**School and Classroom Procedures**

**Miss Rogers’ Kindergarten Class**

**ARRIVAL & DISMISSAL:** Children should arrive at school between 8:40 and 8:55am. Children arriving after 9:00 are tardy and must be signed in at the office and escorted to the classroom by the adult. (this does not apply if a bus is late). **Instruction starts at 9:00 which means that children should be finished with breakfast, unpacked, and ready to learn at 9:00am!** Dismissal is at 3:35.

**ABSENCES**: Attendance is VERY important. Every day is packed full of learning. **A written note is required from you each time your child is absent or late**. Also, if you are planning to pick up your child during the day for an appointment, please send us a note in the morning and be sure to stop by the office first to sign them out.

**LUNCH**: We will be eating lunch from 11:30-12:10. School lunch costs $2.50 and this includes milk. Reduced lunch costs $.40. Children who bring a lunch from home may purchase milk for $.50. You may pay for lunch on-line by going to the Forest View website- [www.forestview.dpsnc.net](http://www.forestview.dpsnc.net). You may also send lunch money or a check in your child’s Take-Home Folder. PLEASE make sure your child’s name is on the bag or envelope with the money.

**BREAKFAST**: Breakfast is free to all elementary children.

**SNACK**: PLEASE send your child in with a snack EVERY DAY. I will not be providing snacks as I don’t have the funds to do so. They get hungry towards the end of the day and need something small. Please no junk food, soda, or candy.

**TAKE-HOME FOLDERS**: “Take-Home Folders” go back and forth to school in your child’s back pack every day. One side will have materials that you may “Keep at Home” and the other side has paperwork that we ask you to “Please Return to School”. You may also send us notes, money, etc. via these folders. We check them first think every morning and ask that you check and empty them when your child comes home from school.

**NEWSLETTER**: I will send home a newsletter twice a month on Fridays. It will recap highlights of our week, inform you of field trips, upcoming school events, homework suggestions, wish lists, etc.

**READING FOLDERS**: Sometime in October, we will begin sending home daily “Reading Folders” with books that are at your child’s instructional reading level. The folders have a reading log that needs to be signed every night. The children love the days when their reading logs are full and we get to add a new sheet! We ask that you take good care of these books and return them daily. The books are very expensive and you will be asked to pay for the replacement of the book if something happens to it.

**HOMEWORK**: It is my belief that kindergartners not spend a lot of time on daily homework- 30 minutes max. They work hard all day and need time to relax and play. (Notice I did not say spend all afternoon on the computer or watching TV.) **Reading and talking to your child is the single most important thing you can do to help your child be successful at school.**

* Spend at least 15 minutes a day reading to your child. For those of you who have children who are becoming independent readers, please continue the pleasurable experience of reading aloud to your child. Young readers love the idea of “moving up” to chapter books, but we don’t want them to be deprived of the countless picture books that offer such a wide breadth of rich literature and wonderful art.
* We will send home so very basic homework during the week. This may include handwriting worksheets. It might seem tedious and repetitive, but it is really important and kindergarten is the time to focus on hand strength and letter formation. Please insist that your child “slow down” and work on careful penmanship.

**MEDICINE**: **Please follow the medicine policy described in the Durham Public Schools Handbook and understand that we are unable to make any exceptions**. We ask that you notify us of any medical issues and/or allergies, and when appropriate, the school nurse will develop a plan that ensures that everyone will know what to do if the need arises. If your child needs to take medicine at school, you will need to fill out a medicine permission form (available in the front office) and have it signed by your doctor. Your child’s health and safety is our main concern.

**BIRTHDAYS**: We like to celebrate children’s birthdays throughout the year. Please let us know if your religious beliefs preclude your child from participating- we want to respect all families’ religious and cultural practices. If you would like to celebrate your child’s birthday at school, just let us know and we’ll work out a good time of day for you to come into class or drop off a special snack. We ask that you not bring presents of party favors. We will not be distributing party invitations at school and ask that you please mail them out yourself.

**CLOTHING**: Please send your child to school dressed appropriately in comfortable play clothes and shoes. Please keep in mind that we go outside **every day** unless it is raining. Your child might need to dress in layers in order to be relatively comfortable throughout the day. We ask that you send a **complete change of clothing** in a gallon size Ziploc-bag that is labeled with your child’s name. Accidents happen and we want to ensure that your child will be comfortable for the rest of the day. Please be sure to include a shirt, pants/shorts, and two pairs of underwear. We will remind you when you need to switch out clothing for a change of season.

**REST-TIME:** Kindergartners have a quiet rest time every day for about 30-40 minutes. We will maintain this rest-time for the entire school year. There is a developmental range of needs for sleep or rest in children this age and those will evolve over the course of the year. Some will sleep while others will not. Children rest on the floor and will need a **towel**. No FOAM MATS!!! Please keep in mind that storage space for their rest-time belongings is limited to a very small cubby! Please know that rest-time is a valuable time that teachers use to read and work one-on-one with individual children. I will be sending your child’s towel/blanket home with them every Friday and ask that you wash it and return it on Monday.

**EMERGENCY CONTACTS:** Please be sure that we have the phone number/s that you will answer most quickly in the event of an illness or an emergency. If you carry cell phones, those are the best numbers for us to have. We will be respectful of your “cell minutes”, not interrupting you unnecessarily at work, etc. It is imperative that we are able to reach you. If your phone number changes throughout the year, please email me with the most update information.

Miss Rogers

**Email**: casey.rogers@dpsnc.net

**Forest View Office**: (919)560-3932