



Welcome
To
Kindergarten

Wilkins Elementary

Ms Kotsiovos & Ms Rogers

Room 109

Dear Parents and Guardians,

Welcome to the Wilkins Elementary Learning Family! We are looking forward to a wonderful year as your partners in your child's education. We would like to take this opportunity to explain some of our general policies and classroom/school procedures.

School Hours

School begins at 8:30 and the children are dismissed at 2:45. The children enter the doors at the front of the school at 8:15 and come right into the classroom. We will be in our classroom to supervise. Please try to have your child here on time so they do not miss out on learning opportunities. If they are tardy they must report to the attendance office before coming to class. Please do not walk your child into school. There will be staff members at the doors and in the hallway to safely guide the students to our class.

Absence

In case of absence, please call our school attendance office at 496-8708 before the school day begins.

Dismissal Procedures

Please instruct your child on what procedure to follow for returning home after school. It is essential that everyone follow the rules to ensure your child's safety. Remind your child to ask a teacher if they are in doubt about what to do and to stay with a teacher if they do not immediately see the person that is to pick them up. Any person picking up your child must be on our list in the office. Please reinforce that they should never walk home alone, with a friend without your permission, or with a stranger. If your child normally rides the bus but is going to be picked up on occasion, please call the office or send a note to the teacher. Older siblings, family members, or friends that attend Wilkins School are not allowed to come to our class before dismissal to meet a child. They must meet them on the peaceful playground or in the bus lines. **If the teacher does not receive a note or**

Instructions from the office they must put the child on the bus.

Supplies

Please label everything that your child brings to school with their name and room 109, particularly articles of clothing and backpacks. You do not need to label individual pencils and markers, just the boxes that they come in. Please try to send in all supplies the first week of school. Please do not send in any supplies that are not on the list. School supplies are items that we need to use in school. Please help your child understand that they cannot take their school supplies home. They will need a separate box of crayons and a pencil for homework at home. We may need to ask for additional supplies as the year progresses, however usually only Kleenex or baby wipes.

Home Folders

Your child will have a folder that will have an "H" on it that stands for home folder. This folder will be sent home every night to organize notes, homework and other information. Please check your child's home folder every night and return it the following morning with any information that you want to give to me. If you are sending money for any reason, please put it in an envelope and label it with your child's name, room number, and what it is for.

Homework

Homework is a very important, positive way for skills taught at school to be reinforced at home. Homework in Kindergarten will consist of practicing writing the letters of the alphabet and numbers; math practice; practicing sight words; beginning letter show and tell; and other fun assignments that will help to reinforce skills being taught at school. Please also try to read to your child as much as possible. Children love to be read to and it really shows them that reading can be a fun part of their daily lives. Please check your child's home folder every night to see if they have any homework assignments. Homework will not be assigned on Fridays.

Snack

The Kindergarteners in our class will bring in a nutritious snack for the whole class, based on a calendar that I will send home every month. Snack will begin on Monday, August 24th. We will provide snack the first three full days of school. Your child may also purchase white milk for snack time. This is separate from lunch milk and is not covered under the free or reduced lunch program. You may pay in either full or half-year installments. If you do not want your child to receive milk for snack they may bring in juice or water. Please do not, however, let them bring in juice or water if they are also getting milk. **Please let us know as soon as possible if your child has a food allergy or if there are foods that you do not want your child to eat for cultural reasons.**

Lunch

The price of a complete lunch is \$2.15, including milk. If you send in lunch money, please put it in a labeled envelope or Ziploc bag.

Birthdays

If your child wishes to celebrate his/her birthday at school, they are welcome to bring treats to share with his/her classmates. Some examples of birthday treats are store bought cookies, fruit, popsicles, donuts, Rice Krispy Treats or any individually wrapped treats that your child can pass out themselves. Please do not send in home baked items. I will not be able to pass them out because of the potential allergy risk. You may bring in cupcakes, however the big bakery type loaded with frosting are unhealthy, messy, expensive and the children tend to just eat the frosting on top so a lot gets wasted. The small mini cupcakes or individually wrapped treats are better choices. Please do not bring in a cake or ice cream. **Again, please let us know immediately if your child has a food allergy or if there are any foods that you do not allow him/her to eat.**

Star Student

Every student will have the opportunity to be the Star Student. We will display your child's pictures and some interesting facts about your child on a classroom bulletin board. We will learn about your child and write a story about him/her that we will compile into a class book. You will receive a letter from us when it is your child's turn.

Discipline

There are very important classroom rules that need to be followed that coincide with the Wilkins School's PBSS positive behavior program. A complete and detailed explanation of PBSS is in the Student Handbook. Our students will be taught to be respectful, be responsible and be safe so that Wilkins Elementary will be a wonderful safe place for them to learn and grow.

Behavior Chart

We use a behavior chart in our behavior management system. It was designed to provide a safe and happy learning environment for all children. It was also designed to help students understand that it is all right to make mistakes; to understand good and bad choices; and to help them to take responsibility for their own behavior. It works on a daily basis with every child making a fresh start on the green "ready to learn" portion of the chart every day. They have the opportunity to move up on the chart to "great job" or "outstanding" or down on the chart to "slow down" or "parent contact." This will help the children to make good choices. If a child does not follow a classroom rule, these are the consequences:

1. A verbal warning will be given.
2. The child will move his/her name (on a clothespin) to the "think about it" portion of the chart as a second warning and will miss half of recess.

3. The child will move his/her name on the "consequence" portion of the chart and will miss all of the next recess or free play center time. They will receive a note that will need to be returned the following day.
4. A referral to the principal or assistant principal will be made on the fourth warning and you will be contacted.

Physically hitting, kicking or biting another student; stealing; and not telling the truth are automatic note or phone call home offenses. Kindergarten students will receive referrals to the principal and detentions for severe or repeated infractions.

Please be aware that most parent contact notes in Kindergarten will be due to excessive talking when they should be listening or working and not keeping their hands to themselves. The best way to help reinforce positive school behavior is by praising your child for the good choices that they are making in school.

We hope that this letter has been informative. If you have any questions or concerns throughout the year, please feel free to contact us before or after school, we always welcome your notes and phone calls! The Wilkins School phone number is

708/496-8708. Please call before 8:15 or after 2:45. Our e-mails are gkotsiovos@isd109.org and arogers@isd109.org.

Kindergarten is a very important, very special time in your child's life! You will be amazed how much your child will learn and grow this year! Again, we really looking forward to being a partner in your child's education.

Sincerely,
Ms Kotsiovos and Ms Rogers

I have received and read Ms Kotsiovos
and Ms Rogers' rules and procedure
letter.

Please detach, sign and return.

Child's name:

Parent's name:
