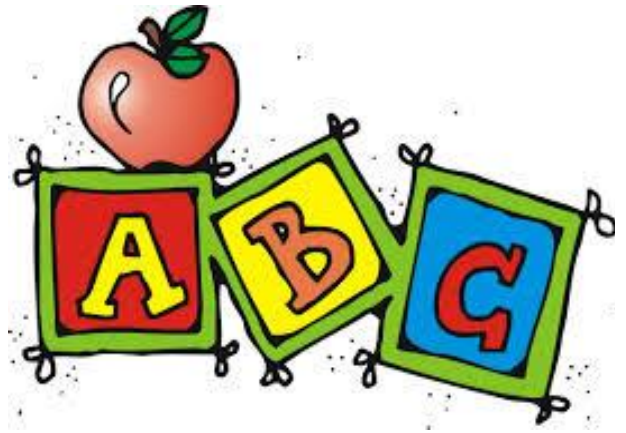


Mrs. Boone's Kindergarten ABC's



Have questions about Kindergarten? This document will help you to become a Kindergarten expert! If you have any additional questions or concerns please feel free to contact me or reference the MEC student handbook.

A

Absence: If your child is absent, please call the school office by 10:00am. The child MUST turn in an excuse blank upon their return to school. You will be given several excuse blanks at the beginning of the year. Please be aware that a doctor's note will be necessary for 3 or more consecutive days of absence. Educational trips must be approved at least one week in advance. Trips are not to exceed 5 days. Forms and additional excuse blanks can be obtained through the school office or on our district web page. Unexcused absences will lead to truancy issues resulting in improvement meetings and legal action.

B

Birthdays: We love birthdays. Children may bring a special snack (from the MEC approved snack list) or gift (stickers/pencils/etc) to share with their friends. We currently have 24 students in our class, however this number may change. Please contact me for the most up-to-date number of students.

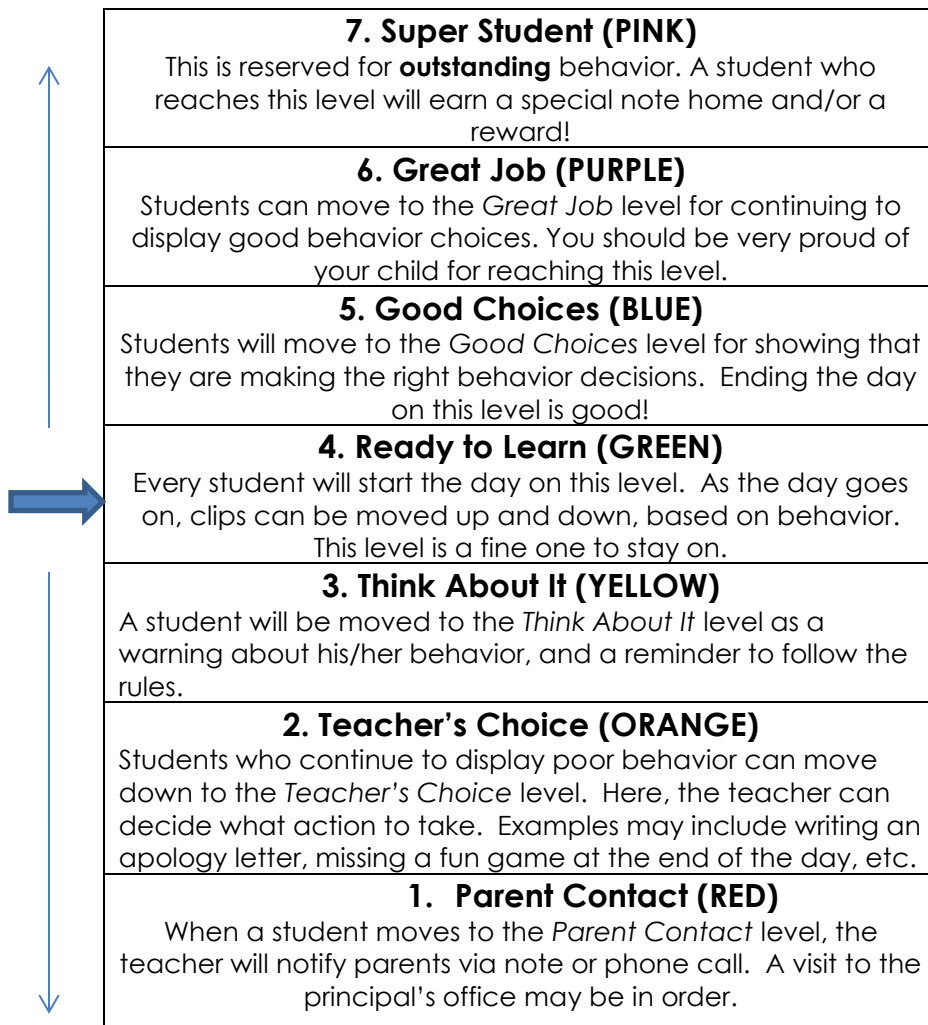
Busses: Please practice your child's bus number, so they know what bus to look for at the end of the day. Staff will help students find their bus during dismissal. To assure students get to the right spot at the end of the day, teachers may use an FDA approved skin-safe marker to write bus numbers on students' hands (marker can be removed using hand sanitizer). In addition, a tag will be attached to your child's book bag to indicate your child's dismissal option (bus/daycare/parent pick-up/walker). Students assigned to a bus will receive a "z-pass". They will scan the pass when they get on and off their bus to allow both school administration and parents track a child's location at all times. A fee will be charged for replacements Z-passes. (More information on z-pass will be distributed by administration.)

Breakfast: Breakfast can be purchased at school. Students eating breakfast must know their PIN number and need to arrive by 8:45. Students may not bring breakfast from home. Please discuss this option with your child.

C

Conferences: Parent-teacher conferences will be held in November and all parents are strongly encouraged to attend. Please sign-up for a conference at Bus Night. Closer to the date, a reminder letter will be sent home. If you feel the need to meet with a teacher prior to this scheduled conference, please feel free to contact me at any time.

Classroom Management: Most MEC classrooms will be using a 7-step, colored behavioral chart. Students will remain on green when they are following rules and expectations. (A copy of our class/school rules can be found on my teacher webpage.) If a student makes a choice to break a rule he/she will physically move their clip down. Students will be given logical consequences for breaking the rules. Students who exhibit exceptional behaviors will be awarded by moving their clip up the chart. At the end of the day, students will be coloring their personal behavior calendar. **Behavior calendars should be kept in your child Muhlenberg School Folder. Please be sure to review, initial and return the calendar every day.** If your child is on orange or red, I will contact you to discuss your child's day. Students who move to pink will receive a "MEC High Five Award". After 5 High Five Awards they will reach the "Hall of Fame" and receive a special prize! Remember to celebrate good school behavior at home!



Clothing: Please dress your child in comfortable clothing for school. In cold weather, please dress your child accordingly since we will continue to go outside during the winter months. Kindergarteners play a lot! Children should wear safe shoes, no flip-flops or loose sandals. **On days 2 and 4, children must wear sneakers to school for gym.**

Change of Clothing: Occasionally kindergarteners have accidents. A spill in the cafeteria, a wet sliding board or not being able to make it to the restroom in time, may result in a need for your child to be changed at school. Please keep an extra outfit in your child's book bag just in case they may need it. The nurse does not have a large supply of extra clothing. Parents may be called to bring in clothing if needed.

D

Dismissal Options/Procedures: Muhlenberg Elementary Center utilizes three primary procedures to dismiss students from school at the end of the day: (1) student walkers, (2) parent pick-up, and (3) bus/daycare students.

(1) Student Walkers

PURPOSE – Students who live within walking distance of MEC and/or whose parents believe their child is mature, independent and responsible enough to walk home alone and give them permission to do so.

PROCEDURE – Students exit the building closest to Sharp Avenue from the doors facing the parking lot. Please note, walkers” are expected to walk straight home and should not enter any vehicle before arriving safely home. Any parent wishing to pick their child up by vehicle should follow the MEC Parent Pick-up procedures. Parents who wish to use this option must fill out the appropriate paper-work prior to the child being dismissed.

Important Points –

- *Upon dismissal and exiting MEC, student walkers are expected to walk straight home.*
- *Students are NOT supervised once they exit the Walker Exit.*
- *Student walkers should NOT get into any vehicle before arriving safely home.*

(2) Parent Pick-Up

PURPOSE—The purpose of having a Parent Pick-up exit and strictly enforced procedures is for the safety of all students and for those parents who wish to pick up their child on a daily basis.

PROCEDURE – Parents who wish to pick their child up from school will enter the doors closest to the Muhlenberg Community Library, facing Kutztown Road. Parents **MUST HAVE** the Parent Pick-up card (puzzle piece) that was provided to them by MEC. If the card is forgotten or not available, parents will be asked to pick their child up from the front office using photo identification. Parents who wish to use this option must fill out the appropriate paper-work prior to the child being dismissed.

Important Points:

- *Parent pick-up cards are required to pick your child up from the Parent Pick-up exit.*
- *Without a Parent Pick-up card, a child must be picked up from the main office with a valid photo ID; Photo ID ensures that the adult picking the child up is on the MEC approved pick-up list.*

(3) Bus/Daycare Van Students

PURPOSE—The purpose of having strict and enforced dismissal procedures for bus students is for the

safe, orderly and expedient loading of school buses as they arrive to Muhlenberg Elementary Center.

PROCEDURE – Students riding home on a school bus or daycare van are dismissed per the bus arrival times. When bus numbers or daycare vans are called, all students scheduled to ride that bus/van will move from their classroom to the bus loading area at the cafeteria/gymnasium entrance. Arrival times to bus stops may vary due to many variables. Parents who wish to make changes to a child’s bus stop or daycare van must contact the transportation department at 610-921-8000, extension 1240.

Important Points:

- *Bussing is a privilege not a right. For more information, please see Muhlenberg School Board Policy 3.23, "Student Bus Code.*
- *Student behavior on the bus and at the bus stop directly affects their safety and is therefore treated very seriously.*
- *Students must sit in their assigned seat*
- *Please make sure your child knows their bus number or daycare name.*

(4) Office Pick-Up

PURPOSE – On occasion, you may need to pick up your child early or during the school day for an appointment.

PROCEDURE – Send a note to school with your child in the morning. Be sure to indicate who will be picking up the child. Include the date, teacher’s name, and the time in which they will be picked up. Be sure to bring ID with you. *Arrive early! In most cases children will not be sent to the office until the pick-up person has arrived and properly signed them out.*

Changes to a child’s dismissal method (including appointments) **must be made in writing** and received by the office. Written notes may be sent to school with the student or to the office via fax (610-921-7905) before 2:00pm. Changes cannot be made with the teacher or over the phone/through e-mail.

E

Email: My email address is boonem@muhlsdk12.org. E-mail is a great way to contact me! Remember, if you have a dismissal change or need immediate attention, please contact the school office.

F

Folders: Please check your child’s yellow Muhlenberg School Folder every night for important papers from school. Please empty the “leave at home” pocket each night. Your child should keep his/her behavior calendar in the “bring back to school” pocket of the folder. I will check each student’s folder when they arrive at school, if you have any important notes for me, please place them in your child’s folder and contact me to be sure I don’t miss them.

G

Guidance Counselor: There are 3 school counselors in our building. Each Kindergarten classroom has been assigned a counselor. Student’s in Mrs. Boone’s class will be working with Mrs. Janet Gift.

Mrs. Gift (giftj@muhlsdk12.org) – X6121

Gold House: Our Elementary Center is very large and holds a lot of students and teachers! The school is broken into two 'houses' (Blue House / Gold House). Mr. Bentley is the assistant principal who primarily works with the Blue House. Mrs. O'Donnell is the assistant principal who primarily works with the Gold House. Mrs. Boone and her students are members of the Gold House. If you need to contact an assistant principal, please contact Mrs. O'Donnell.

H

Homework: In August and September students may be asked to do a few assignments with the cooperation of their parents. 'Tic-Tac-Toe' Homework will be given weekly starting in October. Homework will be sent home on Fridays in your child's Homework Folder. Homework is expected to be returned the following Friday. Homework should be an enjoyable time for you and your child to practice skills! Occasionally we will complete Fun Family Project in lieu of regular Tic-Tac-Toe homework.

High 5 Rules: The MEC High 5 is our school-wide behavior expectations. Students are expected to follow these rules and may be given a High Five Award for exhibiting these behaviors.

1. Be Responsible
2. Be Respectful
3. Be there, be ready
4. Follow Directions
5. Use Self -Control.

I

Important Information:

- Your child will need an Art Shirt. An old shirt of mom or dad's works great. Please write your child's name in large print across the front of the shirt.
- Sneakers must be worn for Gym class. We have gym on days 2 and 4.
- Your child will need to bring a backpack to school every day. Larger backpacks that fit folders and library books work best.
- Your child is encouraged to bring a small snack to school each day.
- Keep an extra set of clothing in your child's book bag in case they have an accident at school.
- Be sure your child knows how they will be getting home from school each day. Changes must be received in writing.
- My teacher webpage can be found on the Muhlenberg Elementary Center webpage or by going to www.muhsdk12.org/Domain/728.

iPads: Our class is one of Muhlenberg's 'Engaged Classrooms'. In kindergarten, this means that each student will be assigned an iPad which will be used to daily to practice skills, research and demonstrate their learning. In our classroom, iPads are not toys, they are tools! We will use our iPads to create many projects throughout the year. These projects can be viewed by clicking the link under the 'Student Creations' tab on my teacher webpage.

J

Just Read!: Readings is one of the most important things you can do with your kindergartener! Read at least one book every evening!

K

Kidwriting: We use a special program called "Kidwriting" to help our students develop writing and reading skills. All children can Kidwrite! Each day will begin with students drawing and writing in their Kidwriting journal. Kidwriting is a big task and I would love to have some extra help during Kidwriting time. If you are available and interested in volunteering in our classroom during Kidwriting time, please let me know!

L

Library: Your child will visit the library on Day 4. The librarian will help your child select a book to borrow. Books must be returned on the following Day 4 in order to select a new book.

Lunch: Lunches will be eaten in the cafeteria. We have a computerized lunch account system. Each child is assigned a pin number for their personal account. Practice these PIN numbers with your child. You may deposit money in your child's account online or by sending a completed lunch envelope to school. Please be aware that your child will receive a lunch envelope from the cashier when his/her account is below 5 dollars. Your child will not be able to purchase lunch if he/she owes more than 2 lunches. Please be sure to check your child's folder for lunch envelopes. You can access your child's lunch account online. You will be receiving information about the point of sale system from administration. If you have any questions please contact the school office. A monthly menu can be found on the Muhlenberg website. Your child may choose to bring his/her lunch to school. Our class eats lunch at 10:55.

Label: Please label all of your child's personal belongings with their first and last name. Talk to your child about being responsible for their items. Teachers and other staff are not responsible for misplaced items. A lost and found box is kept in the office.

M

Medicines: The school nurse will administer all medications. Please contact the nurse if your child has any severe allergies or is to be given any medicine during school hours. Medication must be dropped off in the nurse's office along with a physician's request, it should not be brought into the classroom. If your child has asthma, you may want to consider leaving a spare inhaler with the nurse. Please make sure your child's teacher is also aware of any medication schedule that must be followed.

N

News & Reviews: Most days your child will receive and complete a 'News & Reviews' paper. The News & Reviews will be used as a review and will often say what we did that day...use it to stay updated on what we're learning and all of the fun things we are doing!

Newsletters: A classroom newsletter will be sent home at the end of the each month. It will let you know what we did in school during the past month and what will be coming up next month. A video newsletter will also be uploaded to my website at the end of each month.

O

Book Orders: Each month I will be sending home Scholastic Book order. This is a great way to build your home library with quality literature at a low cost. Book Orders are optional. If you wish to order please follow directions on the Scholastic order form. Orders can be made on-line or by returning the completed form and a check to school with your child.

P

Parents = Partners: A child's first and most important teacher is their parent. Communication between parents and teachers is essential. Please call, email, Remind text or send a note to contact me!

Pin Numbers: Your child has been assigned a five digit pin number that he/she will need to enter when purchasing lunch at school or when checking out a library book. Please practice this number with your child using the Pin Practice Paper given to you on bus night.

Q

Questionnaire: Please fill out the Kindergarten Questionnaire (given to you on bus night) as soon as possible and return it to school. By answering these questions I will be able to learn more about your child and make meaningful connections.

R

Report Cards: Report cards are sent home in January, March, and June. Kindergarteners will not receive report cards in November, however during conferences, I will verbally report on your child's current development and scores.

Remind: Remind is an application/website used by many teacher to communicate with parents. Remind allows you to contact me through text directly from your cell phone, without revealing personal cell-phone information. I will send group text reminders for special events and occasional pictures or updates during fun activities. I strongly encourage you to sign up and use Remind. To get started, text [@boone1819](https://www.remind101.com/boone1819) to [81010](https://www.remind101.com/boone1819).

S

Snack: Students will be given snack time every afternoon. Your child may bring a snack to school each day. The school does not provide snacks. Snacks should be easy for your child to open and enjoy without help. If sending a drink, please make sure it is leak-proof!!! Healthy snacks are preferred! *** Be sure your child knows the difference between their snack and a packed lunch.***

Schedule: Our school runs on a 6-day cycle. This is our special schedule:

- Day 1: Music = Mr. Dewalt
- Day 2: Physical Education = Mr. Angove
- Day 3: Guidance = Mrs. Gift
- Day 4: Library (Odd) / Physical Education (Even) = Ms. Diaz / Mrs. Walter
- Day 5: Art = Mrs. Shrawder
- Day 6: TEF (Technology & Engineering Foundations) = Mrs. Hettinger

T

Transportation: Please send a note to school when your child will be picked up or is going home a different way than normal. **IF THE SCHOOL DOES NOT RECEIVE A NOTE, YOUR CHILD WILL BE SENT HOME THEIR "NORMAL" WAY.** If your child will be a parent-pick up or walker every day for a long period of time, one note indicating permanent dismissal method will be sufficient. If your child will be picked up early for an appointment, please send a note to school with your child in the morning.

U

Unique: "There are millions of people all over the place but no one else with exactly my face." Each child will bring to school his/her special qualities. Please understand that each child has different needs and strengths that will be addressed throughout the year.

V

Volunteers: I cannot begin to tell you how much volunteers make a difference in our classroom. I welcome you with open arms! **We are in need of volunteers** to do all sorts of work. If you are unable to come into the school, that's ok too. We can think of plenty of ways you can help from home! Grandparents are also welcome to volunteer. In order to volunteer in our classroom you must have your clearances on file in the office. Your clearances consist of a "Criminal Background Check" and a "Pennsylvania Child Abuse History Clearance." For more information on volunteering please contact the school office or reference the Muhlenberg Elementary Center website. Please complete and return the Volunteer Interest Form given to you on bus night.

W

Word Rings: Word Rings will be used to help your child learn and practice sight words. Your child will receive a word ring that must be kept in his/her backpack at all times. Please go over the words on this

ring at least 2 times a week. We will be adding words throughout the year. We will not replace lost word rings/words, but will gladly give you an updated list of words so you can make your own.

X

EXciting: Kindergarten will be an exciting year for both you and your child. No matter what level your child is currently at he/she will make tremendous growth this year. It is a year of growing socially, emotionally, physically, and intellectually. Your involvement, interest, and enthusiasm will help make this an eXciting year!

Y

Your child: Thank you for sharing your child with me this year. I promise to make this a great school experience for your child.

Z

Z-Pass: Students who are assigned to a bus will receive a Z-Pass. Z-Passes are scanned when students get on and off buses. View the handout in your child's Welcome to Kindergarten folder for more information about this awesome service.

ZZZZ's: Make sure your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day!

Mrs. Boone's Contact Information

E-mail and Remind are the best ways to reach me!

If you prefer to contact me by phone, please do so between 8:00am-8:45am.

Thank you!



E-mail: boonem@muhlsdk12.org

Remind: Sign-up by texting @boone1819 to 81010

Phone: 610-921-8028 x 6239

Teacher Webpage: <http://www.muhlsdk12.org/Domain/728>

Kindergarten