



SAFARI PROCEDURES



Mrs. Neumann

Kindergarten

2023-2024

Here are some of the policies and procedures that will help our classroom run smoothly this year.

Aa

ABSENCES:

If your child is ill, please call the office, (440) 237-7988, and inform us of your child's absence and the reason for it – this is for your child's safety.

If a student must leave early for a doctor's appointment, please send me a note. Then, go to the office and sign him/her out. The office will notify me of your arrival and then you'll come to the classroom to pick up your child. Never send another person to pick up your child without sending in a note or informing me.

If your child will be absent 5 or more days, a written note must be sent to school.

NO make-up work will be sent home ahead of time.

Your child's progress both academically and socially is influenced to a great extent by daily participation. Regular attendance without tardiness is key.

ALLERGIES:

Please understand that Royal Redeemer Lutheran School is a nut free school. Let us know of any allergies your child may have;

especially food allergies. We periodically cook in kindergarten and this information will be useful as we plan our cooking activities.

ARRIVAL:

Kindergarten children must be dropped off at the elementary school doors between 8:30-8:45 a.m. Kindergarten students will walk down the steps and go into the cafeteria. At 8:45 a.m., they will be walked to the classrooms by a teacher. You will NOT be charged for extended care if you drop your child off between 8:30-8:45. School begins promptly at 9:00 a.m. **Car riding students MUST** be in the classroom at 9:00 a.m. or they will be marked tardy.

Bb

BACKPACKS:

To help your child carry messages and information to and from school, your child will need a backpack. This backpack should be large enough to carry their lunch box, folder, and water bottle.

BELONGINGS:

Please make sure **all** belongings; lunchboxes, backpacks and outerwear are labeled with your child's name. Our school days will be filled with activity and learning.

Students are asked to keep toys, hand-held video games and other "gadgets" at home.



BEHAVIOR:

“No Monkeying Around” is our behavior theme.

More details regarding our classroom management plan can be found in your “Welcome to Kindergarten” folder.

BIRTHDAYS:

Your child’s birthday is important! He/she may bring in a special birthday treat to celebrate their birthday. You will receive a letter a few weeks before we celebrate your child’s birthday that will provide more information on how we celebrate birthdays.

A small “sweet treat” (cookie or cupcake) seems to work best.

- Pizza parties should be saved for home celebrations.

Should your child have a summer birthday, we will celebrate your child’s birthday near the end of the school year.

BIRTHDAY PARTY INVITATIONS:

If your child hands out invitations at school, please invite either all the boys, all the girls, or the entire class. Sometimes party invitations present a problem of hurt feelings. If you choose to invite only a few children, please do so by mail or email. Children of this age do not understand exclusion and feelings are hurt very easily. Thank you so much for your understanding and cooperation.

BLUE PARENT COMMUNICATION FORM:

This form is intended for parents to let us know your child’s change of transportation for the day. If we do not receive this blue form, then your child will go home in his/her usual way.

PLEASE SEND IN THIS BLUE COMMUNICATION FORM EVERY TIME YOUR CHILD GOES HOME IN A WAY THAT IS DIFFERENT THAN NORMAL.

BREAKFAST:

Breakfast is the most important meal of the day. Please make sure your child eats a nutritious breakfast in the morning so their brain is fueled and ready to learn.



BUS TRANSPORTATION:

If your child rides the bus, please make sure your child knows what city their bus is and the bus number.

If there is a change in your child's transportation schedule and you are going to pick them up from school, I need to be notified via the BLUE PARENT NOTE.



CHURCH & SUNDAY SCHOOL ATTENDANCE:

In kindergarten, we begin taking church and Sunday school attendance. The attendance sheet will be sent home in the SAFARI folder. Parents are to put a check mark in the column marked "Church" if your child attended the entire service. A check mark goes in the column marked "Sunday School" if your child attended the entire Sunday school session. An entire session means that your child was at the service or Sunday school the entire time. If your child starts out at the church service and is later dismissed for Sunday school, then your child did not attend the entire church service. You cannot count that as attending church. ***Kindergarten students who have excellent attendance at church and/or Sunday school WILL be recognized with a special award during our awards assembly on the last day of school.*** Excellent attendance means that your child only missed 4 or less church and/or Sunday school's the entire year. Attendance can count at Royal Redeemer, your home church or a church during a visit to another city.

CLOTHING:

ALL kindergarten students attending Royal Redeemer Lutheran School are required to wear uniforms. Please see your welcome folder for more details regarding our dress code.

COMMUNICATION:

I believe that a good parent-teacher relationship is very important to your child's success in school. I am accessible at any time before or after school for personal phone calls. Should you need to contact me for any reason, please find my contact information below. Throughout the year, I communicate with you through notes, telephone calls, newsletters, report cards, and conferences.

Our classroom newsletter, "Safari News" will be sent home every Friday via email and is also available on our classroom website.



<http://www.mrsneumannskinders.weebly.com>

This newsletter will contain information about what we are learning, class news and other fun facts. Please keep it posted as a handy reference.

CONTACT INFORMATION

- E-mail: kneumann@royred.org
- Phone: 440.237.7988 ext: 185

CURIOUS GEORGE:

Watch Out!!!! A monkey is running about!! Each weekend, a name is drawn to take our friend, Curious George home for the weekend. Curious is a very mischievous monkey! He has been known to ride on a dog as a horse or climb on holiday trees!! A journal will come home with George. Encourage your child to write about their weekend fun with a monkey. On the back of their journal page is a place to include a few photos of their weekend together. George and the journal are to be returned to class on Monday. We will read ALL about his adventures!!!!

Dd

DISCIPLINE:

Our classroom is a small community where teamwork and good relationships are expected. We will spend time learning class procedures and practicing them. Each student is expected to act within our standards of behavior. To establish good order and help the children learn self-control, they will be guided to respect themselves and their companions through specific directions, positive reinforcement, suggested new activities and responsible actions.

DISMISSAL PROCEDURE:

Kindergarten students will be dismissed and can be picked up at the elementary doors at 3:25 p.m. There will be no parent pick up from the classroom. Please understand that there are many classes in our hallway and it is a very congested area in the afternoon. Our dismissal options include the bus, car pick up, walk up or extended care.

Ee

EARLY DISMISSAL:

If it becomes necessary for your child to leave school early, he or she must be signed out in the elementary office. Please send a note if you anticipate a need for your child to leave early so your child will be ready to be picked up at the designated time. Upon your arrival, the office staff will call the classroom and you may pick up your child from the office.

EMAIL:

You can contact me at school via my email address; kneumann@royred.org. I check my email twice a day. *DO NOT email me AFTER 8:30 A.M. IF THIS INVOLVES A CHANGE IN YOUR CHILD'S SCHEDULE FOR THAT DAY.* I check my email BEFORE 8:30a.m. and after

6:00p.m. If you need to discuss something urgent or inform me of changes in transportation, please call the school office instead. I will also be using your email addresses to contact you regarding important information and to send out my weekly and monthly newsletters. Please make it a habit of checking your emails daily.

ENVELOPES:

When sending money (cash or check) to school please put it in a sealed envelope labeled with your child's name, what the money is for, and my name. **I cannot accept money unless it is in an envelope.** A good idea is to save bill or junk mail envelopes. This insures all the money gets to school and we know what to do with it.

Ff

FIELD TRIPS:



As a part of the kindergarten experience, we take various field trips throughout the school year to enhance our curriculum. This is an important experience as this makes children's learning real and meaningful. We will use parent drivers for all trips. I kindly ask that younger siblings not attend kindergarten field trips (except the zoo). This will allow that your full attention be given to supervising your child's group. Please return the permission slips as soon as possible after they are sent home. More information will be sent home as we approach the date of our first field trip.

Gg

GYM CLASS:

The children will attend a 30 minute gym class twice a week with our gym teacher, Mrs. Trizio. Here they will build basic gross motor skills as well as learn teamwork and good sportsmanship. Children must wear

tennis shoes that have non-marking soles. Shoes are not allowed to light up. Make sure your child wears tennis shoes on gym days. Students may leave a pair of tennis shoes in their locker and change on gym days.

Hh

HEALTH:

Please let me know of special circumstances that may affect your child. These could include medication that may make him sleepy, a death in the family, etc. Also, please let me know of any allergies your child may have, especially food allergies. We sometimes cook or do food activities to go with lessons and it would be helpful to know.

HOMEWORK/CLASSWORK:

- Reading Word Lists
 - Word lists will come home every Monday. Each evening, have your child practice blending the sounds to read the words. Sign and return the list on Fridays.

- Math Workbook Page
 - Monday through Thursday, your child will bring home a math workbook page that is to be completed that evening and returned the next day. Friday's workbook page is optional.

- Classwork
 - Missed classwork due to vacations, illness, reading group or intervention/enrichment help needs to be made up at home and due the next class day.

HOURS: In our kindergarten program, students attend school from 9:00 a.m. to 3:25 p.m.



ILLNESS:

The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if he/she is ill. This helps to make them more comfortable and prevents others from becoming ill.

INCLEMENT WEATHER:

In cases of inclement weather, school may be closed. Please be sure the office has a phone number in which we can reach you if we need to close school for the day. You may tune into local radio or television stations for school closing information.

INDEPENDENCE:

Kindergarten is a big transition for children and families! We gently encourage the children to be as independent as possible. Allow your child to walk by themselves into the building during morning arrival. We are focusing on how to be kind, helpful and responsible! Be sure to encourage your child to continue these behaviors at home.

INVENTIVE SPELLING:

Kindergarten children go through very concrete stages of writing. Once they understand that letters make sounds and when you put them together, they make words, they are ready to write. It is important that you understand that your child will not spell...he/she will STRETCH OUT the sounds that they hear.

I lik to go to skul. I pla wif al vu toez and lrn a lot.

I like to go to school. I play with all the toys and learn a lot.

The piece written above is a written kindergarten piece using inventive spelling. Do not pressure your child into spelling words correctly. This will come in later grades.

Jj

JOURNALS:

One strategy that will be used to help convey the vital concept that “print conveys meaning” is the frequent use of journal writing. In these journals or writer’s notebooks the children combine emerging writing skills with drawing skills. As the children are exposed to a variety of phonics and reading experiences, journal entries will transition from drawings to “inventive” spelling towards more conventional writing.

JUMPING TO CONCLUSIONS:

Please do not jump to conclusions when your child comes home telling you about an incident that happened at school. Take time to investigate the situation and deal with it responsibly. If you don’t believe but half of what you hear about school, we won’t believe but half of what we hear about home.

Kk

KINDNESS:

Students in our classrooms are encouraged and **expected** to treat all members of our class, as well as others, with kindness and respect. Hitting, fighting, name calling, and making fun of others will not be tolerated. Such behavior will require the removal of a student from the classroom. The student will then report immediately to our principal. We will contact you immediately in which a situation occurs in which your child was sent to the office. This student must write a letter of apology to the student he/she offended.

“KING/QUEEN OF THE JUNGLE”:



Each week, we will have a “King/Queen of the Jungle.” The King/Queen has many activities that need to be done throughout the week. The poster and directions will come home the week before your child is the “King/Queen of the Jungle.” Read the directions carefully and follow them to ensure your child’s enjoyment of his/her special week! The completed poster comes back to school on Monday!

L

LIBRARY:

Your child will go to library every week. Library books are due the following week. If your child forgets to bring back their book, they may not check out another one until that book is returned.

LUNCH:

Your child has a choice of bringing their lunch or buying lunch from school. There are always 2 hot lunch choices, the entree of the day or grilled cheese. You can send money in with your child. When you send in money, please label it with your child’s name, grade, and what it is for. Lunch is \$3.00. Milk is 50¢. The monthly hot lunch calendar will be sent home via email and can be found on our class website. **NO FAST FOOD MAY BE BROUGHT IN TO EAT BY STUDENTS.**

Mm

MUSIC:

In music, the children will learn the basics of music education and will be sharing many wonderful songs. We will also be singing in our classroom every day. Kindergartners will participate in the annual Christmas or Spring program.

MYSTERY READER:

We encourage parents/grandparents/friends to participate in this fun activity! Simply sign up to share a story with the class. The

“mysterious” part is that your child doesn’t know you’re coming...the kids love this! Keep an eye out for available dates and times in the SAFARI newsletter.



Nn

NEWSLETTER:

My weekly newsletter, “Safari News” will be sent home via email every Friday and will be available on our classroom website.

<http://www.mrsneumannskinders.weebly.com>

This will keep you informed about what is happening in our class--- the skills we are learning, what we did in centers, special activities, upcoming events and any homework to be completed.

Oo

OPEN HOUSE:

Our open house is called “See My School”. It will be in September. Please check the September newsletter for the exact date and schedule. During this time, you will have the opportunity to tour our classroom and get acquainted with some of your child’s classroom routines. You will also get the chance to visit the chapel, gym, music room, and library to discover what your child learns in each room.

Pp

PARENTS AND TEACHERS TOGETHER:

Parent involvement is a very important part of a successful school program. We welcome the involvement and interest of parents in the education of their children. You can become involved by:

- Eating lunch with your child at school
- Providing materials for hands-on activities (examples: dress up clothes, cooking ingredients , recycled materials such as shoeboxes and margarine tubs)
- Visiting and/or volunteering to help in the classroom
- Serving as a resource person, lunch room aide, media aide, assisting with classroom projects, field trips, or making materials
- Becoming a member of the PTO and attending meetings on a regular basis
- Always checking first with the teacher about any concern you have regarding your child

PARENT POINTERS:

To help your child be successful at school:

1. Read to our child every day. Reading to children is the most important thing parents do to help their children become good readers.
2. Establish family routines: frequent meals together at the table and a consistent bedtime on school nights.
3. Establish a few rules at home and see that your child follows them.
4. Take your child places: library, parks, festivals, zoo, museum, post office, airport, etc.
5. Limit T.V. watching and video game play.

PARTIES & CELEBRATIONS:

We will have class parties at Christmas, Valentine's Day and End of the Year. The room parents usually organize these events and coordinate volunteers and donations. All are welcome to participate in the festivities!

PROGRESS REPORTS:

Progress reports will come home 4 times this school year. They are sent home at the halfway point of each quarter. Progress reports are meant to provide parents with information regarding the academic and behavioral progress of your child. Please sign the white original and return it by the due date. You may keep the colored copy.

Qq

QUESTIONS:

If you have any questions or concerns, you may contact me a number of different ways:

- ✓ School Phone: (440) 237-7988 ext:185
- ✓ School email: kneumann@royred.org
- ✓ You may also send a note in your child's SAFARI folder

QUIET TIME:

Adjusting to a full day of school can be hard for a kindergarten student. Each day we have a scheduled quiet time about halfway through our day. It will include activities such as drawing, puzzles, watercolor painting, fine motor activities, coloring pages, and books.

Rr

READING GROUPS:

Kindergarten students have an incredible privilege to participate in a reading group with Mrs. Seitz. Your child will be placed in a group according to their reading ability. Reading groups meet weekly. Your child will have a folder marked "Reading Folder" that will contain the work that was done during group time. There will also be a book that your child is to practice reading. It is extremely important that the folders are returned on time because the books will be collected and then redistributed to another group. Due date will be given out once the groups begin in early September.

RECESS:

The children will play outside for 30 minutes each day (weather permitting). Keep this in mind when selecting clothing for the day.



During the winter months, be sure to send in snowsuits, boots, hats and gloves for snow play. If you do not, your child will be asked to stand against the wall with nothing to do. Do not ask for your child to stay in for recess.

If your child isn't well enough to go out for recess, then he/she usually is not well enough to be in school. Students may not stay inside for recess as we do not have the staff to properly monitor your child when everyone is outside.

REPORT CARDS:

Kindergarten Report cards are issued four times a year. These reports reflect the progress your child has made toward various kindergarten objectives and uses a grading system that reflects the developmental nature of kindergarten learning.

RESALE SHOP:

Our school has a wonderful uniform resale shop. It contains gently used uniform tops and bottoms in a variety of sizes. Everything sells for \$2.00. There is a small box located next to the rack in which parents can deposit cash or a check (made out to RRLS). This is the perfect solution for kindergartners who quickly outgrow their uniforms.

RESTROOM:

Have your child use the restroom shortly before coming to school. The children will have the opportunity to use the restroom and at times when direct instruction is not taking place. We have a bathroom in our classroom that is available when needed. Please make sure I am aware of any medical problems that might require frequent restroom trips.

Ss

SAFARI FOLDER:

I will provide each student with a blue SAFARI folder. The SAFARI folder is a blue folder that will travel with your child from home to school each day. It is for me to send notes and information home to you and for you to send notes to school as well. Please check and empty your child's SAFARI folder each day.

SAFETY:

Your child's safety is very important. While I am devoted to keeping your child safe, there are many things you can do to help. Always keep me informed of how your child is getting home from school, who's picking him/her up, any health concerns involving your child and most importantly, ANY PHONE NUMBER CHANGES so I can always contact you when I need to. Please remember to send in the Blue Parent Communication Form if your child's normal way of getting home changes. I WILL NOT accept what your child tells me. They can misunderstand your intentions which can cause me to send them in the wrong direction.

SEPARATION ANXIETY:

As the children begin the school year, and possibly the new experience of school, some may experience difficulty with separating from parents at arrival time.

Here are some suggestions:

- 1.) Demonstrate trust in the teacher and in the decision you have made on your child's behalf. Tell your child: "You can do this when you..."
- 2.) Make partings brief. Each child will approach goodbyes in a different way. Some seem to handle the situation fairly well, some show signs of distress and settle down shortly, and others are extremely upset with parting. It can vary with the child's age, her ability to deal with change in general, and with stresses in her life outside of school. It is important for the teacher and parent to remain positive about the situation. Show an understanding of and support for the child's feelings, assure her that you will return, and leave her with a hug and a confident smile.

Prolonging the parting prolongs the adjustment and the accompanying crying or tantrums.

SNACK: Peanut and Nut Free Snacks Only.

During our morning, we will have a short break for snack. Students will need to bring a snack and drink from home. Snacks and drinks should be brought to school in a bag that is SEPARATE from their lunch. Be sure your child's name is clearly written on the bag.



Be sure your child is aware of which bag is their lunch and which is their snack. A plastic, gallon sized bag is best for snack and a lunch box is best for their lunch.

We do ask that you send in a nutritious snack. Examples include; crackers, popcorn (pre-popped) raisins, sliced fruits or vegetables, yogurt, and cheese. **CANDY, MARSHMALLOWS, CEREAL WITH MARSHMALLOWS OR POP WILL NOT BE ALLOWED.** Chocolate covered raisins are considered candy. Remember, this is only a snack. Your child should not be bringing a sandwich to eat for snack. That is a great item for lunch, not snack. Your child should be able to eat their snack item within 10 minutes. This is a great time to start the habit of eating nutritional fruits, vegetables or cracker-type snacks. A nutritional snack will give your child the energy he/she needs to help them do their best at school.

Tt

TARDINESS:

It is so important that your child arrive to school on time each day. School begins at 9:00 a.m. All students need to be at school **no later** than 8:45 a.m. They are to be dropped off in the elementary building by this time. When students come in the classroom past the start of school, 9:00 a.m., he/she will be marked tardy. When a student has accumulated 3 tardies in a quarter, a note will be sent home notifying you of the excessive number of tardies. When a student has accumulated 10 tardies in the year, the student will receive an

absence. When a student is late to school, the adult bringing him or her to school must escort the student to the office to sign them in.

When students are late coming to class, it causes a disruption. It takes additional teacher time to explain or catch the student up with the rest of the class.

TOYS TO SCHOOL:

In the past, there have been problems with children bringing toys to school. Students bring them out during inappropriate times (work time, group time, etc). Sometimes the students will only share their toys with certain groups of friends. For these reasons, there is a “no toys from home” policy in our class. Sometimes students will sneak their toy into their book bag when you are not looking. Please check their bag before they leave for school.

TRANSPORTATION:



Please make sure your child knows how he or she is going home each day, especially if it is different than his or her normal way. If your child will be going home a different way or picked up by someone else, **please notify us in writing.** Be sure to include a phone number where you can be reached in case we need to verify this change.

Do not rely on your child to communicate this information as kindergartners often become confused and relay the message incorrectly. **Without written instruction from you, we will send your child home in the usual manner, regardless of what your child tells us.**

You must also send a written note or call the school if you plan to pick up a child that normally rides the bus. Please try to contact the office with any transportation changes by 2:00 p.m.; it gets extremely hectic at the end of the school day and the sooner you notify the office of these changes the sooner they can be relayed to us.

For your child's safety, we will not release him or her to anyone other than the person who has their pick up card. If your child is going home with another classmate, you need to send us a note indicting the adult that will pick up your child. If we do not receive such a note, we will send your child home by their usual method of transportation. You are to use the blue parent communication form to inform us of your

child's change in transportation. Please understand that we take these precautions to ensure your child's safety.

Uu

UNIQUE:

Kindergartners learn that they are special and unique. They have opportunities to describe how they are alike as well as different from others. They share their culture and learn about different cultures within the class. Each child is unique in personality and academic development. Please try not to compare him or her to others.

Vv

VISITORS:

Royal Redeemer has a policy that **ALL GUESTS (including familiar faces)** are required to check in at the office and wear a guest badge. Royal Redeemer welcomes and encourages family involvement and the presence of a guest badge will help identify visitors to all faculty and staff. It is important to remember that while this may seem inconvenient to request visitors, it is the goal and responsibility of the school to create a safe learning environment. If you are not wearing a guest badge, you will be asked to return to the office.

VACATIONS:

Please be aware before planning vacations while school is in session that if your child will be absent 5 or more days, a written note must be sent to the school office. **NO MAKE-UP WORK WILL BE SENT HOME AHEAD OF TIME.** Your child is required to make up all missed work upon return and will have 1 day for every day missed to complete missed assignments.

★For example, if your child missed 5 school days, then your child will have 5 days to make up that work.

Ww

WEBSITE:

Our class has its very own website! You can find a lot of useful information there including: our Safari Newsletter, important dates, upcoming events, educational links, homework, and downloads! Homework, calendars, newsletters. monthly lunch menu and special notes will also be uploaded on the website. Be sure to visit it often...

<http://www.mrsneumannskinders.weebly.com>

Xx

UNEXCUSED ABSENCES:

When your child is going to be absent, you are required to call the office and give your child's name and the reason for the absence. Any absence that is not accompanied by a phoned in or written explanation will be recorded as an unexcused absence. Excessive absences will be reported to the administration for further investigation.



Yy

YOU:

You can help to make your child feel successful this year by doing some of the following: Reading to your child is the single most important thing you can do. It encourages them to become good readers. Another important way to help your child is to discuss the school day with them. Ask questions like, "What did you learn today?", "What did you work the hardest on?", or "What are you getting better at?" These questions cause children to reflect on their

learning which in turn helps them remember new information. Ask your child about centers, music, P.E., reading, or math work. It is also very important that you work with your child on the homework that is assigned each week. Encourage your child to ask questions about school. Informed children are confident children. Talk positively about school. The way your child perceives your feelings about his/her school and teachers will have a direct effect on how he/she feels about them. Show an enthusiasm for learning, it is contagious!

YOUNGER SIBLINGS:

It is in your child's and the school's best interest to have our parent volunteers available without younger children. This not only allows your full attention to be focused on the class, but also allows for some special time between you and your child. Thank you for making childcare arrangements for younger siblings. If no other arrangements can be made, contact me and we will see if we can work something out.

Younger siblings are not allowed on field trips except the zoo in May. Your undivided attention towards your child's group is required.

Zz

Zzzzz's:

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