**C:\Users\burgessa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\XHKXM5D1\MC900329657[1].wmf C:\Users\burgessa\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\03S9PJBO\MC900438131[2].wmf Welcome to Mrs. Burgess’s**

**Kindergarten Class**

My name is Ashley Burgess and I have been teaching at NSM for the past nine years. This will be my eighth year to teach kindergarten at NSM. I am so excited to be your child’s kindergarten teacher this year! I know that we will have a fun and exciting year!

**Important Information**

**Please keep these papers for your reference.**

**Curriculum-** Kindergarten has changed drastically over the past few years. The curriculum is at a much faster pace than it was when we were in school. Children in kindergarten study the following subjects:

Reading/Writing- letter recognition, the sounds that letters make, beginning and ending sounds in words, rhyming words, counting syllables, READING (words that must be sounded out and blended together and sight words), correct letter formation, writing words and sentences, writing stories, and much more! Your child will be reading before they leave Kindergarten.

Math- shapes, colors, problem solving, counting by 1’s, 5’s, and 10’s up to 100, identifying and counting money, writing numbers correctly 1-100, telling time to the hour, measuring and comparing items, making and recognizing patterns, adding, subtracting, graphing, and calendar skills (days, dates, month, year).

Science-living things, sunshine and shadows, weather, seasons, the five senses, food groups, mixing colors, the ocean, the earth, and much more!

Social Studies- myself and others, community helpers, fire safety, transportation, the United States, presidents, holidays, etc.

Art/Music- we paint, color, watercolor, cut, glue, draw, trace, use markers, create handprint art, make collages, listen to music, sing silly songs, sing alphabet songs (one for each letter we study), “act out” silly songs, an much more.

We are very busy and work very hard in Kindergarten! This is only a sample of the things we do in the course of the school year. You will be amazed at how your child will grow over the next year! The level of success for your child not only depends on what he/she does in the classroom, but also what he/she does at home. Therefore it is essential to your child’s success for you to play a big part in making sure your child is completing his or her homework nightly, and being an active participant in your child’s kindergarten year.

**School Hours-** Class begins at 7:30. There are NO teachers at school until 7:15. When your child arrives at school, he/she must go to the cafeteria for breakfast or the elementary gym to wait for dismissal to the classroom.

**Dismissal-** Students will dismiss at 2:30 in the afternoon.

Early car riders—students K-2 will be picked up on the side of the elementary building @2:25.

Late car riders—3-12 plus younger siblings will be picked up out back behind the building @2:30. Any student not picked up by 2:50 will be waiting in the office area.

All buses will release @2:30.

**Please make sure we have a list of who can and cannot check out your child. We need to be aware of any special circumstances.**

**If your child is going home any other way than the usual, you must send a note to your child’s teacher!!!**

**Visitors-** For the safety of our children, visitor passes are required when you enter the school, gym, or lunchroom. A pass may be obtained from the front office.

**Attendance-** Kindergarten is a “hands-on” experience. It is hard to make up activities done in class. Therefore, we expect you to send your child to school on time every day. See Jackson County Handbook for the policy on tardiness and truancy. If your child is absent, we must have a note from either parent or a doctor to excuse the absence. Only three parent notes are allowed per semester.

**Sickness-** When your child has a fever or is vomiting, please keep him/her at home. Medication cannot be given at school without prior authorization. If your child takes regular medication during school hours or requires emergency medication (Epi Pen, etc.), a School Medication form must be completed by your child’s physician before it can be administered.

**Library-** Once a week, your child will visit the school library where he/she will be allowed to check out one book. Please return the book when you are finished reading it with your child. You are responsible for any lost or damaged books.

**Folders-** Your child will be bringing home a folder everyday that contains important information in it. I ask that you **check the folder everyday** for homework, newsletters, discipline sheet and other information. Please send this folder back to school **daily**. This is our main form of communication. You will need to initial your child’s discipline sheet on a daily basis. Also, send any money, notes, homework, etc. should be returned in this folder.

**Money**- Please send all money in an envelope with your child’s name, my name, how much money is in the envelope, and what the money is for. For example: Jane Doe, Mrs. Burgess’s Class, book fair, $25.

Extra Clothes—Please keep an extra change of clothes in backpack according to the season.

**Breakfast, Lunch & Snack-** Breakfast: $1.50 reduced price $.30 visiting adult $2.50 and Lunch: $2.50 reduced price $.40 visiting adult $3.50. Breakfast and lunch money can be paid by cash or check. Please send money either by the week or by the month. Please send lunch money in an envelope with your child’s name and lunch number. Your child will be given a lunch number that he/she will use every time he/she eats. Kindergarten will eat lunch at around 10:30 daily. By the time the afternoon gets here, students are very hungry once again. We will have snack every afternoon. Please make sure to **SEND** a snack and a drink with your child daily in a snack bag. We do not go to the snack machines to purchase snack. If your child will bring his or her lunch, please pack the snack in a separate bag. If you don’t then they might eat their snack for lunch by accident. Either have your child’s bags marked as snack or lunch, or make sure they know the difference between the two. We will send home paper work to fill out for free and reduced lunch as soon as it is available.

**Progress Reports-** You will receive a progress report every 9 weeks. If you feel you need to meet with me at any time during the year, please let me know and a meeting can be arranged. My planning time is from 9:10-9:40 daily. Please make arrangements with me first.

**Homework-** Your child will usually have one page of homework to complete Monday-Thursday. If is very important for them to complete this each night in order to reinforce what they have learned during the day. Please return homework every day in the daily folder.

**Birthday Parties**: You must pre-arrange a birthday party with me if you want to have one. Parties may take place during snack time. No gifts please! (Balloons are not allowed on the bus.)

**Toys-** Toys and hats are not allowed at school unless we are having a special day (Western Day, Hat Day, etc.) I will send a note home before any special dress-up days! Please remember to follow the school dress code and guidelines for these special days.

**Bus Rules**- Please discuss with your child bus safety. Please help him/her learn the correct bus number and the driver’s name. If your child must ride another bus for any reason, you must send a note to the teacher and bus driver.

**If your child is going home any other way than the usual, you must send a note to your child’s teacher!!!**

**Discipline-** I plan to use a behavior system that allows each child to move up for positive behavior or move down for negative behavior. Each child will start in the middle, Ready to Learn. Positive behavior recognized throughout the day will allow children to move up. If a child reaches the highest level, they will be rewarded with a prize. Do not expect your child to reach the highest level each day. This will be achieved when students are going above and beyond what is asked of them. If a student has a negative behavior they will be moved down to Slow Down, this is their warning. If the negative behavior continues the child will then move down to Teacher’s Choice. The teacher will then choose a form of punishment. Sitting out a few minutes of PE, a letter sent home to the parents, or an office referral are some of the teacher’s choices. Corporal Punishment will be the last resort.

**Class Rules**

1. Follow Directions the first time.
2. Keep hands, feet, and objects to yourself.
3. Work quietly and do not disturb others.
4. Raise your hand to speak or leave your seat.
5. Respect school and personal property.

Please sign and date this piece of paper stating that you agree with the discipline plan that is in place.

(Cut along line and return to me as soon as possible)

Students Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please make sure you have completed and turned in all student information sheets.