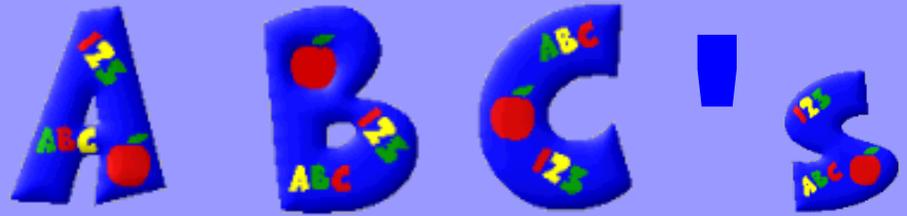


The



of

Kindergarten



### Absence



If your child is ill, please call the office (919-598-0190) and inform us of your child's absence and the reason for it. This is for your child's safety. If a student must leave early for a doctor's appointment, go to the office to sign him out and the secretary will call him to the office. Never send another person to pick up your child without informing me (use our communication log to do this). Please send a note after each absence. Please refer to the student handbook to see our school policy on make up work.

### Attendance



A successful school experience is the responsibility of the child, the parent and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is a key. Please refer to the student handbook to view school policies on tardiness.

## Arrival and Dismissal



Pupils should arrive between 7:40 and 7:55 AM. After 7:55am your child will be tardy. You will need to get a pink slip from the office. 6 tardies =1 absence. Afternoon dismissal is at 3:00 PM from the carline door. Please pick up your child promptly. If you are late, your child will be sent to afterschool. Please let us know if your child will be going to afterschool by indicating this on our communication log.

## Afterschool Clubs

There are various afterschool clubs held throughout the school year. There is usually a small fee to attend each club. Please see our sign up for each afterschool club.



## Birthdays



Birthdays are special occasions for young children. If you would like to bring in a special treat for the class to celebrate with your child, just let us know in advance and we can put that together!



## Communication Log

We have a daily communication log that is in your child's folder. This will let you know how your child's day went. These must be signed each night and returned in your child's folder the next day. This form also contains important information you will need to know for any special activities or items to bring in. This is our best form of communication to you and from you. Please include any important messages on this form each day.

## Calendar



Please check the school calendar at [www.bcacrusaders.org](http://www.bcacrusaders.org) for a list of all school events for the school year.

## Conferences



Parent/Teacher conferences are held after school at the end of the first grading period. You will receive your child's report card and we will discuss your child's accomplishments, strengths and overall progress. Please feel free to schedule additional conferences at any time throughout the year if the need arises. Our door is always open to our parents, but we do ask that you not take away from valuable class teaching time by impromptu talks.



## Daily Folder

This folder will be sent home daily. It should be signed and returned each morning. It will contain graded work, work to be finished, notes, newsletters, etc. Any notes from home, field trip money, etc., should be placed in this folder. It is important to read your child's daily communication log in order for us to insure behavior issues are addressed and the lines of communication are kept open. Please use the communication log to inform the teacher of any appointments, afterschool attendance, etc.

## Discipline



Our classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. To establish good order and help the children learn self-control, they will be guided to respect themselves and their companions through specific directions, positive reinforcement, suggested new activities and responsible actions.

Our classroom discipline system includes a colored behavior chart. The first time a child breaks a rule, he will be given a verbal reminder. The student will use that time to reflect on whether that behavior was a

good "choice".

Every child will begin the day on green on our Behavior Chart. If the child chooses to break a rule after a verbal reminder, his clip will be changed to yellow. Continued misbehavior will result in the clip changing to red. Discipline is a private issue between teacher, parent, and child. Our goal is to transform their heart after the heart of Jesus.

The rules, consequences for the color changes, and the rewards for following our rules are listed below.

Rules:

1. I will speak truthful words.
2. I will keep hands, feet, and objects to myself.
3. I will obey sweetly, completely, and quickly.
4. I will always try my best.
5. I will be kind to others.

Consequences:

*First Offense:* A verbal reminder as a warning.

*Second Offense:* Change on behavior chart from green to yellow. Must leave the activity.

*Third Offense:* Change on behavior chart to red. Parents will receive a phone call and/or a note.

At the end of the day, if the student has stayed on green, they will earn a star on the star chart. After the student earns 5 stars they are allowed to take a trip to the prize box. If the class as a whole is doing a fabulous job, class prizes/rewards will be given accordingly. Please take time each day to check and discuss personal behavior charts with your child. These need to be signed and returned every day. If your child has been a remarkable role model for the day, then they can move up the behavior chart to the color purple reflecting that they were a superstar for the day!



## E-mail



You can contact your kindergarten teacher via email: Mrs. Jones [lyndsey18@gmail.com](mailto:lyndsey18@gmail.com) and Mrs. McDonald [coral.mcdonald@bcacrusaders.org](mailto:coral.mcdonald@bcacrusaders.org).

For quick questions and information you may text Mrs. Jones at 919-906-2809 and Mrs. McDonald needs to be contacted through Bloomz. If you need to discuss something urgently during the school day, please call us at school instead at (919) 598-0190.

## Emergency Card



Please complete and return the emergency card promptly (if you did not complete it during registration). If your home or work phone number changes, inform the office so you can be located quickly if an emergency occurs.

## Emergency Closings



If school is closed for a snow day or any emergency, it will be announced on television, through our website: [www.bcacrusaders.org](http://www.bcacrusaders.org), and you will receive a phone call with any emergency information.



## Field Trips



We plan several field trips that are both fun and educational for the children. Parent drivers are generally not permitted, so buses will have to be used for transportation. We often need parent volunteers on the trips and chaperones will be chosen on a first come, first serve basis. Please return permission slips as soon as possible after they are sent home.

## Fire Drills



Fire drills are held on a monthly basis throughout the year. All students will participate and are expected to walk quickly and quietly to their designated exit. We will practice and become familiar with procedures before our first scheduled drill.



## Hands-on Learning



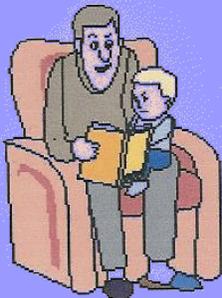
We feel that the best way to help children learn is to make learning fun. Important concepts can be learned by doing meaningful hands-on activities. There are times when seatwork is required and necessary, but for the most part, our classroom will be an active learning environment.

## Health



Please let me know of special circumstances which may affect your child. These could include medication that may make him sleepy, a death in the family, etc. Also, please let me know of any allergies your child may have, especially food allergies. We sometimes cook or do food activities to complement lessons in kindergarten and it would be helpful to know when I plan our recipes.

## Help at Home



Your child is expected to know these readiness skills:

- Full name
- Address
- Telephone number
- Parents' names
- Basic colors
- Counting to 10
- Printing first name beginning with a capital letter and the rest in lower case

Diligently work on these skills also:

- Reciting the alphabet
- Shape names
- Birthday (month & date)
- Identifying numbers to 10
- Identifying letter names
- Tying shoes

Your extra help at home really makes a difference!

## Home Reading Program



In September/October, the children will begin an online reading program called Raz Kids. The expectation for Kindergarten is that the students will complete no less than 15 minutes of Raz Kids reading on homework nights. Parents will sign off on the communication log once they've done the reading. Teachers will be able to monitor every student's reading progress through the online reading program. We have learned over the years that parents never regret time spent with their child reading. This is your child's chance to "show-off" their developing reading skills to parents, relatives and friends! Please sign the reading log each reading night.

## Homework



Homework will be sent home on Mondays, Tuesdays, and Thursdays. Your child should complete this work by himself BUT under your supervision, and return it the next school day! Completing and returning homework helps build a sense of responsibility and prepares him for the homework he will have to complete in later school years. Homework should be your child's best work. Throughout the school year you will be asked to memorize sight words, math addition facts 0-10, and special sounds. We cannot stress the importance of your family taking the time to study these each week. It is very easy to fall behind, so read your newsletter each week to stay on top. These will be practiced in class throughout each week and built upon from week to week.

Homework is our chance to partner with you to help you understand where your child is academically. This will provide the opportunity to help your child in areas that they may need assistance.



## Illness

The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill. Children function more effectively in the classroom when they are healthy.

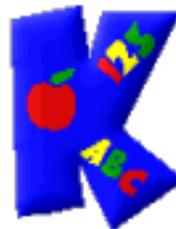


Your child **MUST** be fever free for 24 hours without Tylenol before returning to school (including vomiting).

## Independent Reading



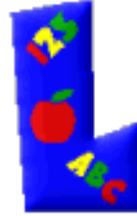
Children learn to read by reading. Therefore; they need plenty of opportunities to read independently. Sufficient time and appropriate materials are necessary to develop and strengthen reading abilities. By giving the children time to read both at school and at home, we can work together to provide a literature-rich environment and a life-long love of reading.



## Kindness



Students in our classroom are encouraged and expected to treat all members of our class as well as others with kindness and respect. Bothering others, bullying and interrupting learning will not be permitted.



## Literacy Centers



During literacy centers, children practice reading and writing skills while the teacher works with individual children or small guided reading groups. The center activities are designed to strengthen letter/sound knowledge, listening skills, oral language expression, rhyme, letter formation and cooperation.

## Lunch



Children may bring a packed lunch from home or eat a school lunch. The lunch menu is sent home each Friday with your child's newsletter. Please return on Monday with their order for the week indicating whether they will have hot lunch or bring a bag lunch. You can also find the menu on the school website at [www.bcacrusaders.org](http://www.bcacrusaders.org). We will not be able to warm up bag lunches, so please keep this in mind when packing!



## Math



The kindergarten mathematics curriculum provides students with mathematical experiences that help them develop number sense and a positive attitude towards mathematics that will continue through their school career and their lives. We employ a hands-on, problem solving approach.

## Morning Procedures

Please encourage your child to unpack his/her book bag each morning. Snack should be placed in the appropriate basket in the classroom. Your child's book bag should be hung under his/her name tag and lunch boxes should be placed above the book bag on the shelf. Place your child's folder in the tub beside the snack basket.



## Newsletter



Our weekly newsletter is sent home on Fridays and will be in your child's Friday Folder. This will keep you informed about what is happening in our class---the skills we are learning, vocabulary words, poems or songs to practice, special activities and upcoming events. It is essential that you read the newsletter so that you may stay well informed.



## Parent Involvement



Your support of school activities makes your child feel important and sends the message that you value school! We are always happy to have your help for special activities in the classroom. I will try to let you know at least a week ahead of time if I need help. Requests for help will be published in our weekly newsletter. I hope that you can come and join in the fun!

## Parties & Celebrations



All celebrations will be coordinated via email and/or sign-up genius. The teacher or the homeroom mom will coordinate with the teacher for all of these special events.

## Playground Procedures



Please review these playground rules and safety procedures with your child:

1. Always follow the directions of the adult on duty.
2. Follow all school rules.
3. Walk to recess and lunch in an orderly manner.
4. Do not jump off any playground equipment.
5. Always make sure you can see the adult on duty.
6. There will be NO Hands On games.
7. Only one person per swing and do not twist it.
8. You may only come down the slide on your bottom facing forward.
9. Mulch stays on the ground-not in hands.
10. Sidewalk chalk stays on the sidewalk-not on the brick walls.



## Questions



Since so many of you are new to BCA this year, I'm sure that you may still have some unanswered questions. Please feel free to contact us.



## Recess



The children will play outdoors each day (unless it is raining or too cold). Please keep this in mind when helping your child to select clothing for the day. If your child is too sick to play outside, he is too sick to come to school.

## Report Cards



Report cards are issued every nine weeks. These reports reflect the progress your child has made toward various kindergarten objectives and uses a grading system that reflects the developmental nature of kindergarten learning. We use continuous assessment in a group as well as per individual.

## Restrooms



Have your child use the restroom shortly before coming to school. We will go to the bathroom once in the morning and after lunch. Please make me aware of any medical problem that might require more frequent restroom trips. The bathroom is always available in our room.

## Room Parents



The room parents' job is to be available for any number of things: to help coordinate parties, activities and any special events; and to help with fundraisers. Being a room parent is a great way to be involved in your child's school life. You may sign up to become a room parent at our Open House (please see school calendar for date).



## Scrapbook

We will scrapbook on the last Friday of each month. At our Open House, each family will have an opportunity to sign up to help with the purchase of scrapbook supplies and picture developing.

## Shared Reading



Shared reading is an interactive process used with the whole class. As the teacher reads a story, children join in on phrases or words that they know. During subsequent re-readings, children read more and more of the text, until they are able to read the story independently. Shared reading is an opportunity for the teacher to model conventions of print and the use of reading strategies.

## Show and Tell



We will let you know via our newsletter when we will have Show-N-Tell.

## Snack



Your children generally get hungry by mid-morning. This should be a healthy snack that is quickly eaten, such as a box of crackers, raisins, apples, etc. We will get a drink of water after our snack so no drinks are necessary. Please refer to our snack list for some ideas of snacks to bring.

## Special Snack

We will celebrate birthdays on the last Friday of each month with a special snack. At our Open House, each family will have an opportunity to sign up to help with special snack. You might consider choosing to sign up on your child's birthday month.



## Teacher Information

If you need to reach me, please contact: Mrs. McDonald [coral.mcdonald@bcacrusaders.org](mailto:coral.mcdonald@bcacrusaders.org) or call at (919) - 598-0190 and Mrs. Jones [lyndsey18@gmail.com](mailto:lyndsey18@gmail.com) or call at (919) 906-2809 until 8:00 p.m.

## T-shirts

Wear your BCA shirt to all field trips, unless we state otherwise or we make a special shirt for the occasion.



## Visitors



BCA has a policy that ALL GUESTS (including familiar faces) are required to check in at the school office. BCA welcomes and encourages family involvement. It is important to remember that while this may seem inconvenient to frequent visitors, it is the goal and responsibility of the school to create a safe learning environment.



## Website



Our school has a website which can be accessed at [www.bcacrusaders.org](http://www.bcacrusaders.org).

Each classroom has a website also. You can access them at:

Mrs. Jones - [jones.bcacrusaders.org](http://jones.bcacrusaders.org)

Mrs. McDonald - [mcdonald.bcacrusaders.org](http://mcdonald.bcacrusaders.org)

Check in regularly to find information about curriculum, special events, to see pictures and videos, to see resources and get school news.

## Writing



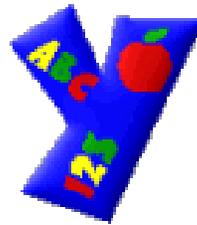
Our writing program builds on what each child already knows. Writing begins with scribbles and proceeds to lines and circles, random strings of letters, words and spaces and eventually sentences. Your children will be encouraged and praised for all attempts and accomplishments in writing. Providing a risk-free environment is paramount to your child's progress in writing. If possible, please provide your child with writing tools, such as pencils, crayons, markers and paper at home.



## eXtra Special



Kindergartners learn that they are eXtra special and unique. Kindergartners have opportunities to describe how they are alike as well as different from others. They share their culture and learn about different cultures within the class.



## Younger Siblings



It is in your child's and the program's best interest to have our parent volunteers available *WITHOUT* younger children. This not only allows your full attention to be focused on the class, but also allows for some special time between you and your kindergartner. Thank you for making childcare arrangements for younger siblings. Younger preschool siblings may attend field trips. (Younger siblings may attend class parties.)



## Zzzzs



We will nap for 45 minutes to 1 hour each day until Christmas. Make sure that your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day! 8:00 p.m. is a great time for kindergarten bedtime.