

Miss Courtney's ABC's of Kindergarten Parent Handbook



ABC's of Kindergarten

A Attendance

Attendance is very important. If your child misses school, you are required to send a written note within 3 days to explain his/her absence (emails do not serve as excuse notes written note with parent signature required). Please try to schedule doctor/dentist appointments outside school hours.

B Backpacks

Please remember no rolling backpacks. We do not have the room to store them in our classroom. Please send your child's backpack with daily folder to school **everyday!**

Behavior

A behavior calendar will be kept inside your child's daily folder. Refer to the codes on the calendar to determine any behaviors needing to be addressed. Please know that your child and I discuss the behavior as we record it on the behavior calendar. This helps ensure that your child can explain his/her behavior to you.

Birthdays

Birthdays are special times. Please contact me if you would like to purchase ice cream from the cafeteria for your child's birthday. I can only pass out birthday invitations to the entire class or either all of the boys or all of the girls.

Book Orders

Book orders will be sent home monthly. The due date will be written on the order form. Please complete the form thoroughly and return it along with your check on or before the due date or place your order online. This is an excellent way for you to purchase quality books at discounted prices. Details are on my website.

C Class Shirts

You have the opportunity to order a class shirt this school year. The students will wear our class shirt on both of our field trips. There are also several opportunities to wear our class shirt during the End of the Year activities (Field Day, Class Party Day and the Fun Friday End of Year Big Bash) They can also wear their class shirt any school day. Look for information coming home soon!

Communication

Communication is essential when working with and teaching young children. I will be communicating with you through announcements on my website, emails, Remind text messages, Seesaw online student portfolio, newsletter, notes, phone calls, and conferences. Any notes from me will be placed in your child's Daily Folder. Please make sure that any messages you send for me are put in your child's Daily Folder. You can communicate with me through written notes, email, or phone. My email address is acourtney@madisoncity.k12.al.us and the school phone number is 256-430-2751.

D Daily Folders

Each day your child will bring home his/her Daily Folder. **Please check and remove papers from your child's daily folder each night.** It will contain any work done in class, homework, or other important information. You will use this folder to send any notes, lunch money, field trip money, transportation changes, etc... Please make sure any messages you send for me are put in your child's Daily Folder instead of sending things hand delivered through your child. ***Look for due dates on forms sent home that need to be completed/returned. Bringing the Daily Folder back to school **everyday** is part of your child's homework responsibilities.

E Every student is special!

F Field Trips

You will be notified in advance of any upcoming field trips. I will need the permission slip and money to be returned promptly.

Fun Day Friday

Each student that has at least one ticket remaining on Friday at 2:00 has earned the privilege to attend Fun Friday. There is an End of the Year Big Bash!!! Your child earns the privilege to attend, so long as he/she misses no more than one Fun Friday per semester! More details are provided on our "School Wide Positive Behavior Incentive" handout that was in your packet at Open House.

G GREAT - Kindergarten is great!

Guest Reader

We enjoy having guest readers. If you would like to be a guest reader, please notify me, and we will schedule a date and time.

H Happy Helpers

Students will have important jobs that will contribute to the operation of the classroom. Some of the jobs include: line leader, door holder, office walkers, etc.

I I am looking forward to a wonderful year full of discovery and growth!

Information

It is important to keep all records updated. If you have new contact information or have changes (new home/cell/work phone numbers or move) please inform me and the school secretary.

J Just Keep Reading

The best way to grow as a reader is to READ, READ, READ!

K Kindergarten is Wonderful!

L Leadership Roles

Every student in our class will have a leadership role. The role will give each student in our class a chance to be a leader at school. They will experience success as they take ownership of their role and understand how it helps fulfill a need in our class.

Library

The best place to keep your child's library book is in his/her backpack so that it does not get accidentally misplaced at home. When you and your child feel you are done with a particular library book, return the book to school and remind your child to turn it into our "Library Book" basket. Students are allowed to return to the library for a new book as time allows each day if their book has been placed in the basket.

Lunch

Please help your child learn his/her lunch number. It came home in the "Folder of Important Papers" at Open House. You are welcome to eat lunch with your child anytime. If you choose to do so, please meet us in the lunchroom and say your good-byes as we line up to leave the lunchroom.

Letter Expert Book

Each student will become a Letter Expert this school year. Look for more information coming home very soon!

M Money

When sending money to school, please put it in a sealed envelope in your child's Daily Folder. Please DO NOT send loose money with your child, they may not remember why they have it. Lunch/breakfast money can be put into accounts on a daily, weekly, monthly, or yearly basis. If you are writing a check, please include your driver's license number on the check. Please include the following information on the envelope:

1. Your child's first and last name

2. The amount of money
3. The purpose for the money

N Newsletter

Our newsletter is posted on our class website. Go to <http://ces.madisoncity.k12.al.us> hover over "Our Team" and then click on "Teachers", then click on "Alisha Courtney" The newsletter will be posted in the "Newsletter" tab. I will try to have the Newsletter posted by Friday each week. Please take time to read the information provided in the newsletter. Please use the newsletter to begin conversations with your child about what we are learning in the classroom.

Nurse

Columbia has a school nurse to give medication and help with emergencies. If your child has a fever or has been sick the night before, please do not send him/her to school. If your child has an accident, the school nurse has articles of clothing that she will lend. These clothes need to be washed and returned as soon as possible. NOTE: If you have any children's clothing to donate to the school, it would be greatly appreciated.

O Outdoor Recess

Weather permitting, we will have recess outside every day for 30 minutes. Please dress your child accordingly.

Office

When checking your child out early or arriving late sign them in at the front office. Drivers License is required for sign in and out.

P Parent Volunteers

Please turn in your Parent Roundup form so I know what you are available to help with this school year. Thank you in advance for being willing to volunteer! Also, please join the PTA!

Parent-Teacher Conferences

Parent/Teacher conferences take place in the fall. More if needed by teacher or parent request. I look forward to meeting with every parent.

Q Quiet Time

We will have rest time for thirty minutes everyday. Students are required to have a cloth or plastic mat. The students will bring home their rest mats every other week. Please wash them and send them back to school with your child on Monday mornings.

R Rules

The rules will be posted and consistently enforced throughout the school year. Please discuss the rules with your child. Your child should be encouraged to follow the rules at all times.

Our classroom rules are:

- 1: Keep your hands, feet, and all objects to yourself.
- 2: Follow directions quickly.
- 3: Work quietly.
- 4: Do your best.
- 5: Be a great friend.

S Snack

We will have snack time every afternoon. Please pack a nutritious snack for your child to enjoy during snack time. Pack the snack in a Ziploc bag, brown bag, container or snack bag **separate** from your child's lunch. You may send water for your child to drink. No juice boxes, please!

School Supplies

Supplies should be replenished as needed. Please write your child's name on jackets, book bags, lunch boxes, etc.

Sight Words

The Kindergarten Fry Sight Words are located on my website. Practicing these words is a frequent activity on our Homework Calendars. Our goal is to learn all 50 words by May.

T Transportation

Anytime your child's afternoon transportation changes, I must have a **note** from you or you must call the front office at 430-2751. If no written note or phone call is received, your child will be sent home by his/her usual method of transportation. Please do not send emails for transportation changes.

U United Forever!

Your children will always have a special place in my heart. I look forward to hearing all about each child's successes throughout their entire school career and life. Please stay in touch.

V Valuable

Each day in our classroom is extremely valuable! We do not want to let a day go by when we are not reading, writing, and learning in our classroom!

W Website

Our classroom website will be a very valuable tool for you this school year. Please check the website daily. ☺ The home page has announcements that arise frequently, postings will be made two to three times a week! The Kindergarten Information page has our Fry Sight Words, and other important and helpful information.

Working Together

Everyone will need to work together to make this a successful year. Please do not hesitate to contact me with any concerns that you have!

X X-citing times are headed our way!

Y Your child is very important to me!

Z ZZZ...You made it to the end of the Parent Handbook! Yeah! 😊

Thank you for reading our parent handbook. It serves as an introduction to the basic guidelines of our Kindergarten classroom. Please refer to this handbook throughout the school year as questions arise. If you have any concerns, please don't hesitate to contact me. My email is acourtney@madisoncity.k12.al.us or you may call the school at 256-430-2751. I know we will have many wonderful experiences in the year ahead!

Happy Learning!
Miss Alisha Courtney