems may necessitate a conference with the parent(s). Good behavior will be rewarded at the end of each week with a small prize or treat and charts will be sent home at the end of each month.

## **Rules:**

Here is a list of some of the rules for the classroom. You may also work on them at home.

1. Be polite to others.
2. Share with others.
3. Quiet in the hallways.
4. Wait your turn to speak.
5. Keep your hands to yourself.
6. Listen to your teachers.
7. Try your best in all you do.
8. Be neat.

# S

## **Show 'N Tell:**

Students will be assigned special days for Show 'N Tell. Please try to help your child in choosing something of interest and educational value that goes along with the theme for each week. If your child is absent on his/her Show 'N Tell day he/she may bring in his/her item the following day. This procedure can be followed if there is **no school** on the day your child has Show 'N Tell.

## **Snack:**

Each day your child is asked to bring in a healthy snack and/or drink to school. The snack should be small. A piece of fruit, or a half of a sandwich or small cup of yogurt should be sufficient. Please refrain from sending in fruit rollups or other junk food for snack. Absolutely **no candy** is allowed. A thermos is more practical than disposable drink containers, since most children do not finish these. Please provide your child with a straw, spoon etc. if it is needed to eat his/her snack. A labeled lunchbox or bag is a convenient carrier for your child's snack. Do not send your child with his/her snack loose in their backpack or request that items be warmed up in the microwave. Also, please teach your child how to open his/her thermos, food containers, and lunchboxes, as well as, be a neat eater. **KB** students bringing their own lunch should also follow the above regulations for lunch, as well as, use one lunchbox for both their lunch and snack.

## **“Star of the Week”:**

Each child will have the opportunity to shine for one week. Please see attached note for details.

## Supplies:

Your child has been supplied with a pencil, a notebook, a box of crayons, a folder, and a writing tablet to be used in school. We ask that you send in an additional **laminated** two-pocket folder to hold papers we will keep on file on your child for the year. These folders will be returned at the end of the school year. In addition, we also ask you to send in an **7.8 oz.** bottle of **Elmer's White School Glue**, two **large, fat Elmer's gluesticks**, and a **Kinder Smock (long sleeved art smock ISBN# PPLS1)** or **Sargent Art Little Artist Smock**, to be purchased at **Becker's at Bradlees Shopping Center** on Hackensack Ave. in Hackensack, N.J. All supplies should be **labeled** with a permanent marker.

**KB** students will also need to purchase a **Heavy-Duty KinderMat (ISBN# HDM303)**, to be purchased also at **Becker's**, as well as, a bath size towel. Sleeping bags, adult size exercise mats, afghans or blankets are not acceptable, since we have limited storage space. Mats need to be ordered two weeks in advance since the store does not keep them in stock year round.

In addition all students need a backpack larger enough to hold a **two-pocket** folder. **Wheeled** backpacks are discouraged due to lack of storage space in classroom closets.

## T Talking:

Talk to your child often. Discuss things with child. Share ideas. Talking is the best way anyone can help children learn words or names or anything else they need to know. Children need to be spoken to as much as they need air, love, food and sleep.

## Time:

Make time for your child. Spend time enjoying your child and joining your child in fun activities.

## Tying Shoes:

Learning how to tie shoes can be a challenge for some children. Be patient with your child's efforts. Encourage your child to keep practicing. In the meantime, wearing slip on shoes or shoes with velcro closures may be less frustrating for your child.

# U

## **Understanding:**

Be understanding when your child is going through a difficult stage or is having trouble accomplishing a task.

## **Uniforms:**

Please make sure your child's uniform is clean, neat and complete each day. Please refer to school handbook for proper uniform. Remember work boots, shoe boots, work pants, and blue jeans are not proper uniform. Only school sweaters will be allowed to be worn in school and hair ribbons and barrettes should coordinate with the school uniform. Also, your child must bring his/her school shoes to change into if he/she wears boots to school in the rain or snow.

# V

## **Volunteers:**

Volunteers are always needed for special projects and activities. Please sign up to volunteer for special activities during the year at orientation. We appreciate any help you can give us.

# W

## **Weekly Notes:**

Weekly notes will be sent home to inform you of new skills we will introduce, special activities for the week, items to be sent in, Show "N Tell themes, and special reminders. Please hold on to these notes to refer to each week.

## **Writing:**

Encourage your child to write. Young children also learn to read by learning to write. Keep pencils and paper or chalk and the chalkboard handy so your child can learn how to form letters and words. Even scribbles are important. Please reinforce writing top to bottom, left to right.

# **X**

## **Exciting:**

We hope you have an exciting year with your child in kindergarten.

# **Y**

## **You:**

You are the most important teacher in your child's life. See handout on ways you can help your child.

# **Z**

## **Zest:**

Enjoy your kindergartener's zest for life. Remember **love** gives zest to life.

## **Zippers:**

Don't forget to start early in helping your child to learn how to zip his/her winter jacket.