Kindergarten

Information Packet for Room 101

# Teachers : Edie Mileham & Breah Lieberman

Included in this packet:

* School Supplies Information
* School Schedule Overview
* Other Frequently Asked Questions
* Snack List
* Forms:
	+ **Internet-Related Releases** – Permissions forms to use your child’s photo/work on the class’s password-protected website and to share your email address with other families in the class
	+ **Information to Help Me Get to Know Your Child** – this form is entirely voluntary. It can be helpful if you feel we need to know more about your child than what came up at Ready Set Goal conferences.
	+ **Volunteer Interest Survey** – sign up to help our classroom! You can either come in to help or help us from home.
	+ **Getting To Know \_\_\_\_\_** - This will be collected into a class book. Your child is welcome to fill in the blanks if he or she feels comfortable doing so, but this is meant to be a fun activity, so parents are also welcome to do any or all of the writing to avoid frustration. This is due during the first week of school!
	+ **Vital Information Form** – Info to help us teachers keep our students safe! (It may seem redundant, but it is very helpful as district data is not shared with teachers right away.)

**School Supplies**

Please drop off as soon as possible before school starts on the table by the door



*\*\*\* Be sure to send the spare set of clothes right away! These are used more often than you would expect! Socks, pants, and underpants are most important. You may wish to change these clothes seasonally. (Please place these in a plastic zipper bag labeled with your child’s name.)*

***Please send us one or two packages of boxed snack*** *(enough to feed up to 25 students) to use as back-up snacks for days when a family might not be able to send a fresh snack.* ***Please read the ingredients list to be sure that the snack is not processed in a facility that also processes nuts of any kind. Our classmates have some severe nut allergies this year.***

***Other possible donations for the classroom*** *(completely optional, but very appreciated):*

* *A package of plain band-aids*
* *An unopened package of boys and/or girls underpants in size 5 or 6*
* *A motion-sensitive light switch (We could use one for the class bathroom & one for our coat room. If you can volunteer to install it, even better!) Such as:* <http://amzn.com/B005WM3ALC>
* *Krazy glue singles pack for unexpected breakages. Such as:* <http://amzn.com/B000GP05VS>
* *Kid-sized aprons for the kitchen area*
* *Playdough*

## School Schedule Overview

**First Days:**

On the first day of school, all teachers will be outside by 8:15 to greet students. Ms. Mileham will be wearing yellow Star Trek shirt (yay space exporers and yay geeks!) and showing students where to line up. When the bell rings at 8:25, we will go inside. You can say your goodbyes at any time between 8:15-8:25. We plan to enter the school promptly when the bell rings, and we ask that families stay outdoors.

If your child brings a lunch from home, he or she may wish to carry it outside of his or her backpack. That way it will be easy to drop off in the lunch basket first thing in the morning.

When your child comes into the room, he or she will typically:

* Drop off lunch from home (if brought) in basket.
* Put up an attendance/lunch disc on the chart by the door
* Remove \*daily plastic folder from backpack and drop in the “In Box”
* Hang up belongings in cubby or locker
* Find table space and begin independent morning work

\*On the first day, students will not have a daily folder yet.

During the first school days, we will be getting to know each other and discussing classroom routines and expectations. We will do a tour of the school and meet some of the important people at Van Hise Elementary, such as our secretary and the school nurse.

**Please Note: School will dismiss early on Tuesday, September 1st and Wednesday, September 2rd at 1:50 p.m.** This end-time is different from the typical school schedule, which appears below. We will have a full day of school on Thursday and Friday (following the typical schedule.)

**Typical Day Schedule:**

* 8:15 – Supervision of children on playground begins
* 8:25 – Bell rings and children come inside
* 8:30 – School officially begins
* 12:05-11:25 – K/1 Lunch
* Dismissal – varies by day of the week: Mondays 1:50, Thursday-Friday 3:22

Children who arrive before 8:25 should put their backpack in line by our class dot on the playground (we aren’t yet sure what color that dot will be yet this year). They can then play until the bell rings at 8:25.

The earliest children should be in the school building is 8:25 unless it is raining or the district decides the temperature is too cold. If it is raining or too cold, children will be allowed to wait in the breezeway starting at 8:15. On these severe weather mornings, students will not come to Room 101 (even to drop off backpacks or coats) until the bell rings at 8:25.

**Variations in Schedule:**

Occasionally during the year there will be days where students are dismissed early or when there is no school. When there is a change in dismissal times, it will be communicated to you in the VHE newsletter, our class newsletter and/or the MMSD district calendar so watch these communicaitons carefully.

**Dismissal:**

* **Hi-Fives:** The Room 101 teacher(s) will give a hi-fives to all students at dismissal and ask them to state their after school destination or pick-up person as they do this. (Ex: “Bus,” “After-school,” “Grandma,” “Garden Class,” etc.) Please make sure your child does not walk to you at pick-up without giving the teacher a hi-five!
* **Pick up from school:** If you pick up your child from school, please help us to establish this routine by making sure your student has given a hi-five before being picked up. If you or a babysitter will be meeting your child directly after school, please know that we will release students *through the doors at the very end of the building, closest to the playground. This year we will be giving our hi-fives right by the hopscotch courts on the sidewalk near the doors.*
* **After School Program:** Students who are a part of the after school program will walk down to the cafeteria.
* **Bus Riders:** Students who take the bus will be escorted by a teacher to the busses for at least the first week of school and then may be dismissed to walk to the bus independently thereafter.
* **Walking School Bus:** Students who are a part of the “walking school bus” will also be escorted to their meeting point (in the hallway near the office) for the first week of school and then may walk to their meeting point independently thereafter.

**Frequently Asked Questions**

**Snacks and Other Food**

*Boxed Snacks:* Thank you for sending in 1 or 2 boxes of nut-free snacks at the beginning of the year. (MMSD guidelines require that all our snacks be nut-free due to the high incidence of nut allergies among children district-wide, but this year do have some allergies, so be careful!)

*Fresh Snacks*: Our class will have a rotating fresh snack schedule and use the boxed snacks you have provided only as “backup” in case of snack emergencies. On their assigned day, families will be asked to send in a fresh, nutritious snack of their choice such as: string cheese, apple slices, clementines, carrots and dip, individual yogurts, grapes, etc. (A more detailed list of approved fresh snacks is attached.) Please **do not** send in any dessert-type foods such as cake, cupcakes, brownies, cookies, etc, as we are trying to avoid unhealthy or high-calorie foods per the MMSD’s food policy. The only exception to this rule is on your child’s birthday.

Make sure to send enough snack for all members of the class. (This could be up to 30+ students. We will tell you the exact number as soon as possible! Feeding the two or three hungry teachers is optional!)

Keep in mind that your snack should be easy to serve (pre-cut, cored, sliced, etc.) and should *come with whatever utensils or plates may be needed to serve it*. If you forget to send in snack on your assigned day, you can send in some dried fruit as a backup snack for the next time a family forgets their snack day. Because our families will be responsible for snack on a rotating basis, you can expect to send in a fresh snack about once or twice a month. Bear in mind that, if a field trip or special snack conflicts with your snack day, we may store your snack for the next day and/or have a double snack day.

*The First Week:* Ms. Mileham will be responsible for providing snack for the first week of school. The first snack calendar for September will be sent out at the end of the first week of school. If there are any allergies (other than nuts) that I find out about in our class, I will communicate those with you in the first newsletter so we can send in snacks that will be safe for all. I will also confirm how many students are in our class so you can be sure to send enough for everyone.

#### Birthdays

Due to our MMSD health policy we are trying very hard not to serve any sugary, unhealthy snacks. If you wish to bring in a non-food treat (such as a sticker, pencil, or other small prize) on your child’s birthday, teachers will help your child distribute these at an appropriate time during the class day. If you really want to bring in a food treat, consider fruit salad, fruit kabobs, yogurt parfaits, fruit pizza, veggie pizza, or another healthy snack. If you choose to send a birthday snack, we will have it in *addition* to our regularly scheduled snack (so there is no need to sign up for snack on your child’s birthday). Children with summer birthdays may celebrate at your convenience. In past years, some children with summer birthdays chose to celebrate their half-birthday while others waited until August when teachers choose a day to celebrate all the rest of the summer birthdays. Just let us know in advance when you are sending a birthday treat and please bring it in prior to the beginning of the day, if possible.

Note: PLEASE DO NOT SEND BIRTHDAY PARTY INVITATIONS TO SCHOOL WITH YOUR CHILD. This may cause hurt feelings among your child’s peers. Thank you for your understanding. (A school directory will come home with names and addresses and we teachers are happy to help with finding out a classmate’s contact info as well.)

**Recess**

The children will go outside for recess every day unless it is raining or there is a wind-chill of 10 degrees or below. A child will only be excused from recess if they have a doctor’s note. Please be sure that your child is dressed for the weather.

We would like each child to have a labeled, bag with an extra pair of socks, underwear, shirt and pants, in case of unforeseen wet weather or accidents at school. It is also a good idea for your child to have an extra pair of shoes for recess and/or gym which your child may leave at school.

**Backpack / Daily Folder**

Please help your child to remember to bring his or her backpack to school every day. He/she should keep the plastic “daily folder” in this backpack to help transport materials between home and school (so make sure the backpack is big enough to accommodate the folder easily). Please check your child’s folder every night and take time to go over the papers that your child brings home. Your child will be bubbling with excitement to share schoolwork with you and you will want to make sure to review important notes I send home and to help your child do any homework.

Your child will be responsible for clearing out his or her folder every morning to give teachers notes, signed permission slips, lunch money, etc. All money and permission forms can be sent in the small plastic compartment in your child’s daily folder. On Friday, we will send home a classroom newsletter (although it is our preference to deliver this electronically if possible). This will help keep you up to date with what we are doing and remind you of upcoming events. Some mid-week notices may go home electronically, without a paper copy available. Also, this year: you can follow Edie on Twitter @ Twitter handle: Ms. Mileham!

**Homework**

Homework in kindergarten typically is focused on reading. It is the district’s goal to have children read for at least 15-20 minutes each day. Of course, at first, this can mean reading aloud to your child as well as having your child do the reading.

Once the school year gets rolling, we will send home more information on the reading homework that your child will be assigned from school. Typically a child takes the books in his or her “book bag” home. These books should be at his or her independent reading level—meaning that they will require very little adult assistance to read. (Note: independent books may be “easy” for students. Don’t worry if your child breezes through these! They are meant to build fluency and comprehension, not to be a challenge to decode.) Families keep a log of what has been read. This homework will not begin right away at the beginning of the school year.

##### Changes in Routine

If your child is going to do anything different from his/her usual routine at the end of the school day, please send a note to me in the daily folder (you can even resort to safety-pinning the note on your child if you think this will ensure it gets to school). If the change is last-minute, call the office and let them know it is important for the information to get to me before the end of the school day. (I do not necessarily check my cell phone during the day). For safety reasons, **even if a child informs me of a change routine, I cannot let him/her go home with a different adult, etc. without notice from you.** Thank you for following these rules for the safety of your child.

**Contact Info For the Teachers**

Writing a note to put in your child’s daily folder is only one method of contacting the teacher! You can email Edie (Ms. Mileham) at emileham@madison.k12.wi.us or Breah (Ms. Lieberman) at bmlieberman@madison.k12.wi.us.

When school is not in session, you can contact room 101 directly at 204-4839. During the school day, dialing this number will re-direct your call to the main office at school (which happens to be 204-4800). If this happens, you should be able to request to be connected with whatever teacher you are looking for (or his/her voicemail). If something needs to be urgently communicated to a teacher by the end of the school day PLEASE LET THE OFFICE KNOW! It is not always possible for a teacher to respond to email, texts, or even listen to a voicemail during certain portions of the school day. We want to make sure we know any changes in after-school plans or other urgent info is communicated.

You are also free to contact Edie on her cell phone at 658-5205 for any important matters that require immediate attention. I am usually up until around 9:00pm.

**Volunteering / Visiting**

We love to welcome visitors to our classroom. Please feel free to visit whenever you have time. It is a wonderful way for you to get to know our class and routine. It is not necessary to arrange a visit in advance, although we’d love it if you do so we can plan in advance how best to include you in our activities. Be prepared, in any event, for us to put you to work--so roll up your sleeves and have fun!

We will be looking for volunteers to come on a regular basis this year as well. There is an attached Volunteering Interest Survey for you to fill out (if you are interested!). We will let you know the times and days that would work best once a schedule is finalized. We also want you to know that we do not start with volunteers right away. We want the children to have a routine established and feel very comfortable*before parent volunteers come in*. This makes it easier on the students AND even more so on the volunteers!

**FRESH SNACK IDEAS**

**(These are just some suggestions, not an exhastive list.)**

**• Fresh Fruit (Including Apples, Grapes, Peaches, Strawberries, Pears, Plums, Melon, etc.) that have been thoroughly washed**

**• Fresh Vegetables that have been thoroughly washed (Including Carrots, Celery, Broccoli, Cauliflower, etc.)**

**• Dressing/dip for veggies or carmel dip for apples is okay**

**• Yogurt in individual cups or tubes**

**• Pudding or applesauce in individual cups**

**• String Cheese or other individually packaged cheeses**

**• Meats and cold cuts such as ham, turkey, chicken, summer sausage, etc.**

**• SunButter – Natural, Natural Crunch (available at Woodmans, Whole Foods, etc)**

**• I.M. Healthy Soy Butter – Original, Unsweetened Chunky, Unsweetened Creamy**

**• Bagels, English Muffins, Bread**

**• Fruit Muffins (Apple, Bran/Raisin, Pumpkin, Cranberry, etc. – no nuts!**

Internet-Related Releases

This year our classroom will have a Weebly website for families to access.  A password-protected area of our site will also include photos of students in our class so families can see what activities have been going on in our room, on field trips, etc.  Please give your permission to us so we can post photos of your child to this site!

\*\*\*The site is not accessible to the general public, only people who have the password to the site will be able to view the photos.\*\*\*

\_\_\_\_\_ You have my permission the work & photos of my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the password protected classroom website for Room 101.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Every year teachers compile a list of students’ families’ email addresses which we use to disseminate information such as newsletters, reminders about upcoming events, etc. Often families like to view this list so they can contact other families about arranging playdates, switching snack days, etc. If you give us permission to release your email address for other students’ family members to view, please check here.

\_\_\_\_ You may release the email addresses associated with our household for other families of students in our child’s classroom to see.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Information to Help Us Get to Know Your Child

(Only fill out areas that you want us to take particular note. Be as brief as you like. If you feel we already covered these at Ready Set Goal conferences, there is **no need to fill this out at all**.)

Child’s name:

Tell me about your child’s strengths / special abilities:

Tell me about your child’s fears / struggles:

What does your child like to do? Is there anything your child does not like?

Tell me about your child’s positive and negative experiences in kindergarten:

What is your child most excited for at school?

Do you or your child have any concerns or anxieties about school this year?

When your child gets frustrated, how does he/she react? What seems to work best to get him or her back on track?

What are the most important things you want your child to gain from school this year?

What are the most important things your child wants to achieve this year?

Volunteer Interest Form

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Volunteer’s Relation to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please check the box(es) that apply to you. If more than one person is available for volunteering, use different colored ink or write initials by each job.*

* I would like to help out by working from home.

I am available to help with the following:

* \*cutting out laminating & other items
* assembling packets/booklets for the classroom *(you will need a stapler at your home for this job)*
* I would like to volunteer in the classroom.

I am willing to do the following:

* + - washing desk-tops
		- sharpening pencils
		- repairing classroom books
		- stuffing take-home folders
		- \*working directly with all students in the classroom
		- \*working with small groups (3-5 students)
		- \*working one-on-one (not necessarily with my child)
		- \*\*\*keeping Friday writing journals organized

If you will be available for **regular** (weekly) volunteering, when are you available to help in the classroom? (circle mornings/afternoons that work)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Morning | Morning | Morning | Morning | Morning |
| X | Afternoon | Afternoon | Afternoon | Afternoon |

\*Please note we don’t plan start to have parent volunteers in the classroom until after at least the first month or until routines are very well established. Please only sign up if you are available at the same time every week—coordinating once a month or every-other week volunteering is very complex, and we would prefer to have parents volunteer who are committed to coming consistently every week (with absences for family illnesses, etc, excepted, of course!) Thank you for understanding!

Getting to Know \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Please Attach A Fun Recent Photo of Your Student Here

The members of my family include \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This summer I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

My favorite planet or space object is \_\_\_\_\_\_\_\_\_\_.

My favorite thing to play with is \_\_\_\_\_\_\_\_\_\_\_\_\_.

I love to eat\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The thing I’m most excited to learn about in this year is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Vital Information Form**

**Complete** and **return** to your child’s teacher at your child’s Ready Set Goal Conference.

My child’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name used at school:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child’s preferred gender pronouns: she/her/hers, he/him/his, \_\_\_\_\_\_\_\_\_

My child’s *after school* plans for the ***first week of school*** are: (specific as possible)

Tuesday, Sept. 1 (release at 1:50):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesday, Sept. 2 (release at 1:50):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursday, Sept. 3 (release at 3:22):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Friday, Sept. 4 (release at 3:22):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My child’s ***regular*** after school plans:

Mondays (release @ 1:50): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tuesdays (release @ 3:22): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wednesdays (release @ 3:22):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thursdays (release @ 3:22): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fridays (release @ 3:22): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEST phone number to call during the school day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Whose phone # is this? (name/relationship) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best email address(es): (print address clearly, label with name of parent) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Can the PTO & teacher use your email & share it with other families for school communication? \_\_\_Yes  \_\_\_Paper only  (Some notices may be electronic-only)

Health concerns or beliefs that may impact your child’s time at school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dietary restrictions/needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Other things to know: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_