AArrr! Information



Miss Paysour & Mrs. Johnson**Ahoy Parents!**

 Welcome! We are so excited about your child becoming a member of the Root family and starting a great adventure in Kindergarten this year. I wanted to let you know about some important items for this year. I would love for you and your child to be actively involved in the learning process both at school and at home. This information packet will help you with the transition to Kindergarten. It is filled with many helpful facts. I am thrilled that your child is going to be in our class and know that we are going to have a wonderful year. If you have any additional questions please feel free to ask. We are always glad to help.

 Miss Paysour & Mrs. Johnson

**Please read over the following pages because they list important information that will be useful for the beginning of the year as well as throughout the year:**

****

**Daily Schedule**

**We are still working out our schedule due to “Team Time”.**

**Here are the important times you need to know:**

8:45 – 9:15 – Arrival

* Please have your child here as close to 8:45 as possible. This way they have time to get settled before we start our day.

11:05 – 11:35 – Lunch

* Please do not come the first 2 weeks of school so we can get your child into the routine.

11:50 Specials

* Monday – P.E. (Wear Sneakers! ☺)
* Tuesday – Technology
* Wednesday – Art
* Thursday – Library
* Friday - Music

3:45 – 4:15 – Dismissal

Helper Times:

10:00 – 11:00 – Centers (1-2 parents per day)

11:00 – 11:40 – Story Retell (1 parent per day)

\*There may be additional times provided once we get further along in the year.

**Homework Folder (Parent/Teacher Folder)**

Your child will have a folder that will be sent home with him/her every afternoon. Don’t forget it needs to come back to school each morning. There are 3 different sections in this folder. The right side (labeled “Return to School”) contains your child’s monthly behavior report and important items from the office that need to be filled out. The behavior/work habits report needs to be initialed and returned in the folder each day. The middle section has notebook paper. The notebook paper will provide a place for us to communicate throughout the year. At any time please write me a note and I will respond to it as soon as possible (This is the best way to contact me). The third section (labeled “Keep at Home”) will contain papers from the office or PTA to let you know what is going on at Root. You will need to take these papers out and keep them at your house for reference. This folder is very helpful.

**IMPORTANT:**

* PLEASE DO NOT remove any of the notes from you or myself throughout the year. They are important for documentation. I will remove them and place them in your child’s class file.
* Also PLEASE do not let your child/siblings use the folder (draw in the pages, etc.). It

is very important that the only person to write in the folder is you, the parent/guardian (Special Case: If you are out of town. If you go out of town please inform the person taking care of your child at the time to write in the folder if he/she needs to.)

**Snack**

Please be sure to send a **HEALTHY** snack each day (fruit, yogurt, veggies/dip, etc. not cookies or candy). Your child may **only** **bring** **water** for snack. If you would like they may bring a cup to put water in each day at school. Also, keep in mind that they will only have 10 minutes for snack. Be sure that if your child brings his/her lunch that you remind them which is the snack and which is the lunch. ☺

**Lunch**

Lunch accounts are available by days, weekly, or monthly. Prices are as follows: Lunch--$2.00 Milk-- 50¢ (if buying lunch, milk is included). Please remember that teachers are not responsible for money that children bring to school. Therefore, the best thing to do is open an account so cash is not carried to school each day. You can go to [www.MyLunchMoney.com](http://www.MyLunchMoney.com). The children will receive a lunch number that they will be asked to learn this is also the number that you will need to use to log on to the Lunch Money website. ***If you come to eat lunch with your child please meet us in the cafeteria at 11:00 (unless you are instructed otherwise).***

**Discipline and Classroom Management**

In my classroom there is a rewards system where the whole class can earn a class reward. Along our Kindergarten Voyage we will be earning Doubloons. When the children go to specials or are walking in the hallway and earn a compliment from another teacher they earn a Doubloon. When they do as they are asked without a reminder they can earn a Doubloon. After 30 Doubloons they can earn their reward. The reward could be extra playtime, a special snack (we would ask parents to help provide the snack), free center time, or any other reward that they vote and agree upon.

Often my School Store is open later in the year. It is used for individual behavior. Each day children can earn “Character Cash”. They will deposit it in their “Bank Account” and when the store is opened (usually on Fridays) the children who have earned money can withdraw it from their account and purchase an item from my store. If you would like to send in any items for our store they will be appreciated. (Ex. Pencils, party favors, erasers, stickers, etc.)

A monthly behavior note will come home each day in your child’s folder. You will need to initial the behavior note daily. If your child comes home and has not had a great day please discuss their day with them and let them know that good behavior is expected. My classroom behavior visual is a pirate ship. Your child may come home talking about “Staying on the Ship”, “Being Seasick”, “Walking the Plank”, or “Swimming with the Sharks”. The following will explain the three concepts:

* **“Staying on the Ship”** = Your child had a good day.
* **“If he/she were Sea Sick”** = Your child had a pretty good day with only a reminder to follow the rules.
* **“Walking the Plank”** = Your child had a little trouble listening today and had to have a teacher conference or some thinking time.
* **“Swimming with the Sharks”** = Your child had a lot of trouble listening today and had to have a teacher conference, some thinking time, and needs to complete a thinking sheet and return it on the next school day.
	+ Teacher Conference – Time where your child had to speak with a teacher about his/her behavior in the classroom and how he/she can correct the behavior and learn from it.
	+ Thinking Time – Time where your child reflects on what he/she has done in the classroom.
	+ Thinking Sheet – A sheet where your child needs to think about what he/she should do to correct his/her behavior, draw a picture, and dictate to you what he/she will do differently in the future.

(This compares to how the older grades use a Red, Yellow, and Green system.)

**Scholastic Book Orders**

Throughout the year we will send home book order forms from Scholastic. If you would like to purchase any of the books from the brochure you may do so. Please do not feel you have to purchase any. It is not a fund raiser, just merely a way to provide you with an opportunity to purchase books for your child. **If you order from the brochure please make sure to write a check.** **(We cannot accept cash.)**

**Enrichments**

Throughout the year we will have 4 Enrichments (Fall, Winter, Spring, & End of the Year). An Enrichment is a learning experience in the classroom where parents are involved in the learning process. The children have an art activity, a special healthy snack, and a story. The Enrichment Parents will be responsible for coming up with a craft, a snack, and a story for the Enrichment. They are Kindergarten Enrichments, so we do ask that only Kindergarteners are present. (No siblings please ☺.) On/Near Valentine’s Day we exchange valentines and have a special snack. We do not read a story or do a craft. There may be other opportunities for parents to come and help but you will be made aware of these when they come up.

**All snacks for Enrichments must be approved by the teacher prior to the Enrichment to ensure that they meet allergy/health requirements for our class.**

**Parent Involvement**

I love having parents volunteer in the classroom! It is one of the highlights of the year. By volunteering in the classroom you build a strong bond with your child’s friends and with me and Mrs. Johnson. You also have first-hand knowledge of what your child’s center time is like. If you would like to volunteer in the classroom there is a request form and a confidentiality form at the end of this packet for you to fill out and return. We do spend some time in the beginning of the year without volunteers. Once the children understand the classroom procedures you will be contacted to come and help. If you are unable to volunteer in the classroom I can use your help in other ways. Please see the Involvement request form at the end of this packet.

**There Are Important Forms to Fill Out!**

As I have mentioned periodically throughout this packet, I have a few items for you to fill out at the end of this packet. Please take the time to fill them out and return them to me as soon as you can.

* **Parent/Guardian Involvement**: As I mentioned
* **Important Contact Numbers**: This form provides me with information that I can keep in my classroom on each child so I can call you immediately if your child is sick or needs something from home.
* **Parent Contact Form**: This form is where I keep track of our phone conversations throughout the year. Please fill out the top portion of the form for me. This will help me more than you know.
* **Confidentiality/Learning Agreement**: Please go over this with your child and return it to school as soon as possible.

**Report Cards / Parent Conferences**

 I wanted to let you know that you will not receive a report card for the 1st nine weeks or the 3rd nine weeks. You will need to schedule a conference with me so I can let you know your child’s progress (a conference form will be provided). However, if you feel you need a conference or just a short talk at anytime during the year we can arrange that as well. Please write me a note in the folder and I will be happy to come up with a few times that we can meet.

**Absences/Tardies**

If your child is absent from school **PLEASE BE SURE TO SEND A NOTE**upon his/her return so that the absence may be properly marked excused or unexcused. If your child is going somewhere you feel is educational then you may get an “Educational Opportunity” form from the office and fill it out. Mrs. Garretson and Mr. Ware will read the form and Mr. Ware will approve an excused absence if he feels it is educational and follows our curriculum. It is important that your children arrive on time. However, if they are late you will need to walk them to the office and explain why they are late. They will be given a pass in order to enter my room. Also, please try to refrain from picking your child up early every week so he/she does not miss anything.

**Homework**

The Root policy for kindergartners is **20 minutes** of homework each night. **Reading should take place for 10 minutes EACH night**. Be sure to spend some time reading to your child and having him/her discuss the story, as well as, allowing your child to have time with books independently. Please use this quality time with your child to encourage enjoyable reading. The other 10 minutes is for other assignments that your child will receive. Writing Homework is always due on Thursday, but everything else is due by the last day of the week. If your child needs to have his/her homework adapted please let me know and I will be happy differentiate his/her homework. Please allow your child to complete what he/she can in the allotted time and if he/she needs to carry the assignment over to another night let them know it is ok. ☺

**Sharing**

We **do not** have a show and tell day. **However,** if your child has anything that goes along with our unit of study (books, song, game, dance, art activity etc...) we encourage him/her to bring it in to share with the class! Some homework activities will involve sharing with the group.

**Birthdays**

An emphasis of our program is to foster a love of books and an interest in reading. Parents play an important role in reaching these goals. Keeping this in mind, this is our plan for celebrating birthdays in our classroom.

**As an alternative or addition to party treats**, parents are asked to donate a new book of their choice to the classroom library. The child's name and birthday need to be printed in the book as a remembrance of this special day. Please gift-wrap the book so your child may open it with the class. A parent or another adult is encouraged to come to school and read the book to the entire class. We usually read the book right after lunch around 11:45.

**Wish List**

 Throughout the year you will receive a “Wish List” of items that we need for our classroom. If you are able to purchase any of these items it would be greatly appreciated. You can always donate items to the room if you see a need. Please write me a note to let me know your plan first though. This way I can let you know if it is already being addressed or if we still need the item(s). ☺ I also have a wish list on [www.lakeshorelearning.com](http://www.lakeshorelearning.com). You can find it by clicking on the word “wish list” in the top right-hand corner and then entering in either my name and city/state or my email address. These items do not have to be purchased from the website. There are a few stores (Stones & The Teach-Me Store) in town that carry these items. Again, these are not required items, but merely items I “WISH” we had in our class.

**Rootin’ Tootin’**

This is how we raise money for our school. This is done in two ways:

1) Rootin’ Tootin’ Night:

- This is our yearly fall festival. Games/Activities are held in the classrooms/outside at the school. Your child will purchase tickets for 25 cents to play the games.

2) Rootin’ Tootin’ Raffle Tickets

- Your child will sell raffle tickets for $1.00 to friends and family with your supervision. The tickets that have been purchased are placed in a bin and are drawn to win the prizes on the night of Rootin’ Tootin’. All the raffle prizes have been donated to the school (If you would like to donate any items to Rootin’ Tootin’ please contact our Enrichment moms to find out who our Rootin’ Tootin’ representative is).

The money raised from Rootin’ Tootin’ goes to our school to help fund classroom activities/supplies/etc. This is our ONLY fundraiser so when you get your tickets please sell!

Parent/Guardian Involvement

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Best Time to Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM or PM

**We would like to involve you in our kindergarten program as much as possible. We realize that many of you may work and hope you can all be involved in some way throughout the year. Please fill out what you are interested in helping with this year. Then return this form as soon as possible. We are looking forward to an exciting year and hope that you are as well.**

Day(s) Available (Please circle all that apply.) M T W Th F

Times I am available: (Please initial when you are available.)

**\_\_\_\_\_ 10:00 – 11:00 Daily 5 Centers** (NEED: 1–2 parents each day – This will take place all year.)

This is where you may work with a small group on a particular skill or you may be responsible for monitoring a few groups while Mrs. Johnson and I work with different groups.

**\_\_\_\_\_ 11:00 – 11:40 Story Retell** (NEED: 1 parent each day – This will take place all year.)

This is similar to “Lunch Bunch” for the older grades you come once a week/once every other week and read a story to a small group of students. Then you ask them questions about the story to work on their retell.

**\_\_\_\_\_ Every Week \_\_\_\_\_ Every Other Week**

**\_\_\_\_\_ Tutoring** (You tell me times when you can come and we will see which will work.)

(You would be asked to pull children and work with them on skills they may need extra practice with.)

**I am available** (Circle) **Every Week Every Other**

**When are you Available?** (Please mark the time on the line.)

 M \_\_\_\_\_\_ T \_\_\_\_\_\_ W \_\_\_\_\_\_ Th \_\_\_\_\_\_ F \_\_\_\_\_\_

\_\_\_\_\_ I will work on small projects at home when needed. (Ex. Coloring, Cutting, Pasting, Sorting, Etc.)

\_\_\_\_\_ I will pull out pages from Math Work Books If Needed.

(You would pull, sort them and send the pages in.)

(Based on the new curriculum all pages will not be used. We will follow the chosen ones from the county.)

\_\_\_\_\_ If you have another suggestion please write it on the back.

\_\_\_\_\_ I am able to speak English and Spanish (Circle): Yes No

\_\_\_\_\_ I am able to read English and Spanish (Circle): Yes No

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature Date

Parent/Guardian Contact Form

(Formulario de Contacto)

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nombre de niño)

Parent/Guardian’s Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nombre de Padre y Madre)

Phone Number(s) ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Telefonee #)

|  |  |  |
| --- | --- | --- |
| **Date** | **Type of Contact** | **Reason for Contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |



Confidentiality Agreement

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do agree and understand:

1. While I am volunteering in Miss Paysour’s class any information I learn must be kept confidential.
	1. I am not to discuss the levels of the children I will be helping.
	2. I am not to discuss the children outside of the classroom (when referring to them academically).
	3. Should I hear/be informed of anyone discussing levels of the children in the classroom I will inform Miss Paysour as soon as possible.
2. I will help to the best of my ability. If I should need to cancel I will try to find a replacement and inform Miss Paysour prior to the day of my absence in writing or in person. (Unless due to an illness of child, self, sibling, etc.) This is especially important for “Story Retell”. Classroom volunteering is important, but missing “Story Retell” disappoints the children greatly so I ask that you really try to attend or find a replacement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Date

This is to assure respect for the members of our classroom as well as their parents. If you are unable to comply with your end of the agreement (mainly the confidential aspect of the agreement) you will not be asked to remain as a volunteer.



Learning Agreement

(Aprender Acuerdo)

I promise to try my best this year both at home and at school. I promise to finish all things

asked of me to the best of my ability.

(Les prometo que voy a dar lo mejor de mí este año tanto en el hogar y en la escuela, me comprometo a finalizar todas las cosas me ha pedido que la medida de mis posibilidades.)

**These may include:** (Estos pueden incluir)

* Required Reading each night (minimum of 10 minutes)
	+ Lectura obligada cada noche (mínimo de 10 minutos)
* Retelling what I have read or been read (instructions will be given)
	+ Cuento lo que me han leído o han leído a mí (se darán las instrucciones)
* Writing about my day/ideas in my journal (required work each week)
	+ Escribir en mi diario (Exige que cada semana)
* Finishing Homework (Areas other than Reading & Writing that are assigned)
	+ Finalizando la tarea (zonas distintas de lectura y escritura que se asignan)
* Finishing Classwork (Incomplete work will be sent home to be completed & returned.)
	+ Finalizando la tarea del clase (trabajos incompletos serán enviadas a sus hogares para ser completado y devuelto.)
* Special Assignments (You will be notified.)
	+ La tarea especiales (se le avisará)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Name Date

 Nombre de niño Fecha

I, as the parent/guardian, have read over and explained the above items to my child. I promise to do my best to encourage my child to complete everything asked of him/her. I will assist him/her in learning at home to reinforce what is going on in the classroom.

(Yo, como de padre/madre, leído y explicó los efectos anteriores a mi hijo, me comprometo a hacer todo lo posible para alentar a mi hijo para completar todo aquello de lo que le pedían)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Name Date

 Nombre del Padre/Madre Fecha

Important Information & Contact Numbers

La Información importante & Contacto Numera

Please fill out the following information so that it is easy for me to keep in contact with you this year. (Llene por favor la información siguiente para que sea fácil para mí mantener en el contacto con usted este año.)

**Child’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Birthday:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Nombre de niño) (Cumpleaños)

**Home Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(El Domicilio particular)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City State Zip

(Ciudad) (Estado) (Código Postal)

**Parents Are**: Together Separated Divorced

Los padres Son: Juntos Separado Divorciado

**Mother’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(El Nombre de la madre)

**Mother’s Address:** **Mother’s Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(La Dirección de la madre) (Dirección de correo electronic de la madre)

\_\_\_\_**Same as Above** **OR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Same como Arriba)

**(M) Work #**  \_\_\_\_\_-\_\_\_\_\_\_\_ **(M) Home #** \_\_\_\_\_-\_\_\_\_\_\_\_ **(M) Cell #** \_\_\_\_\_-\_\_\_\_\_\_\_

(el Trabajo #) (en casa #) (Célula #)

**Father’s Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(El Nombre del padre)

**Father’s Address:** **Father’s Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(La Dirección del padre) (Dirección de correo electronic de la padre)

\_\_\_\_**Same as Above** **OR** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Same como Arriba)

**(F) Work #** \_\_\_\_\_-\_\_\_\_\_\_\_ **(F) Home #** \_\_\_\_\_-\_\_\_\_\_\_\_ **(F) Cell #** \_\_\_\_\_-\_\_\_\_\_\_\_

(el Trabajo #) (en casa #) (Célula #)

**\*Emergency Contact If Parents Cannot Be Reached:**

(Contacto de emergencia Si Padres no Pueden Ser Alcanzados)

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nombre) (La Relación de Name)

**Telephone #:** \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_ **Additional #:** \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_

(Telefonee #) (Adicional #)

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Relationship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Nombre) (La Relación de Name)

**Telephone #:** \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_ **Additional #:** \_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_

(Telefonee #) (Adicional #)