

# **Kindergarten Handbook**



**John James Audubon  
Elementary School**

## Staggered Start

For the past few years, Audubon has successfully implemented a “Staggered Start” for kindergarten students during the first week of school. Staggered Start means half of the class will begin on Wednesday and the other half will begin on Thursday. All students will begin attending together on Friday. **(PLEASE NOTE:** The first Wednesday of the year is a **full** day of school with dismissal at **3:00**. After the first week, all Wednesday dismissals will be at 1:30 unless otherwise noted.)

Staggered Start will provide your child with:

- ❖ a less stressful First Day of School
- ❖ greater opportunity to “make a new friend”
- ❖ smaller group instruction on Kindergarten school routines
- ❖ more individual attention and time to meet special needs
- ❖ opportunities to “share and shine”
- ❖ familiarity with arrival, dismissal and bus procedures

### **Staggered Start Schedule:**

- Student’s last name begins with the letters A-L will attend on Wednesday, September 1<sup>st</sup>.
- Student’s last name begins with the letter M-Z will attend on Thursday, September 2<sup>nd</sup>.
- **ALL STUDENTS WILL ATTEND ON FRIDAY.** Staggered Start only effects your child’s first week of school.

## School Hours

Students should arrive no earlier than ten (10) minutes prior to the first bell, as there is no school supervision. Please note that students are asked NOT to play on the playground before school. Students will line up and be admitted into their classroom through the outside door when the bell rings.

**Half Day Hours:** 8:25a.m.-11:05a.m.  
Wednesdays: 8:25a.m.-11:05a.m.

**All Day Hours:** 8:25 a.m.- 3:00 p.m.  
Wednesdays: 8:25a.m. – 1:30p.m.



**Dismissal:** All students will exit the classroom through the front outside doors. If your kindergartner is to go home with an older student, please instruct that child to wait outside at a pre-arranged location. **All kindergarten students should wear the school nametag with transportation information during the first two weeks of school.**

Please make specific plans for your child’s return home. Kindergarten students will not be allowed to walk home alone. **We will not accept verbal instructions from your child regarding changes in his/her dismissal procedure** (e.g. “ I’m going to Joey’s house” or “babysitter”). Please send a signed note or email

a note if there is any change in the after school schedule. In an emergency, contact the school secretary at 425-936-2500.

## Bus Policy

Encourage your child's independence and adjustment to school routine by having him/her ride the bus beginning the first day of school. Parents may follow the bus and meet students at school.

**Waiting for the bus:** Come to the bus stop five minutes early. Wait two steps away from the curb or road. Behave just as you would in the classroom with your teacher.

**Riding the bus:** Rules: Sit down in your seat.  
Keep your hands to yourself.  
Sit facing the front of the bus.  
No eating or drinking.



**Riding with a friend:** *Students need a signed note if their plan for going home is different than normal.* For example, riding the bus with a friend, someone else is picking them up, or getting off at a different stop.

**AM Kindergarten Bus:** *A parent/guardian must be present when the AM Kindergarten bus drops off students.* If no one is present, the child will be taken back to the school and will need to be picked up there. It is not a requirement that a parent is present during the PM drop off.

## Health

**Special Health Needs:** Please inform the teacher if your child has physical limitations, allergies, ear or vision problems, irregular sleep habits, takes prescription medications, etc.



**Absences:** If your child will not be at school (either late or absent for the whole day), you **must** notify the school office before 9:00a.m. Please call 936.2500. A school designated safe arrival caller will call you the morning of your child's absence if the office has not been notified about the absence ahead of time. If your child will be gone on an extended trip, please send a note to the office with the dates that your child will be gone.

If your child is sick, please keep him or her at home until well. Colds and flu spread very quickly to other children as well as to the teacher. If your child has a contagious disease such as measles, chicken pox, pink eye, etc. it is imperative that we know as soon as possible.

**Tardies:** Your child is considered tardy after the second bell rings at 8:30am. Please bear in mind that tardies are disruptive, recorded and deprive your child of valuable learning time. If your child is tardy, please escort him/her to the office to be signed in by you.

## Snacks and Lunch

**Snacks:** If your child would like a snack, they may bring a baggie-sized, healthy snack to eat/drink.

***Please do not put snacks in your child's lunchbox.*** Please do not send cookies or candy. As the year progresses, most students will not need the additional energy breaks. Please do not send juice. There is a drinking fountain in our classroom.



### **Suggested healthy snacks:**

- Banana,
- Strawberries,
- Grapes,
- Apple or orange slices.
- Pretzels
- Goldfish
- Carrot sticks
- Cheese and crackers
- Half of a sandwich
- Granola bar
- Nuts
- Cheerios
- Fig Newtons

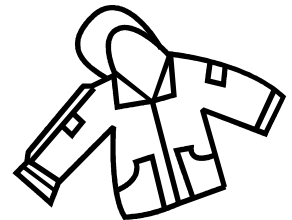
**Lunch:** Prior to bringing lunch to school, please practice having a “school lunch” at home. If your child will have a new lunch box, containers or food packages that they are not familiar with, please spend time using them at home. It is very frustrating for a child to try and open a beverage and have it spill all over. Please avoid difficult products such as Capri Suns, canned fruit, pudding containers, and string cheese or put them in an easier container. Please label all containers and lunchboxes to assure that they return to the proper homes.

Students may purchase lunches and drinks from Food Services. Please have lunch accounts set up with the office manager prior to using Food Services. If your child is going to be purchasing lunch regularly please have them buy lunch the first week of school. September menus will arrive home in the Audubon Folder. Please discuss the numerous choices with your child in advance and have them choose one entrée prior to coming to school each day.

## Personal Belongings

***Please label all removable clothing with first and last name.*** Help your child learn how to manage their own clothes—buttons, zippers and shoelaces. Your child needs to bring a backpack and coat to school each day. Please also include an extra pair of pants, underwear, and socks in case of an accident. The extra clothes should remain in the bottom of the backpack. Additional school supplies, toys and articles of value should be kept home.

**Lost and Found:** Unclaimed items left on the playground or in the classroom will be deposited in the Lost & Found (located in the hallway between the gym and music room).



## Birthdays and Celebrations

**Birthdays:** Parents are welcome to bring or send snacks for their child's birthday. In accordance with the nutrition policy, please don't send cupcakes. Snacks such as muffins, fruit or fruit snacks are preferred.

If you plan to have a party at home, please do not send invitations with your child to be passed out at school, **unless** the entire class is invited.



**Classroom Parties:** We will have three class parties. These are Halloween, Valentine's Day and End of the Year. You will be contacted by room parents letting you know how you can help out with these events.

## Contacting Teachers

The best way to communicate with us is by email or sending a note to school with your child. This allows adequate attention to be given to your concern. If you need to talk in person, the best time to stop by is after school. You can also schedule a conference at any time throughout the year if you want to discuss a specific concern.

## Conferences

Each student will have a goal-setting conference in October. (Please see the attached calendar for the dates.) This meeting is designed to get to know you and your child, discuss observations, assessments and goals. Additional conferences will be scheduled as needed throughout the year. Report cards are distributed in January and June.

## Parent Volunteers

Our kindergarten program and Audubon Elementary encourages parent involvement as volunteers in the classroom as well as with the Parent-Teacher-Student Association (PTSA). A volunteer sign-up sheet will be available at Kindergarten Orientation. All volunteers will be required to complete a Volunteer Application Packet and submit a copy of their driver's license. More information is provided in the volunteer packet.



Each teacher provides different volunteer opportunities and times for assisting in the classroom. We're so grateful for all the parent help in the classroom and we look forward to your assistance! You will receive a schedule after the first few weeks of school.