
	<h1>Classroom Information</h1> <h2>2014-2015</h2>	
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### Daily Schedule

7:20	Arriving kindergarten through third grade students will be supervised in the auditorium. Students in fourth through sixth grades will be supervised in the gym. <b>Students may enter the building through the back door beside the gym, through the front door beside the office, through the door at the end of the kindergarten hall, or through the doors by the auditorium. ALL other doors to the building will remain locked for the safety of the students and teachers.</b>
7:40	Students in the auditorium and gym will be dismissed to their classrooms. Arriving students go directly to their classrooms. <i>Kindergarten parents may come in the building and bring their children to the classrooms during the <u>first week of school only</u>. After that, please encourage your child to go to his/her classroom independently or with a sibling or friend.</i>
7:50	School day begins for students. All outside doors except the office door will be locked at 7:50. Any student who arrives after the 7:50 bell is considered <b>tardy</b> and must stop by the office to check in before going to his/her classroom. (All outside doors except the office door are locked at 7:50.) <b>Parents who must enter the building to do volunteer work or for any other reason are requested to enter the school through the office and sign in. Please do not go to the other outside doors and knock!</b>
2:00	Kindergarten students will be dismissed at 2:00 from Aug. 13 through Aug. 19. <i>You may come to the classroom to pick your child up on the <b>first day of school</b>. On the remaining days the teachers will walk the children out the playground door or the Elm Street door, according to the information you give us about dismissal. <b>Be sure to enter the building through the office door, do not come to the kindergarten wing and knock on the outside doors, please!</b></i>
2:50	All students are dismissed. The first full day for kindergarten students is Wednesday, August 20. Kindergarten students will exit the building with a teacher through the door that leads out on to the playground, between Mrs. Azar's and Mrs. Noles' rooms. They may also exit with a teacher through the door beside the Gym that leads to Elm Street. They may <i>not</i> exit through the door by Mrs. Mooney's room that leads to the parking lot because this is the door that 6 <sup>th</sup> grade uses.

**SCHOOL STORE:** Students may go to the school store from 7:30 - 7:45.

**AFTER SCHOOL PROGRAM:** The Extended Day program is provided by Crestline Elementary from 2:50 p.m. - 6:00 p.m. each day school is in session. Please call the school office for details, 871-8126.

**ABSENCES:** Please call the school between 7:20 – 7:50 a.m. if your child will be absent that day. If your child is absent for several days, it is only necessary that you call the first day of the absence. Always send a signed and dated note of explanation for the absence on the day that your child returns to school; email [absences@mtnbrook.k12.al.us](mailto:absences@mtnbrook.k12.al.us) and your child's teacher. Failure to do so will result in an unexcused absence.

**BACKPACK:** Always send a backpack with your child's homework folder for him/her to transfer notes, papers, and announcements to and from school. *Please check your child's take-home folder daily!* It will be sent home at the end of the first day of school. Please do not allow your child to attach toys and key rings to his/her backpack.



**BICYCLES:** Racks are available at the school. Children should be aware of bicycle safety rules. Bicycles must be walked, not ridden on school grounds. Bicycle helmets are the law.

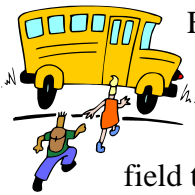
**BOOK ORDERS:** All book order checks must be made out to the book company, not to the school or the teacher.

**CHECKING OUT OF SCHOOL EARLY:** If your child must leave school early for whatever reason, he/she must be checked out in writing for the school office by a parent. Please send the teacher a note if you must check out your child early. *Avoid checking your child out of school early except for very important appointments which cannot be made at another time, for example, doctor or dentist office visits.*

**DISMISSAL:** On the first day of school you may enter the building *through the office door* and meet your child outside of his/her classroom. **(Please do not come to the doors on the kindergarten wing and knock. All doors except the office doors are locked after 7:50 AM for the safety of students and teachers.)** During the rest of the short days, the kindergarten students will exit the building with their teachers from the door in the kindergarten hall that faces the playground, between Mrs. Azar's and Mrs. Noles' rooms. Students who meet a ride or walk home behind the school, by Elm Street, will exit through the door by the Gym with a teacher.

Beginning August 20, kindergarten students will be dismissed at 2:50 p.m. (Kindergarten students may not exit the building from the door next to Mrs. Mooney's room, by the parking lot. This is the door that Sixth grade uses to exit.) **Please let us know where your child needs to meet his/her riding group so we will know where to send him/her.** Always send a note when your child is to go home with a friend or relative.

**ENVELOPES:** Please send all cash and checks in a sealed envelope labeled with the child's name, teacher's name, purpose of the money, and the amount. Place the envelope in the child's homework folder, sliding it under the clip.



**FIELD TRIPS:** Please fill out permission slips and return promptly. Students and teachers will be riding Mountain Brook school buses to all our trips. Chaperones will follow in private vehicles. We need a certain number of chaperones for each trip, so please volunteer! **Please do not bring siblings on our field trips.** The field trip should be a special time for you and your kindergartner. (You paid for the field trips last spring when you registered your child for school.)

**FORGOTTEN ITEMS:** Bringing forgotten items to school is discouraged. We find that children will develop responsibility more quickly when they experience the natural consequences of forgetting. Example: If they forget their lunchbox, they buy a school lunch instead. (Eyeglasses, snack for the class, or any essential item should be brought to the school office where they will be delivered by school personnel.) **Parents or guests should not interrupt the instructional process by bringing items to the classroom.**

**HELP US:** Your child needs to know his/her full name, address, telephone number, birthday, parents' names, and how to tie shoes. Please reinforce these skills at home. When your child writes his/her name, please encourage the use of lower case letters and the correct pencil grip.

**ILLNESS:** When a student becomes ill during school hours, he/she will be taken to the Health Room, and a parent will be notified of the illness by school personnel. Parents must come to the school office and check out the student before removing the student from school grounds.

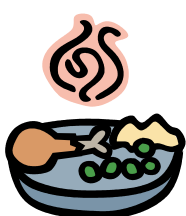
**LABEL EVERYTHING:** Especially be sure to label lunchboxes and outer garments such as sweaters, jackets, hats, and gloves. Lost and found items are donated to charity several times during the school year.



**LUNCH:** Lunches will be served daily in the school cafeteria.

Students may:

1. buy a plate lunch (choice of 2 different entrees\*) \$3.00
2. bring a lunch and buy a drink for \$0.50 (juice) or .50 (milk)
3. bring a complete lunch including a drink



**\*Kindergarten students are allowed to choose between two entrees if they buy a school lunch.** We will ask the children to tell us their choices in the mornings when they choose their snack drink, so that we can send our order to the lunchroom. Please, if you plan to let your child buy lunch, *discuss the choices with him/her so that the decision can readily be made at school.* The menu you receive will indicate the selections for each day. All the other food on the plate lunch, such as vegetables and bread, will be the same for every child. If your child only likes one item on the plate lunch, please send a lunch from home that day.

*Kindergarten students may not buy separate desserts. **Please do not buy dessert, tea, etc. for your child when you come to visit at lunchtime.***

After Labor Day weekend, parents are welcome to eat lunch with their children. *Please call the lunchroom at 877-8323 and send the teacher a note if you plan to eat lunch at school.* All visitor lunches are \$4.50.

**LUNCH ACCOUNTS:** Children may deposit money into their lunch accounts daily between 7:20 and 7:50 a.m. Cash or checks will be accepted and may be brought to the school office or given to the classroom teacher by the students. Checks should be made payable to **Crestline School**. *Please write your child's lunch account number on the check.* One check may be written to credit the accounts of all children in your family. (If you do this, please send a note giving each child's name, teacher, lunch account number and the amount each is to receive.) A note will be sent home when your child's lunch account needs more money. If a student's account is below a zero balance, he/she is only allowed to purchase a sandwich and a drink. The student with a zero balance may not purchase a snack drink.

**MEDICATIONS:** Only **PRESCRIPTION MEDICATION** such as Ritalin or other medication prescribed for ADHD, or medicine requiring more than 3 doses in a 24 hour period will be administered at school. Then, only one dose will be given during school hours.

**PRESCRIPTION MEDICINE** should be brought to the school office by the parent. Medications must be brought in the prescription container with a note indicating the time that the medicine must be given during the day, dosage, and the length of time the medicine is to be given, (one week, etc.) Medicine given both at home and at school should be split by the pharmacist into 2 bottles and both bottles labeled.

Children with a history of severe allergies or anaphylaxis may have medication kept at school for emergencies upon written request of the child's physician.

Inhalers for children who suffer from asthma or related problems may be kept in the office for use by the student. Clear written instruction about the frequency of use and the "usual" usage if the student is wheezing are required.

**Be sure to personally notify the teacher ASAP if your child has a health problem that requires extra care.**

**REST TIME:** Each day, kindergarten students will rest quietly. Students are expected to remain on their mats and no talking is allowed.



**PHYSICAL EDUCATION:** Each child will attend a daily 30 minute PE class with his/her class. Please send your child to school with **rubber-soled shoes, no clogs or sandals please. (Kindergarten students are not allowed to bring shoes to school and change. This takes up too much instructional time.)**

Girls should wear shorts under dresses.

Kindergarten students also have supervised play on the playground with their classes daily. Please be sure to dress your child for the weather.

**SHOW AND TELL/SHARE TIME:** Please help your child to select natural or unusual objects, special treasures, or items related to the unit we are studying. Books are welcome any time. Our share schedule will be on our Monthly Calendar.

**SNACK:** Each child in the class will furnish snacks for the class during his/her special week, (see "Super Star/Top Dog" below). Children will purchase drinks from the lunchroom with their lunch accounts.

**BIRTHDAYS:** You may provide the class with a special snack to celebrate your child's birthday and are welcome to join. Cupcakes, a large cookie, brownies, or special cookies are best. Please notify the teacher one day in advance. It is not necessary to send drinks, napkins, etc. Please do not send in favors. No candles please.

**SPECIAL STUDENT:** Every child will be recognized during a special week. During this week your child needs to bring in a few pictures from infancy to the present. Please include family members and pets. This is the week your child is responsible for snack for the class.

**CALENDAR/NEWSLETTER:** I will email our monthly calendar and newsletter as well as post them on our class website. These will let you know of important events and what we will be learning each week. If other information needs to be sent home, I will either e-mail you or send a note in the take home folders. Please never hesitate to call or e-mail me with any questions or concerns.

**TAKE-HOME FOLDERS:** Each student is asked to bring the take-home folder to school daily. This is a plastic folder that you purchased with your child's supplies. The teachers will label the folders and send them home with your child on the first day of school. Please be sure to check your child's folder daily for papers and notes from the teacher. You are asked to reply to notes and send your reply back to the teacher in the folder.

**VISITORS:** All parents and visitors must report directly to the office to receive a pass to visit in the school building. *Please do not knock on and try to enter through other outside doors.*

**CLASSROOM VOLUNTEERS:** Volunteers will spend the majority of their time working with a small group of children during center time. Opportunities to prepare materials at school or at home are also available.

**VOLUNTEERS:** Parents and neighbors of Crestline School volunteer more than 4,000 hours during the year. Help is needed in a variety of ways and new volunteers are always welcome. Please send a note to the attention of PTA if you are interested in helping or have questions.



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More information will be provided about the instructional program during **Parent Orientation Night** on *Wednesday, August 14, from 6:00-6:45.* During the Parent Orientation you will meet as a group with your child's teacher and receive more news about kindergarten and your child's class. You may sign up for several volunteer opportunities at the orientation meeting so *please bring your calendar!*

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