

Kindergarten Information Packet

Dear Families,

I am delighted to welcome your child and you to the Mason kindergarten program. I love young children and feel privileged to work with your child.

Please keep this information packet handy, as you may need to refer to it during the year.

SCHOOL HOURS: Please see the attached Bell Schedule for the school year. If changes are made to this, I will let you know as soon as I am informed about it. *Even with the changes, your promptness in dropping and picking up your child is essential.* If a child is not picked up on time, then the child will be waiting in the office. Please let me know what your child's after school routine will be. If there is going to be a change in your family's routine please let me know by sending a note to school with your child.

BELL SCHEDULE:

Monday:

9:05 Entry (tardy at 9:10)

3:38 Dismissal

Tuesday-Friday:

8:20 a.m. (tardy at 8:25)

3:38 Dismissal

ENTRANCE AND EXIT PROCEDURES: Each day as your child **arrives** at school they should line up to the **left of the playground door**. When the bell rings I will come out and greet the class and bring them into the building. This is a time for children to come into the building **on their own with their classmates**. Please say your good-byes before your child gets in line.

On days that it is **raining**, please bring your **kindergarten child** into the **school library**. Please stay with your child until the bell rings and I will be there to pick them up and bring them to class. Older students will be lined up in the main hallway.

If your child is late for school, please go directly to the office and sign your child in. Once your child is signed in, the office will have them quietly enter the classroom.

At **dismissal** I will bring the students to the same place as the arrival location. We will designate a class area, where the children will wait for the

person that picks him/her up. Children will not be able to leave until I see the person that they are leaving with. If you have to pick up your child early for any reason, please go to the office and your child will be sent down. For safety, please do not come directly to the classroom or hallway outside the classroom for dismissal. Our hallways can get very congested, so please wait outside. In the case of **bad weather**, please bring an umbrella and still plan to pick your child up in the regular dismissal area.

EMAIL ADDRESS:

If you want information about Mason School you can go to www.gpschools.org/mason If you would like to email me you can write to karen.cole@gpschools.org

Please allow a 24 hour time frame for emails to be read and replied to. If you have a message that you need to get to me immediately, please call the school office at (313)432-4403.

ABSENCES: If your child is absent, please phone the absence line at (313) 432-4401.

CLOTHING: Your child will be painting and working on the floor during the school year. Please do not send him/her in “good clothes.” Please take time to put names on any clothing, with permanent marker, that your child takes off at school (gloves, boots, hats, mittens, etc.) Please dress your child sufficiently to enjoy outdoor play in the colder weather. In the winter we will go outside every day unless there is severe weather, so please plan on having snow pants and boots every day. Every child should have a set of spare clothes in his/her locker. Even if your child does not typically have bathroom accidents, there are always other needs for a spare set of clothes (soiled from puddles, paint mishaps, etc.).

BATHROOM: Please make sure that your child goes to the bathroom before school, always, everyday! If you have concerns about accidents, please let me know as soon as possible. I know some kindergarten students need to be reminded to use the restroom.

REST TIME/BRAIN BREAK: Every day the students will rest for approximately 30 minutes. This is a quiet time where they will listen to soft music. The school will provide rest mats for each child. Please do not send

in any extra items for rest. While these items may be comforting I have found that they distract students and may cause germs to spread.

BOOK ORDERS: Book orders will be sent home with your child throughout the year. You are in no way obligated to order these books. If you find books that you wish to order please send CHECKS ONLY made out to the book company. You will also have the opportunity to purchase your books directly on-line. I will give you the classroom code when book orders are sent out.

SPECIAL CLASSES: Each day of the week the students will go to specials. These include: physical education, music, art and library class.

** Please note that on P.E. days children should be dressed appropriately and GYM SHOES ARE A MUST! Your child will have specials on a four day rotation. Every fourth day your child will have one of the specials. The entire Grosse Pointe Public School system follows the same rotation schedule (for elementary). Attached is an ABC chart for the entire school year. This chart will allow you to know which special your child has each day.

Our class is scheduled for:

A Day: P.E. B Day: Art C Day: Music D Day: Library

BIRTHDAYS: When your child has a birthday, he/she may bring in a special treat to share with the class. If you do send in treats, please include napkins. During the week that your child's birthday falls he/she will be the VIP for the week. If two children have birthdays that fall in the same week we will have more than one VIP person. All students will get a chance to be the VIP. If your child's birthday falls in the summer, your child will be VIP another week during the school year. Your child will have special things he/she gets to do when they are the VIP student. I will discuss VIP students more at Back to School Night. I will notify everyone ahead of time to let you know if there are any student allergies.

SNACKS: Every day the children will have snack time. Each day your child is to bring in a snack for himself/herself. When packing your child's snack please make sure that it is a light, nutritious, healthy snack that encourages good health and nutrition habits. Acceptable items are fruit, fruit cups, vegetables, cheese, crackers, pretzels, yogurt, trail mix etc. Your child may also bring in a juice box/water with their snack. The snack and drink is

something that should only take the children about 10 minutes to have, not a three-course meal! If your child has any allergies that I need to know about, please let me know ASAP.

Snacks can be placed in a large zip-lock bag or brown paper bag (with name on it) for snack. We have a sink in our classroom. If your child brings a small cup from home we will cut down on the number of paper cups we go through. Please include a napkin and any utensils they might need to eat their snack. At the end of each day your child will be given their bag back for the next day. **Snacks and lunches will be in two separate bins.**

There are always occasions when a student forgets his/her snack. If you would like to donate any extra snacks to our classroom, that would be great! Suggestions include, but are not limited, to goldfish, cheese-its, and animal crackers.

KINDERGARTEN CAFÉ: Every week 4-5 children will have the opportunity to cook with a parent, grandparent, aunt or uncle. The adult is in charge of picking out the recipe and buying all the ingredients. The children will go with the adult down to the kitchen and together with the parent prepare the recipe for the entire class. They will then give a small oral report to the class on the steps involved in their recipe. After this is done children will pass out the snack and enjoy! The Kindergarten Café day will be determined. I will let you know when a sign-up sheet is available.

MY TAKE HOME FOLDERS: This folder will travel to and from school with your child everyday! It is important that you set up a routine with your child from the beginning of the year. This folder has 2 pockets: “Keep it Home” and “Bring it Back.” These folders will travel between home and school every day. Please make sure that your child takes pride in his/her folder. The folders are well designed and should last the entire year if cared for properly!

HOMEWORK: Throughout the year your child will have class homework. Your child will have a poetry folder, and a letter journal to do each week. We will also have a family monthly art project that will come home each month. We encourage families to work together on these projects and be creative. We always want the child’s ideas to shine through, but parents are encouraged to participate. In the past families have really enjoyed looking at these displays in the hallway.

LUNCH: Your child will be staying for a full day of school on Wednesday, September 7th. At arrival I will be asking your child what he/she will be doing for lunch. The choices will be: 1.) buying Hot Lunch, 2.) buying Cold Lunch, 3.) buying Vegetarian Lunch, 4.) Bag Lunch from home. Before arrival each day please discuss and remind your child what he/she will be doing that day. We have a new lunch program called Chartwells and we will give more information as it becomes available.

PRICES FOR LUNCH: The office will be sending out the correct price for hot lunch, and milk. Applications for Free and Reduced lunch is on the district website.

PAYING FOR LUNCH: Your child can purchase lunch in several different ways. You have to find the best way for your family. Your child can either bring in the money each time they are purchasing hot lunch or milk (in a labeled baggie or envelope) or you can put money on your child's lunch account in the office. If you do this, the lunch staff will deduct payment each time your child makes a purchase. Families have found this option most convenient. Please talk with your child about **ONLY** purchasing items on the days that **YOU** allow them to.

MONEY:

When sending in money for lunch, fund raisers, field trips, etc. Please place all cash into an envelope and label the envelope with the following:

- Student's name
- Amount enclosed
- Homeroom teacher
- Purpose for sending in money

FIELD TRIPS: This year we hope to go on three field trips. As soon as we have dates and locations we will let you know. Please know that we will invite parents to volunteer and chaperone for these trips, but we do not want any younger siblings on the field trip. This is a special class trip that should be enjoyed by each of the kindergarten children and when younger siblings are there, it takes away from the class experience. There will be a special permission form for you to sign and return for each trip. Due to district regulation, parents who volunteer to drive must complete a driver's form.

PARENT VOLUNTEERS: I encourage all parents to come in and assist in our daily activities. I normally start having parents volunteer in **October**. If you are unable to come into the classroom, but would like to volunteer your time outside the classroom please let me know.

POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS): Each month our school will focus on 1 area of our school building and talk about appropriate behaviors in those areas (bathroom, playground, hallways, etc.) As part of this behavior plan each classroom will have a color system in place. Each color represents choices your child makes throughout the day. The colors are:

- Purple-Fantastic Choices
- Blue-Great Job
- Green-Ready to Learn
- Yellow-Warning
- Orange-Slow Down
- Red-Stop

We will go over this chart more at back to school night. Please know that we hope most children have a green, blue or purple day. All three of these are great in our eyes. However, please do not be concerned if your child says that he/she had a yellow day. If we are concerned about your child's behavior we will make sure to let you know!

BRAG TAGS: This year your child will be earning Brag Tags for positive behavior. In the Kindergarten classroom each child will have a key ring. As positive behaviors are shown (good listening, being kind, teamwork, self-control, etc.) students will be given a tag to put on his/her key ring. These key rings will stay in the classroom and will be added to throughout the year. Your child will be able to share his/her key ring with you at different points throughout the year. These brag tags are being used to help motivate the students each day.

CLASSROOM #: In our classroom each child will be given their own special number that they will use for a variety of reasons. The numbers will be given in approximately ABC order, (unless a new student starts after numbers have been given). One way I will use these numbers is to take attendance in emergencies. I will also label each child's work, and mailbox with these numbers. Please help remind your child daily what his/her number is for the first few weeks of school to help them stay as organized as

possible. I will assign classroom numbers during the first week of school. This number will be used along with your child's name, not in place of it!

BATHROOM: Please make sure that your child goes to the bathroom at home before school, always, every day!

MEDICATION: Medication forms are available on-line. This included non-prescription medication . (Ex: aspirin, cough lozenges, etc) Please contact the office, if you have any questions regarding medication.

RECESS: Students will go outside daily for recess. Please make sure that you have your child dressed appropriately for the weather. Once we need snow gear (snow pants, boots, mittens, etc.) we will have students come to school wearing their snow gear and recess will be first thing in the morning. I will let you know when the schedule will change.

OVERALL PHILOSOPHY: My main goal for your child in kindergarten is to begin a life long love of learning. It is my intention that each child feels special, appreciated and smart. I believe all children learn, it is up to us as adults to provide a variety of types of instruction to tap into their style of learning, and to allow them time to grow and learn at their own pace, whatever that may be. I will do my best to recognize your child's strengths and run with it! Will my room be quiet? Neat? Not most of the time! When your child is in my room, you will see children engaged in a variety of activities with different noise levels. You will see children working independently, in small groups and in large groups.

The Grosse Pointe curriculum covers a great deal of information. We will engage in the entire curriculum: math, science, pre-reading, social studies, library, physical education, music and art. It will be a very busy and exciting year for your child.

I am looking forward to a wonderful year. By working together we can assure your child a happy and successful year in Kindergarten.

Sincerely,
Mrs. Cole

