Welcome to kindergarten! We have an exciting year ahead of us. To assure a safe and fun learning environment, please refer to the following procedures.

Drop-Off and Dismissal

• Arrival (AM: 8:35-8:45 PM: 12:45-12:50) When the bell rings, the students may enter the building. AM: Parents will drop off their children in the back of the school at the ground level doors closest to the kindergarten playground or at the front entrance to Chestnutwold. PM: Parents will drop off their students in the back of the school at the ground level doors closest to the kindergarten playground. A staff member will be waiting at the ground level doors in the back by the kindergarten playground for your child to arrive. A different staff member will be waiting at the side doors if your child is a bus rider from home or from K Club. Children will be considered late if they arrive after the final bell at 8:45 AM/12:50 PM.

• Dismissal (AM: 11:20 PM: 3:30): AM: A staff member will walk students out. Students will be walked to the kindergarten bus or to the K Club bus. If students are picked up, they will be dismissed from the ground level doors next to the kindergarten playground. PM: Students will be dismissed to the kindergarten playground area from the Art Room doors. Parents and older siblings should be waiting to meet their child. A staff member will escort the bus students to their afternoon bus. Family Services (Extended Day) students will be escorted to their classroom. If a student must be picked up by car, parents must follow the school procedures. All cars must have a driver at all times when waiting in line.
**Bus Riders**

- Please attach a label to your child’s school bag for the first few weeks to identify him/her. Include your child’s name, address, phone number, bus number and bus stop.

**Notes**

Please send in a note if:

- Your child will be picked up by someone other than his/her regular routine adult.
- Your child will not be riding the bus as he/she usually does.
- Your child was absent.
- If there is an issue/incident that needs to be brought to my attention.
- Or email me at: mbieter@havsd.net

**Envelopes and Book Bags:**

- A plastic envelope/folder will be supplied to your child. All information will be sent home in this envelope. It is imperative that papers are emptied every night, so we do not accumulate unread information. We will make sure the envelopes are emptied each morning/afternoon to ensure that we have received any notes, forms, or other papers returning to school.
- Please make sure your child has a sturdy book bag that is large enough to fit the envelope. Library books, reading books or other items may also be sent home in your child’s book bag.

**Please also note that the book bag must fit into the shared lockers.**
Getting Ready for the Day

- When children arrive to school, they will immediately go to their lockers to put their jackets and book bags away. Children will take their envelopes and place them in the homework box.

Labeling

- Please label all of your child's items that will be entering school. Missing items can be found in your child's locker, classroom, or the lost and found.

Communication

- I will send home a newsletter to keep you informed of important events and activities. I will also send home a parent volunteer calendar.
- Please keep the school updated on changes in telephone numbers and emergency information.

Homework

- Students will each be given their own reading log. Each week, your child will be asked to read a book for homework on Monday and Thursday nights. There may be an activity page to go along with the book.
- In the beginning of the year, the books may be challenging for your child and therefore, you can read the book to your child. As the year goes on, most books will be at your child's individual reading level and he/she should be able to read the book independently or with little parental help.
- On Tuesday and Wednesday nights, your child will have math, handwriting, kid writing or science homework.
Supplies
• Thank you for purchasing the supplies for kindergarten!
• As the year goes on, you may be asked to bring in a variety of supplies that may have run out. Examples include: tissues, paper towels, antibacterial wipes, paper goods, and other classroom essentials. We may also request specific supplies for special activities.
• Supplies will be requested through the rotation of a class list to make the system as fair as possible.
• You will be notified of any supplies that need to be brought in by receiving a supply request form.
• Please contact me if there are any problems obtaining the supplies.

Snacks and Food
• During each morning or afternoon, the class will have snack time that will last approximately 10 minutes.
• Due to some severe food allergies, both kindergarten classrooms have been designated as “nut-free environments.” Our school nurse has sent home a safe food list for our school. I have included this list.
• Students do NOT need to bring a snack each day. Instead, I ask that parents take turns sending in a class snack from our school’s safe food list. A schedule will be sent home to let parents know when it is their week to send in snack. If you forget to send in the class snack during your week, please send it in as soon as you remember.
• I will keep you informed as to when we are having parties or special events. Homeroom parents will provide “safe” snacks at school parties. I cannot provide students with snacks that are not on the school’s safe list.
Birthday Parties

- Your child may choose to celebrate his/her birthday in the classroom with advance notice. I will send home a form to select a date for the celebration.
- We will sing Happy Birthday to students on their birthday. Students will also get to wear a birthday crown, to wear a birthday sticker and to receive a birthday certificate.
- You may NOT send in a snack for your child’s birthday. Instead, I ask that you send in a book of your child’s choosing.
- If you are able to attend the birthday celebration, you can read the book to the class yourself. If you are unable to attend, the teacher will be happy to read the book.
- You may come in for the celebration if you would like. The party will last for about 10 to 15 minutes.
- The birthday celebrations are often held during snack time. Students will eat the regular classroom snack on birthday celebration days.
- Summer birthdays will be celebrated toward the end of the year. A date will be selected in advance.

Parent Volunteers

- If parents remain in the building after the 8:45/12:50 bells, they must sign-in and receive a visitors badge in the Main Office.
- Parents may volunteer to help in the classroom. I will require parents to sign a confidentiality agreement if they choose to volunteer in the classroom. I ask that parents sign this and agree not to speak about the students in this classroom.
- If you choose to volunteer, please fill out the classroom volunteer form. A schedule will be sent home for those that choose to come in. All parents are welcome. I truly appreciate any help you can give!