

KINDERGARTEN HANDBOOK

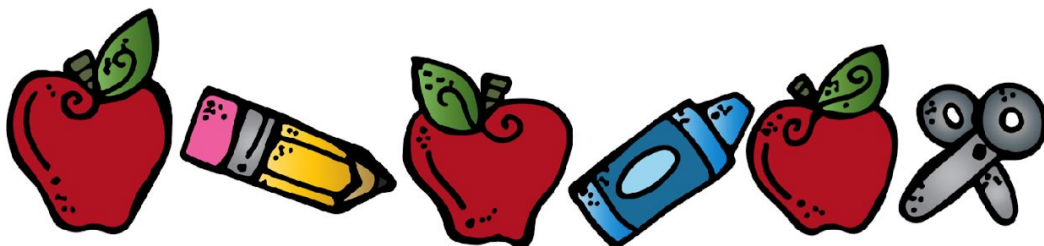
THE ABC'S OF KINDERGARTEN

WELCOME TO KINDERGARTEN! KINDERGARTEN IS A MAGICAL YEAR, AND I AM DELIGHTED TO HAVE YOUR CHILD IN MY CLASS! BELOW YOU WILL FIND A FEW THINGS THAT WILL HELP YOUR CHILD EASE INTO KINDERGARTEN, AND OUR CLASSROOM IN GENERAL.

ABSENCES AND ATTENDANCE: KINDERGARTEN BEGINS AT 8:30 A.M. AND ENDS AT 2:45 P.M. STUDENTS WHO ARRIVE AFTER THE SCHOOL DAY HAS BEGUN MUST REPORT TO THE SCHOOL OFFICE TO OBTAIN AN ADMISSION SLIP BEFORE BEING ADMITTED TO CLASS. AFTER THE FIRST 5 UNEXCUSED TARDIES, A NOTE WILL COME HOME WITH ALL THE TARDY DATES FOR YOU TO REVIEW. PARENTS ARE ENCOURAGED TO USE THE SCHOOL APP WHEN THEIR CHILD IS ABSENT. IF YOU KNOW YOU ARE GOING TO BE ABSENT FOR AN EXTENDED PERIOD OF TIME, PLEASE LET ME KNOW SO I CAN GET SOME WORK PREPARED.

BACKPACKS: EACH KINDERGARTEN STUDENT SHOULD BRING A BACKPACK WITH THEM EACH DAY TO SCHOOL. BACKPACKS ARE NEEDED TO HOLD FOLDERS, LUNCHES, BLANKETS AND OTHER SUPPLIES. PLEASE BE SURE TO SEND A GOOD SIZE BACKPACK THAT IS ABLE TO HOLD THESE ITEMS.

BOOK ORDERS: SCHOLASTIC BOOKS ORDER FORMS WILL BE SENT HOME IN YOUR CHILD'S FOLDER THROUGHOUT THE YEAR. PLEASE FEEL FREE TO ORDER AS MANY BOOKS AS YOU WOULD LIKE! YOU WILL FIND A LINK ON MY WEBSITE WHERE YOU CAN ORDER THE BOOKS. NO NEED TO SEND ME A CHECK WITH AN ORDER FORM. THEY WILL BE SHIPPED TO MY CLASSROOM AND THEN SENT HOME IN YOUR CHILD'S BACKPACK. I APPRECIATE ALL ORDERS AS I ALSO EARN POINTS TO REDEEM FOR FUN STUFF FOR OUR CLASSROOM!



CHAPEL: CHAPEL IS WEEKLY HERE AT HEPHATHA AND USUALLY OCCURS ON WEDNESDAY. IT MAY BE RESCHEDULED TO SOME THURSDAYS OR FRIDAYS DEPENDING ON THE WEEK. KINDERGARTEN IS RESPONSIBLE FOR HOSTING A THANKSGIVING CHAPEL IN THE FALL, RIGHT BEFORE THANKSGIVING BREAK. WHEN HOSTING, WE WILL PROVIDE THE MESSAGE AND SONGS FOR THE SERVICE AND WELCOME PARENTS TO JOIN US. PLEASE BE SURE TO SEND YOUR CHILD TO SCHOOL IN THEIR CHAPEL WEAR ON WEDNESDAYS. A SMALL ENVELOPE WILL BE PLACED IN YOUR CHILD'S FOLDER AT THE BEGINNING OF THE WEEK. IF YOU WOULD LIKE TO SEND CHAPEL OFFERING, PLEASE PLACE IT IN THE ENVELOPE AND BACK IN THE FOLDER BY WEDNESDAY.

CLASSROOM MANAGEMENT:

MARBLE JAR (GROUP BEHAVIOR) STUDENTS CAN EARN MARBLES FOR OUR JAR OR HAVE THEM TAKEN OUT DEPENDING ON THEIR BEHAVIOR. THE GOAL IS TO FILL THE JAR. ONCE THE JAR IS FILLED THE CLASS EARNS A SPECIAL REWARD.

CLIP CHART (INDIVIDUAL BEHAVIOR). EACH STUDENT WILL HAVE THEIR OWN CLIP FOR OUR CLIP CHART, STARTING EACH DAY OUT ON THE GREEN SECTION LABELED "READY TO LEARN". DEPENDING ON THEIR BEHAVIOR, A STUDENT CAN CLIP UP TO BLUE, PURPLE OR PINK FOR GOOD, GREAT OR OUTSTANDING BEHAVIOR. CLIPPING DOWN TO YELLOW, ORANGE OR RED CAN RESULT IN A WARNING, CONSEQUENCE OR PARENT CONTACT. BEHAVIOR CALENDARS WILL BE SENT HOME EACH DAY IN YOUR CHILD'S FOLDER SO YOU KNOW HOW THEIR DAY WENT. PLEASE LOOK AT THE CALENDAR WITH YOUR CHILD AND INITIAL IT. IF YOUR CHILD HAD A YELLOW, ORANGE OR RED DAY, PLEASE ASK THEM WHY AND DISCUSS THE IMPORTANCE OF GOOD BEHAVIOR. IF YOUR CHILD HAD BLUE, PURPLE, OR PINK, PRAISE THEM FOR THEIR DAY. THIS CALENDAR SHOULD STAY IN YOUR CHILD'S FOLDER AND BE RETURNED TO SCHOOL EACH DAY.

CONFERENCES: KINDERGARTEN PARENTS WILL ATTEND A CONFERENCE TOWARDS THE END OF THE FIRST TRIMESTER. A SIGN-UP SHEET WILL BE POSTED PRIOR TO THE DATE WHERE YOU WILL BE ABLE TO FILL IN A DAY AND TIME ACCORDING TO YOUR CONVENIENCE. ADDITIONAL CONFERENCE MAY BE SCHEDULED THROUGHOUT THE YEAR IF NEEDED.

DAILY FOLDER: A FOLDER WILL COME HOME DAILY IN YOUR CHILD'S BACKPACK. PLEASE BE SURE TO CHECK THE FOLDERS EACH DAY. SCHOOL WORK OR SCHOOL DOCUMENTS WILL BE IN THERE. WORK THAT IS GRADED MAY BE TAKEN OUT. FORMS THAT NEED TO BE SIGNED SHOULD BE RETURNED IN THE FOLDER. A BEHAVIOR SHEET WILL ALSO BE IN THERE FOR YOU TO REVIEW AND SIGN.

EMAIL: COMMUNICATION IS KEY IN YOUR CHILD'S SUCCESS!. PLEASE FEEL FREE TO EMAIL ME WITH ANY QUESTIONS OR CONCERNS. I AM AVAILABLE TO ANSWER BEFORE AND AFTER SCHOOL.

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FIELD TRIPS: KINDERGARTEN HAS 5 WONDERFUL FIELD TRIPS THROUGHOUT THE YEAR. TRIPS INCLUDE

- RILEY'S APPLE FARM
- TANAKA FARMS PUMPKIN PATCH
- CRAB LAB DANA POINT
- WISE GUYS PIZZA
- OC ZOO AT IRVINE PARK

EACH TRIP REQUIRES A PERMISSION SLIP AND PAYMENT. FIELD TRIP ATTIRE CONSISTS OF A RED HEPHATHA POLO SHIRT, PANTS, SOCKS AND SHOES. CAR SEATS MUST BE PROVIDED FOR STUDENTS ON TRIPS WHERE THEY WILL BE ACCOMPANIED BY ANOTHER PARENT. A BUS WILL BE PROVIDED FOR PARENTS AND STUDENTS FOR THE TRIP TO RILEY'S APPLE FARM.

GODS SUPERSTARS: THROUGHOUT THE SCHOOL YEAR I ENCOURAGE YOU TO WORK WITH YOUR CHILD AND HELP THEM TO LEARN:

- THEIR BIRTHDAY
- THEIR HOME ADDRESS
- THEIR PHONE NUMBERS
- HOW TO TIE THEIR SHOES

A WORKSHEET WITH THE HEADING, "GOD'S SUPERSTARS" WILL BE PLACED IN YOUR CHILD'S DAILY FOLDER, AND SHOULD STAY IN THE FOLDER UNTIL COMPLETED. ONCE YOUR CHILD HAS MASTERED A CONCEPT, PLEASE FILL OUT THE SPECIFIC AREA ON THE WORKSHEET AND SEND IT BACK IN THEIR DAILY FOLDER. UPON MASTERY, THEIR NAME WILL BE ADDED TO OUR "GOD'S SUPERSTARS" BULLETIN BOARD.

HOMEWORK: A HOMEWORK PACKET WILL COME HOME AT THE BEGINNING OF EACH MONTH AND IS TO BE COMPLETED BY THE END OF THE MONTH. I ASK THAT YOU DO NOT COMPLETE THE WORK FOR YOUR CHILD BUT RATHER GUIDE THEM THROUGH THE CONCEPTS. EACH PAGE SHOULD BE COMPLETED IN PENCIL WHEN WRITING AND CRAYON WHEN COLORING.

A BIBLE VERSE WILL BE FOUND EACH WEEK ON OUR WEEKLY NEWSLETTER WITH A COLORING SHEET TO COMPLETE AS WELL. MY GOAL IS FOR YOUR CHILD TO BE ABLE TO RECITE THE VERSE ON THEIR OWN TO ME BY THE END OF THE WEEK. THE VERSE WILL BE GRADED ON A FORM AND SENT HOME IN THE FOLDER.

INJURY AND SICKNESS: IF YOUR CHILD IS INJURED OR BECOMES SICK AT SCHOOL, THE FRONT OFFICE WILL CONTACT YOU OR THE PERSON YOU LISTED ON YOUR EMERGENCY FORM. PLEASE BE SURE TO HAVE AN EMERGENCY PHONE NUMBER ON FILE. PLEASE LET ME AND THE FRONT OFFICE KNOW OF ANY CHANGES MADE TO YOUR EMERGENCY FORM THROUGHOUT THE YEAR.

JESUS: KINDERGARTEN STUDENTS ARE GOING TO LEARN ALL ABOUT JESUS. HE LOVES US SO MUCH AND WE WILL FEEL HIS LOVE EVERY DAY IN OUR CLASSROOM.

KINDERGARTEN SKILLS: THE SKILLS WE PRACTICE DAILY IN KINDERGARTEN ARE THE BUILDING BLOCKS FOR YOUR CHILD'S FUTURE SUCCESS IN SCHOOL, AND IN LIFE.

LUNCHES: KINDERGARTEN STUDENTS ARE ENCOURAGED TO BRING A LUNCH EACH DAY AS WE ARE A FULL DAY PROGRAM. PLEASE BE SURE TO SEND A FULL LUNCH WITH A MORNING SNACK. REUSABLE WATER BOTTLES ARE ENCOURAGED AS WE HAVE A REFILLABLE WATER BOTTLE STATION. HOT LUNCH WILL BE AVAILABLE FOR PURCHASE AS WELL.

MONTHLY PROJECTS: EACH MONTH YOUR CHILD WILL HAVE THE OPPORTUNITY TO COMPLETE A PROJECT WITH THEIR FAMILY. DIRECTIONS WILL COME HOME IN YOUR CHILD'S FOLDER LETTING YOU KNOW EXACTLY WHAT TO DO AND WHEN THE PROJECT IS DUE. EXTRA COPIES CAN ALWAYS BE FOUND ON OUR CLASSROOM WEBSITE. PROJECTS WILL BE DISPLAYED IN THE ROOM FOR THE MONTH AND THEN SENT HOME OR STORED IN YOUR CHILD'S PORTFOLIO.

NEWSLETTER: AT THE BEGINNING OF EACH WEEK A NEWSLETTER WILL BE EMAILED TO YOU WITH IMPORTANT INFORMATION ABOUT KINDERGARTEN. PLEASE READ OVER IT SO YOU ARE UP TO DATE ON HOMEWORK, SPECIAL DATES, AND EVENTS.

OFFICE: MUCH OF THE SCHOOL'S BUSINESS IS HANDLED IN OUR FRONT OFFICE. MRS. HOWARD IS OUR SCHOOL SECRETARY AND WOULD LOVE TO HELP YOU WITH ANY QUESTIONS OR CONCERNS. WHEN VOLUNTEERING, PLEASE CHECK IN WITH THE FRONT OFFICE AND SIGN IN.

PARTIES: WE WILL MAKE TIME TO CELEBRATE BIRTHDAYS ON OR AROUND A STUDENT'S BIRTHDAY DATE. PARENTS MAY PROVIDE TREATS FOR STUDENTS DURING SCHOOL HOURS. PLEASE ACCOMPANY THESE TREATS WITH CUPS, PLATES, NAPKINS, ETC. AND BE CAUTIOUS OF FOOD ALLERGIES.

WE WILL HAVE CLASS PARTIES THROUGHOUT THE YEAR, DEPENDING ON THE SEASON OR HOLIDAY. PARENTS ARE WELCOME TO ATTEND THEM AND CELEBRATE WITH US. WE CAN ALWAYS USE VOLUNTEERS DURING THESE PARTIES AS WELL TO HELP WITH THE ACTIVITIES, TREATS AND TRANSITIONS.

PERSONAL ITEMS: PLEASE LABEL YOUR CHILD'S JACKET, BACKPACK, LUNCHBOX, AND ANY OTHER PERSONAL ITEMS THAT HE/SHE WILL FREQUENTLY BRING TO SCHOOL. IT IS EASY FOR ITEMS TO GET MIXED UP WITH OTHER FRIEND'S ITEMS, OR FOR ITEMS TO END UP IN THE LOST AND FOUND.

PORTFOLIOS: THE WORK KEPT AT SCHOOL IS ORGANIZED INTO A PORTFOLIO BINDER ACCORDING TO THE MONTH IT IS COMPLETED AND IS SENT HOME AT THE END OF THE YEAR.

QUIET TIME: KINDERGARTEN WILL HAVE A QUIET TIME IN THE AFTERNOON FOR THE FIRST HALF OF THE YEAR. THIS IS A TIME FOR STUDENTS TO RELAX AND REST FROM THEIR BUSY DAY. DURING THIS TIME, I WILL READ BIBLE STORIES OR WE WILL LISTEN TO CALMING MUSIC. IF STUDENTS FALL ASLEEP DURING REST TIME, I WILL ALLOW THEM TO SLEEP FOR A SHORT TIME. PLEASE SEND A SMALL BLANKET FOR YOUR CHILD TO LAY ON DURING THIS TIME. BLANKETS WILL BE KEPT AT SCHOOL DURING THE WEEK AND SENT HOME AT THE END OF THE WEEK TO BE WASHED.

RECESS: KINDERGARTEN STUDENTS WILL HAVE THE OPPORTUNITY TO PLAY AND RUN AROUND AT RECESS 3 TIMES THROUGHOUT THE DAY. OUR FIRST RECESS WILL START WITH A SNACK. EACH STUDENT WILL BE ABLE TO CHOOSE 1 OR 2 ITEMS TO EAT BEFORE PLAYING. OUR SECOND RECESS WILL COME RIGHT BEFORE WE EAT LUNCH. HERE AT HEPHATHA WE LET THE KIDS RUN AROUND AND PLAY BEFORE EATING OUR LUNCH MEAL.

REPORT CARDS: KINDERGARTEN STUDENTS ARE FORMALLY ASSESSED THREE TIMES THROUGHOUT THE YEAR, WITH REPORT CARDS COMING HOME AT THE END OF EACH TRIMESTER. SOME ASSESSMENTS ARE KEPT AT SCHOOL WHILE OTHERS ARE SENT HOME. REPORT CARDS SHOULD BE REVIEWED BY YOU AND CAN THEN BE KEPT AT HOME. PLEASE SIGN AND RETURN THE ENVELOPE IT COMES IN.

SCHEDULE: KINDERGARTEN STUDENTS WILL FOLLOW A DAILY SCHEDULE THAT WILL BE DISPLAYED EACH MORNING ON OUR BOARD. A DAILY SCHEDULE SETS EXPECTATIONS AND ALSO HELPS CHILDREN FEEL SAFE AND SECURE AS THEY KNOW WHAT WILL COME NEXT.

SHARE DAYS: I WILL BE ASSIGNING YOUR CHILD ONE DAY EACH MONTH TO BRING IN A SHARE ITEM BASED ON THE COLOR WE ARE FOCUSING ON THAT MONTH. PLEASE ENSURE THAT IT IS SMALL ENOUGH FOR YOUR SWEETIE TO MANAGE AND HIDE IN A BAG. A SHEET WITH THREE CLUES SHOULD BE ATTACHED SO YOUR CHILD IS ABLE TO DESCRIBE THE ITEM FOR OTHERS TO GUESS. TOYS ARE ONLY ALLOWED ON MONTHLY SHARING DAYS OR AS A SPECIAL REWARD.

STAR STUDENT: EACH STUDENT WILL HAVE AN OPPORTUNITY TO BE THE STAR STUDENT FOR A WEEK! I WILL SEND OUT A SCHEDULE LETTING YOU KNOW WHEN IT IS YOUR CHILD'S TURN. HERE IS WHAT THE WEEK WILL LOOK LIKE:

MONDAY- STUDENT SHARES HIS/HER POSTER WITH THE CLASS.

TUESDAY- STUDENT SHARES "STAR OF THE WEEK PAGE" WITH THE CLASS.

WEDNESDAY- STUDENT BRINGS HIS/HER FAVORITE BOOK TO THE CLASS,

THURSDAY- OTHER STUDENTS TRY TO GUESS A MYSTERY ITEM.

FRIDAY- STUDENT SHARES HEPHATHA FLAT STANLEY JOURNAL WITH THE CLASS.

• **THEMES**: KINDERGARTEN THEMES WILL BE INCLUDED IN THE WEEKLY NEWSLETTERS SENT HOME SO THAT YOU ARE AWARE OF WHAT WE ARE LEARNING ABOUT AND ANY FUN ACTIVITIES THAT GO ALONG.

UNITS: KINDERGARTEN STUDENTS WILL BE INTRODUCED TO DIFFERENT UNITS THROUGHOUT THE YEAR IN MATH, SCIENCE, SOCIAL STUDIES, LANGUAGE ARTS, AND JESUS TIME.

VOLUNTEER HOURS: EXTRA HANDS ARE GREATLY APPRECIATED, AND I WILL JUMP AT THE CHANCE TO SNAG ANY PARENT WHO IS SWEET ENOUGH (OR BRAVE ENOUGH!) TO DONATE TIME! PARENTS ARE ALSO WELCOME TO DONATE SUPPLIES OR OTHER ITEMS THROUGHOUT THE YEAR TO EARN HOURS. EXAMPLES INCLUDE PREPPING ART PROJECTS, TEACHING A PE LESSON, DONATING SCHOOL SUPPLIES, AND PARTICIPATING ON A FIELD TRIP OR DURING A PARTY.

WEBSITE: PLEASE CHECK OUT OUR CLASSROOM WEBSITE WEEKLY. THERE YOU WILL FIND CLASSROOM FORMS, NEWSLETTERS, PHOTOS OF THE KIDDOS AND SO MUCH MORE.

XTRA CLOTHES: I ENCOURAGE YOU TO SEND AN EXTRA PAIR OF CLOTHES EACH DAY IN YOUR CHILD'S BACKPACK. WHILE KINDERGARTEN STUDENTS SHOULD BE FULL POTTY TRAINED, WE ALL KNOW ACCIDENTS HAPPEN. SHOULD YOUR CHILD NOT HAVE EXTRA CLOTHES, SOME WILL BE BORROWED FROM THE FRONT OFFICE. PLEASE WASH AND RETURN WHEN DONE.

YOUR INFO: I WANT YOU AS A PARENT TO BE SATISFIED AND FEEL AT EASE WITH EVERY ASPECT OF YOUR CHILD'S EDUCATION. I AM ALWAYS OPEN TO SUGGESTIONS AND WILLING TO DO WHAT I CAN TO BEST MEET THE NEEDS OF YOU AND YOUR CHILD.

ZIP: BEFORE WE KNOW IT, THIS YEAR WILL BE OVER. PLEASE BE ASSURED THAT I WILL DO MY BEST TO MAKE THIS SCHOOL YEAR AN ENJOYABLE TIME FOR YOUR CHILD, BUT ALSO A TIME FILLED WITH REAL LEARNING.

IN HIS AMAZING NAME,

HILLARY WILLIAMS