**The ABCs of Kindergarten at Franklin Academy**

Absences: If your child is going to be absent, please write an absent note and send it in when your child returns to school.

Attendance: A successful school experience is the responsibility of the child, the parent, and the school. Your child's progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance *without tardiness* is key.

Birthdays: If your child would like to bring invitations for their birthday celebration, please ensure they bring one for every child in the class. If your child does not bring one for each child, they will not be allowed to pass out invitations. No exceptions will be made.

Birthday Celebrations: We will have monthly birthday celebrations coordinated by our Room Parent.

Communication: Communication between Teacher and Parent is important. Please feel free to contact me at **any** time with questions or concerns. Email is the quickest and easiest way to get in touch with me, and I will always try my best to get back to you in a timely manner.

Conferences: Conferences will be held twice a year either in person or via telephone. If at any time you feel you would like to schedule a conference to discuss your child’s social and academic needs, please contact me and we can set up a conference.

Change of Clothes: Please ensure that your child ALWAYS has an entire change of clothes (solid top, solid bottom, underwear, and socks) in their backpack at all times in case of an accident or spill.

Dismissal: If there should ever be a change in your child’s dismissal, please notify me in writing the day before or a handwritten note in your child’s agenda the day of the change. Do NOT send an email during the day as I cannot ensure I will read it in time and I do not want there to ever be any confusion when it comes to safety and security of my students. If there is ever an emergency, please contact the administration office to communicate the change of dismissal.

Expectations: Our classroom is a small community where teamwork and good relationships are expected. We will spend time learning classroom procedures at the beginning of the year and practicing them throughout the year.

Field Trips: Your child will participate in several field trips throughout the year. If you would like to volunteer as a chaperone, please notify me via a note on the permission slip. Chaperones are picked at random once all forms have been submitted and will only have an opportunity to serve once, to allow others an opportunity.

 Grades: All graded work will go home in the Home-School Folders. All assessments scoring a D or an F must be signed and returned to school the following school day. You may keep grades of A-C at home. If you should ever have questions regarding the work in the folder, please feel free to contact me via email or note.

Home-School Folder: Your child will have a folder that will go home with them each night. It will include things that should be viewed and either signed/returned, or left at home. Please return the folder daily as this is a primary means of communication, along with your child’s agenda each day.

 Independence: Independence is essential for building self-esteem and self-confidence. Encourage your child to be responsible for their daily folder, agenda, their actions, and even simple tasks such as tying their shoes.

 Just Ask: If you ever have questions, JUST ASK! I am always here to answer any questions and/or concerns you may have. I always strive to answer emails as soon as possible, but please allow up to 48 hours for a response.

 Kickstart: On Thursday we will Kickstart Kindergarten. You are invited to accompany your child into the building and walk him/her to their classroom. We will greet families at the door and your child (no parents) will walk into the classroom. We are kindly requesting that parents not enter the classrooms. This will allow for a smoother transition to start our day and hopefully make it easier for all students to acclimate to their new environment. Please say goodbye at the door and allow your child an opportunity to meet their new classmates. On Friday you will be “practicing” your everyday method of drop-off at the car line curb. Parents will not be permitted to walk students into the building that day. Students will be escorted to classrooms by staff.

Library books: Students will check out a book(s) on their assigned Media day. This book can be taken home, but must be returned on the next Media day, the following week. If this book should turn up lost, you will be responsible for the purchase price of the book so the school can replace the lost book.

Lunch payments: All lunch monies should be paid online or by check or money order. Cash is **not accepted**. (Breakfast and lunch menus can be found on the Franklin website and are updated monthly.)

 Money: Please remember we are a **NO CASH** school. All payments can be made online via the Franklin Academy website or through check or money order.

 No Homework: Despite our No-Homework policy, students who do not finish classwork/in-class projects in the allotted time given will need to complete it at home. Also, students who require extra practice in a specific skill will have assignments sent home to complete for extra practice/reinforcement.

Outside Recess: Students will have outdoor recess each day for a 30 minute period, providing the weather permits. Please ensure your child wears proper attire depending on the weather (Franklin Academy pants/sweaters, etc.)

 Projects: From time to time, projects will be completed in-class. For some, students will be required to bring in certain items. An email will be sent out at least a week in advance, prior to the start of the project in such cases. If for some reason you are unable to purchase the required items, email me.

Primary Composition Notebooks: Please make sure to send in 3 **Primary** Lined Composition Notebooks (with room for picture on top) as this is one of our most utilized classroom supplies and vital to our writing curriculum.

Questions: As stated before, if you should ever have a question, contact me. I value your thoughts and opinions.

 Reading: Ideally, your child should be reading 20 minutes per night. This includes the student reading aloud to you as well as you sharing a reading together. Listening to reading is vital to the development of phonemic awareness, comprehension, and fluency.

Snack: Our class has a designated time set aside for snack in the afternoon. Please ensure your child has a dry, healthy snack each day (i.e. crackers, pretzels, cheerios, apple slices, grapes, carrots, etc). Also, please include water and no juice boxes for snack time. We cannot provide any snacks due to allergy concerns.

Toys: Please keep any and all toys at home. They can be a huge distraction and can create a source of conflict. If your child should bring a toy to school, it will be taken from them and you will be required to come to school and pick it up.

Uniform (School/PE): Uniforms are mandatory each day. This includes outerwear on cold days. Please ensure that outwear is labeled with first and last name. Boots and knee high converse-type sneakers are not permitted. Socks must be white, black, or navy only. Also, your child must come to school dressed in their PE uniform on their PE day. Please ensure that girls are not wearing dangling earrings or excessive jewelry. Please refer to the Dress Code Policy in the Parent/Student Handbook if ever in doubt.

Volunteers: If you are in need of volunteer hours, please let me know and I will provide you with opportunities both at school as well as off campus. Additionally, please check the Franklin Academy webpage under “service hour information” to find school-wide volunteer opportunities that you can sign up for.

Website: Please stay updated by checking our school website weekly. Here you will find information such as upcoming events.

Water Bottles: Your child is encouraged to bring a plastic water bottle. It must stay in their backpacks until needed.

 X-tra Practice: Extra practice activities may be sent home if your child shows difficulty grasping a concept!

You: **You** are the single most important factor in ensuring your child’s success. By keeping up with your child’s home-school folder, talking to your child about their day, keeping up to date with what is going on in the classroom, and attending conferences and other school-wide events, your child will come to realize that school is important and should be taken seriously.

Zzzz’s…: Please make sure your child is getting enough rest at night. It is hard to stay focused and alert in class with inadequate sleep.