

Dear Parents,

Welcome to the wonderful world of Developmental Kindergarten! I am very excited about working with you and your child this year. This is such a wonderful time for both you and your child as your lives are exposed to more and more things, and your child poses more and more questions to you. I feel so fortunate to be such an integral part of your child's first experience with grade school.

In an effort to provide you with the details on our Developmental Kindergarten Program and policies, I have created this Parent Letter for you to read and to refer to as necessary. This will familiarize you with our daily routines, and provide you with an explanation behind some of my philosophies and expectations. Having this background will help you to have a more detailed dialogue when you share your day with one another.

Your comments and concerns are very important to me. Please feel free to approach me if you have any questions or concerns. I am really looking forward to an enjoyable, positive, and rewarding school experience with you and your child.

Thank you, ahead of time, for all of your help and dedication this coming school year.

Sincerely,
Mrs. Winter

Arrival and Dismissal

- Students should not arrive at school before 8:15. School begins at 8:45 am. Students will be allowed in the classroom at 8:35 am, not before. Until the bell rings at 8:35 am, students will need to wait inside the front entrance.



- School will be dismissed at 4:00 pm. Children will be dismissed by bus number and will get on the bus for dismissal. Car riders and walkers will be dismissed immediately after the bus students through the outside classroom door. If you pick up your child, please be sure you are here on time.
- Please let me know in writing if there is a change in how your child gets home from school. If you pick your child up during the school day, please go to the office for assistance; do not come directly to the classroom.

Attendance & Tardies

- It is very important that students come to school on time every day. In Developmental Kindergarten, much of the work we do is oral or hands-on so it is impossible to make up everything that your child will miss.
- If your child is ill and must miss school, please contact me and let me know. A note stating the reason for the absence must be brought to school as soon as possible to avoid an unexcused absence. If students are absent for more than 3 days, they must return to school with a doctor's note.
- Students are allowed in the classroom at 8:35. I begin my lessons promptly at 8:45. Students that enter the classroom after 8:45 will be marked as tardy.

Clothing and Belongings

- It is our philosophy that "Children gain responsibility by being responsible."
- Each child should bring a backpack or book bag large enough to hold folders, projects, etc. to and from school everyday. **Please check and empty the book bag daily.**
- All clothing brought to school should be clearly labeled with your child's name. Hats, bags, coats, shoes, etc. get lost easily. In the event that something does get lost, it will remain in our room and we will try to locate the owner before placing the item in the school lost and found.
- You will need to contact the Transportation Office about items left on the bus.
- Please dress your child appropriately for school. Children will be learning by doing lots of hands-on activities. We will do our very best to keep your child's clothing clean, but we cannot promise they will return home as they left in the morning.
- In the rainy, muddy and winter seasons, please dress your child appropriately with coats, mittens, and boots. Please be sure to send a pair of shoes if your child wears boots to school.
- Please have your child leave all toys at home. It is often very disappointing when personal toys are broken, lost or taken.



Communication



- **Grievances:** There may be times that you do not agree with my policies and procedures. I prefer that you come directly to me to discuss such matters. Often, it is simply a matter of miscommunication. Much more can be resolved through our communicating than by complaints being addressed to other parents or teachers.

- **Money:** You will need to send money to school for various things - lunches, pictures, book orders, etc. Please send all money to school in a sealed envelope. On the outside of the envelope, please include the following:

Child's name (Susan Smith)
 Purpose of money (Lunch money)
 Amount of money (\$5.00)
 Teacher's name (Miss Bindergarten)



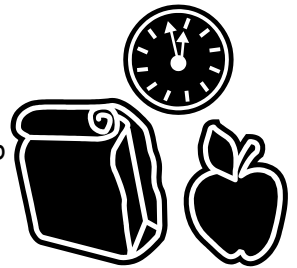
Book Orders

- Your child will be bringing home a form to order books about once a month. If you wish to order, simply fill out the form and send the correct amount of money or a check made out to the book company in an envelope. These orders are provided as a convenient way for parents to buy quality books for their child at a low price. As an added bonus, for every dollar that is spent on books, I earn bonus points which are used to purchase books for classroom use. This is a win-win situation because you get quality literature at a low price and you are helping to provide quality literature for the classroom. Of course, you are never under any obligation to order.



Breakfast and Lunch

- Breakfast is served from 8:15-8:45am. If your child is going to be eating breakfast, be sure that he/she arrives to school on time. Students are expected to eat breakfast prior to arriving in the classroom.
- Our class will eat lunch at 12:30 p.m. After lunch, they will go outside for recess. All Developmental Kindergarten students will be supervised by an adult helper at lunch and recess.
- Please be sure you fill out the free/reduced lunch form, even if you feel that you will not/do not qualify for free or reduced lunch.



Restrooms



- Bathrooms are located in our classroom. Children may use the bathroom as needed without permission from the teacher. However, during large group time, children are asked to wait unless it is an emergency.
- We strongly encourage lots of hand washing, especially after using the bathroom, and we would appreciate reinforcement at home.

Social Aspects

- **Snack Time:** We will have a school provided snack everyday. Please be sure to let me know if your child has any food allergies that would limit their snack options.
- **Birthdays:** Each child will be given the opportunity to celebrate his/her birthday during the school year. Please contact me ahead of time if you wish to send in a birthday treat to share with the class on your child's birthday. If your child's birthday



is in the summer, or falls on a day we are not in school, please contact me to arrange a day to celebrate.

- **Holidays:** Our class will have three parties during the school year - Halloween, Christmas/Holiday and Valentine's Day. I will send home a note prior to the class party requesting special treats and volunteers.

Volunteers and Classroom Visits



- There will be many opportunities for you to volunteer throughout the year. I welcome all offers. I feel it is very important for your child to know that you support him/her in his/her education. Your support can be exhibited in a number of ways. These include serving as our Homeroom Mom or Dad, helping or planning class parties, sending in treats or party goods, chaperoning field trips, reading to the class, planning a field trip, helping to facilitate literacy time, or in any number of ways.
- If you are unable to volunteer in the classroom, but are able to help us at home, please let us know.

- If you are interested in volunteering you must complete a Volunteer Application and complete a background check first.
- Volunteering in the classroom is a special time for your kindergarten child. Volunteers are asked to make other arrangements for siblings.
- Please be sure to sign in at the office and obtain a visitor's pass when you arrive. The secretary will call the classroom to inform the teacher that you are on your way to the classroom. Be sure that you sign out when you leave.

Again, I am really looking forward to working with you and your child this school year!

☺ Mrs. Winter