

# Important Kindergarten Information and Procedures

We are excited and enthusiastic about working with you and your children. In order to help the year go smoothly, we appreciate your cooperation concerning the following items.



## ARRIVAL and DEPARTURE

Classroom doors open at 9:00 a.m. Children may enter the school at 9:00 a.m. (or when their buses arrive). Children should wait outside the classroom until the teacher invites them in. Walkers and car riders should not arrive earlier than 8:45.

Dismissal begins at 3:30 p.m. and continues until all the buses have departed. Please pick up walkers and car riders on time.



## LEAVING SCHOOL

If your child will be leaving school another way other than the usual departure method or with a different person, **we must have a note from you.** If it is a last minute situation, call the office and they will get the message to us. If your child is going home with another student in the class or in the school, both children must have a note. If both children do not have a note, the children will be dismissed by their regular departure method.



## MONEY SENT IN

Please place all money for projects, field trips, etc. in an envelope with your child's name and activity written on the envelope.



## BIRTHDAY CELEBRATIONS

We do several things in the classroom to make your child feel special on his/her birthday but we do not have birthday parties. Some parents have chosen to recognize their Kindergarten's children's birthday by sending or bringing simple treats to school. It is important to keep birthday snacks, simple, nutritious and ready to serve. Please no beverages. All food must be store bought and sent in their original containers. If paper products are needed for the snack, parents should provide them as well. Be sure to contact your child's teacher **2 days** ahead of time. This will allow for you to know if there are allergies in the classroom before purchasing your snack. Please note that sending a birthday treat is strictly voluntary. Each child will receive special birthday recognition at school.



## SNACKS

The children will receive a daily snack in the afternoon. It is still important that your child eats breakfast before coming to school. Please remember to contribute for a whole group snack. See your child's teacher to sign up. We will be doing activities involving food so please be sure to let us know if your child has any food allergies or medical conditions.



### TOYS/SHARING

Please keep all toys at home unless requested by your teacher for a special sharing time. This will help avoid broken and lost items.



### CONFERENCES

Kindergarten conferences are held once a year. If you would like to meet with the teacher at any other time, please send in a note and we can set up an appointment.



### REPORT CARDS

Kindergarten report cards are sent home twice a year. The first one is sent home in February. The last one is sent home at the end of the school year.



### INCLEMENT WEATHER

It is important that you watch the news and/or check the MCPS channel daily to get the most current information concerning school cancellations, early dismissals, and delays. **Please refrain from calling the school.**



### PERSONAL ITEMS/CLOTHING

Please bring a set of extra clothes in a labeled Ziploc bag just in case of bathroom emergencies. Your child's teacher will store it in the classroom. Make sure all clothing and other possessions (shoes, backpack, lunch box, etc.) that your child brings to school are clearly marked with your child's name. This will help avoid unpleasant mix-ups and delays.



### EMERGENCY CARDS

**Please keep emergency contact information current.** We request that you always let the office and teacher know if telephone numbers have been changed.



### VOLUNTEERS/SCHOOL VISITORS

We welcome volunteers to the classroom. Your teacher will discuss his/her classroom procedures regarding volunteer schedules. Even if it is a short visit, please make sure to always sign in at the office and wear the green visitor's pass. You may be stopped by a faculty/staff member for security and safety reasons.



### CORRESPONDENCE

This year we are trying something new. Since we are a 'GREEN SCHOOL', we would like to send you all Kindergarten Monthly Newsletters via email. Our 'Back to School Packet' can be found on our school's website. Please notify your child's teacher if you would prefer a printed copy in your child's folder instead. Let's help our environment!