

K5 Handbook



*Miss Klein's
Kindergarten
Kittens*

Dear Parents,

Welcome to an exciting year in Kindergarten at Family Christian School! It is my joy and pleasure to be able to teach your children for the next 9 months. In addition, it is my prayer that the Lord will bless our class this year as the students grow and learn.

As a daily means of communication, your child will bring home a parent/teacher communication form that is intended for you to be kept in the loop on school matters and your child's behavior. In our class, each student will begin the day with 3 stars that are kept in their desk. The students can be privately asked to remove one of their stars if there is a behavioral issue that is disrupting the class. This system is in place to address behaviors that impact our class family. At the end of each school day, the students will receive one ticket per star they possess in their desk. These tickets can be redeemed each Friday for prizes in the treasure box. Please initial the indicated box after reviewing the communication form each day.

Other forms of communication will be used to ensure that we work together as a team in the education of your child. Monthly news letters will be issued to keep you in the loop of what's going on in the class. In addition, parent/teacher conferences can be scheduled at any time.

I look forward to partnering with you in the education of your child. I can be reached at my email address, leeannkleinfcs@gmail.com. Let's have a great year!

Sincerely,

LeeAnn Klein

Start and End of Day Procedures

DROP OFF: For your child's safety and the safety of others, as well as for your convenience, please drop off and pick up in the car line. After your child has entered or exited the car, please wait for instructions on when to proceed. Also, please do not use the teacher parking lot to drop off your child.

Patrol(s) and a teacher will be at the loop to greet you. The earliest your child can be dropped off is at 7:45 am on Monday, Tuesday and Thursday. Early care is available in the Rice Building on Wednesday and Friday starting at 8:00 am until school begins at 10:00 am.

Pick up is at 12:50 pm every day. If you have a 1st -4th grade student as well, you may pick up at 1:00 pm. If you have an older child in 5th -8th grade, you may pick up at 1:10 pm. Please keep your family name card in the front window daily. Car line duties rotate and this is very helpful in speeding up the process.

NOTE: You also have the option to go through the car line at 12:50 pm and then wait under the trees to go through again at the later pick up time.

TARDY: If your child is tardy, please walk them to the office to sign them in and then walk them to the classroom.

ABSENCE: If you know your child is going to be absent, please let me know as soon as possible. If I am given enough notice, I can put together the materials your child will need so they can be caught up on their school work upon return.

GOING HOME SICK: If your child is sick, the office will call you to come and pick up your child. Please do not send your child to school with a fever or a runny nose that is not clear so we can keep our class safe from illness.

GOING HOME WITH A FRIEND: You must send a signed note in with your child if they are going home with someone other than a parent. Please send the note in with your child to give to me upon arrival. If needed, you may also call the office for special arrangements. This rule is strictly enforced for the safety of your child.

EARLY DISMISSAL: If you need to schedule appointments during school time, please keep me informed so I can have your student ready for early dismissal. Please visit the office to sign your child out before coming to the classroom.

Morning Routine

Daily attendance is recorded in K5. A student is considered tardy if they are not in our classroom by the time The National Anthem begins to play over the radio. This will be at 8:00 am on Monday, Tuesday, Thursday and 10:00 am on Wednesday and Friday.

Parents are welcome to walk their student to the classroom on the first day of school. After that, please use the car line in both the morning and afternoon. A supervised patrol will walk them to the classroom and be sure they are in my care.

Positive Pats

Positive Pats is a program that is used in our classroom to encourage and reward the students for good choices. Every time a student earns a positive pat, he or she will be one step closer towards reaching the goal of going to the treasure box. This system provides a great opportunity to encourage, model, and reward good behavior.

Snack and Lunches

Parents will need to send their child to school with a snack everyday. Snack cart is not available for K5. If your child participates in the homework help program, an additional snack or snack money should be sent on those days. Please keep your child's energy in mind when you are packing snacks and try to limit sugar snacks and drinks.

Allergies and Medicine

If your child has any type of allergies, please let me know in writing before the first day of school. I will need a detailed list of foods or environments your child should avoid. In addition, please discuss with your child their allergy so they are well informed and know what they are and are not to have/do. Teachers are not

allowed to dispense any type of medicine (prescription or over-the-counter). All medication, including cough drops, must be administered by the parent or guardian.

Dress Code

Please follow the official FCS Dress Code as listed in the FCS Handbook. No open toe shoes are permitted due to safety issues and socks must be worn with all shoes, including crocks. Sweaters, sweatshirts and hoodies need to be red, white or navy. Please refer to the FCS Handbook.

Occasionally, your child will be given a Casual Day Pass for different rewards. In order to redeem a CD Pass, check the list of FCS approved Casual Day dates. Make sure to send your child in with their pass upon arrival.

Bible

As a part of our Bible curriculum, your student will be memorizing certain passages of Scripture. Your child will bring home the current verse we are learning in their communication folder. Please practice this verse throughout the week, as your child will need to be able to recite it to me at the end of the week. This exercise is part of their Bible grade and is a great way to commit *God's Word* to our minds and hearts.

Reading Groups

Reading Groups will begin mid-October. Your child will have reading homework that will be brought home in their communication folder. Each student will have a reading log attached to the back of their reading book with the pages to be read, a note of explanation and a space for your signature. Your child will receive a sticker upon completion. Please return the books and the note with your signature in their folder.

Progress Reports, Report Cards and Conferences

You will receive four Progress Reports and Report Cards during the year. One Progress Report and Report Card will be given each quarter. The reports will need to be signed by parents and returned to me within one week for their file. If you have any questions or concerns after receiving a Progress Report or Report Card, please either send a note in your child's folder or email to schedule a conference with me.

Grading

The grading system is as follows:

- M = Mastered
- S = Satisfactory
- I = Improving
- N = Needs time to improve

Craft and Field Trip Fees

In an effort to avoid having to ask you for money for a field trip, activity or craft often, I have compiled a list of expected expenses for the 1st and 2nd half of the year. You will be receiving the 1st semester list as school begins. The second semester list will go home in December to give you time to plan as the second semester begins shortly after we return from Christmas Break.

Payment can be made through cash or check. Please make checks payable to FCS and send in an envelope with child's name on it. **All money is to be turned in to Miss Klein, not the office.**

*Note that I have made every effort to include any expenses, though at times an additional activity may arise. In that case, a note will be sent home in the student folder.

In addition, the cost listed for the field trips are for the student only. If there is a charge for any parent chaperones, those will be collected on a field trip by field trip basis. Please send that payment in with child's permission slip.

Student of the Week

Twice per month, I will pick someone to be "Student of the Week." Your student will take home an "All About Me" poster that is to be completed and returned to school the following week. This poster will be displayed in our classroom and your child will be able to share a little about their life with their classmates and teacher.

Items/ Toys from Home

Please help me keep our K5 class safe and running smoothly by having your child keep their toys at home. This way distractions can be limited and personal items won't be misplaced or broken in our class. I have provided plenty of toys and center time activities for the class to enjoy while they are at school.

Birthday Parties

Birthday parties will be celebrated at the picnic tables by the playground at the end of the day. Parents are welcome to attend or send in a special treat. If you bring a snack or desert, please provide the paper products as well. No party favors please. Please contact me as your child's birthday draws near if you would like to bring a special birthday treat for our Kindergarten class.

Lost and Found

Please label all articles of clothing and supplies that belong to your child. The FCS Lost and Found is located in the school office. Labeled items of clothing will greatly help us return lost items to students.