Welcome to Wilder-Waite Grade School, especially to Kindergarten! I am thrilled for this school year and eager to work with each and every student! I am Ashlei Steffan, a proud graduate of Dunlap High School and attended Wilder-Waite as an elementary student! This will be my seventh year teaching, all of which have been in Dunlap’s District. I started as a part-time Kindergarten teacher at Wilder-Waite, and then moved to Banner Elementary where I taught four years of 5th grade. In December of 2012, I completed my Masters degree in Reading with a Reading Specialist certificate. My husband and I have a goofy and chunky 18 month old, which your children will hear all about. I love to share my life with my students as well as hear all their stories!

Kindergarten is a natural bridge between home and school. Its primary purpose is to provide many enriching opportunities to maximize each child’s development intellectually, socially, emotionally, physically, and creatively.

This handbook has been prepared in an attempt to answer your questions concerning Kindergarten. Please read it carefully, and then put it in a place for reference in the future. It will clarify many things for you during the coming year.

Working together, we will help your child enjoy a productive and rewarding initial experience in school. Please feel free to contact me during the year if you have any questions or concerns.

My e-mail address is: [asteffan@dunlapcusd.net](mailto:asteffan@dunlapcusd.net)

School Phone Number: 309-243-7728

Classroom wiki: [**mrssteffans.weebly.com**](https://secure.weebly.com/weebly/eclick.php?u=22775808&c=lifecycle.first-publish&s=322359646&t=d00f3b0b49ee26ba73858ec015e5c98d&r=http%3A%2F%2Fmrssteffans.weebly.com)

**HELP YOUR CHILD GET OFF TO A GOOD START**

**Your child should:**

* Get plenty of sleep. Ten to twelve is recommended for children this age.
* Have a good, healthy diet, including breakfast.
* Get up plenty of time for school, so he/she does not have to hurry and is wide awake when

school starts.

* Get to school at the proper time, not too early (before there is adequate supervision), and

not too late.

\* Your child will feel comfortable at school if he/she can take care of basic personal needs.

**For example:**

* Tying shoes, putting on and taking off outer clothes without help (able to zip, button, and tie)
* Knowing first and last name, parent’s names, address, telephone number, and birthday
* Using the bathroom properly and washing hands
* Keeping track of personal property (please label your child’s belongings)

**CLASS TIMES:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| 7:39 – 2:45 | 7:39 – 2:45 | 7:39 – 2:15 | 7:39 – 2:15 | 7:39 – 2:15 |

**BUS SCHEDULE: \*Please note the dismissal time change on Wednesdays.**

The buses arrive at school around 7:30. Your child will wait in the gym with their classmates and supervising teachers until school begins at 7:39. If you are driving your child to school, please remain with them in the entrance until the buses begin to arrive. The bus will leave school at 2:45 on Monday, Tuesday, Thursday, Friday, and 2:15 on Wednesday. If you would like to pick up your child, please be at school by dismissal times listed above at the main entrance. **If your child will be going home a different way than what he or she normally does, please call the office or send a note in their take home folder to inform the school/teacher of the change.**

**HEALTH:** The school should be informed if your child has allergies, is on medication, or has other health issues.

**CLOTHING:** Comfortable play clothes are suitable for Kindergarten. Please label all clothing that will be removed during the day (backpacks, coats, hats, gloves, etc.).

**TAKE HOME FOLDERS:** A folder will be used to help organize papers and make sure information gets back and forth between home and school. Please check your child’s folder every day and remove worksheets and informative notes that the teacher and school office will be sending home throughout the year. Please review the papers that come home with your child each day.

**BOOK BAGS:** Please have your child bring a book bag every day. Be sure to include his/her folder in the book bag. Please no book bags with wheels.

**Brain Work (aka Homework):** Your child will be learning so many new things this school year. It is exciting to see how much they grow during the Kindergarten year. To help your child on the path of growth, I will be sending home “brain work” to help further their educational experience. I will send home more information once the school year gets under way.

**ENVELOPES & NOTES:** Please make sure if you are sending in any money to school (such as lunch money or book order money) that the money is in an envelope. Also, please include your child’s name and room. We are KS.

**STARS Assessment:** This tool will be used several times throughout the year to measure student achievement in reading and math. Interactive reports are generated to help assist my instruction to meet the needs of each unique individual. Through the use of this tool we will be able to see your child’s areas of growth as well as any area(s) of needed improvement. More information will be sent home near the time of assessment.

**Curriculum:** Kindergarten students are exposed to all core subjects during the day which are aligned with the Common Core Standards. Along with the core subjects students will also participate in guided reading groups, small math groups, and two new programs to our Curriculum: Spanish and Social, Emotional, and Behavioral Learning. You will be informed weekly on what your child is learning in each subject through the newsletter. Students will also go to P.E., Music, Art, Technology, and Library each week.

**Friday Fun Packs:** Starting in September, each Friday your child will bring home his/her book folder with a book and a review sheet. This is a program to encourage reading together at home. An information sheet explaining the program will be sent home with their book folder in September when we begin Friday Fun Packs.

**Remind101:** This app will be used as another form of communication throughout the year. I will be using Remind101 to send parents text messages with important reminders. For instance, parents will receive a text message from me reminding them of school pictures, a special fun day in the classroom, field trip, etc.

\*Please text @mrssteffan to (309)822-4250 to join the Kindergarten list, so I am able to send group messages.

**FIELD TRIPS:** Kindergarten takes two field trips a year. I will be sending home a notice ahead of time with details about the field trip as well as a request for parent chaperones. Please remind your student the school rules still apply when we are away from school.

**STAR STUDENT OF THE WEEK:** Each week one student will be chosen to be the Star Student of the week; Star Student is a fun way of getting to know each other throughout the school year. At the end of each week I will send home a notice reminder for the next person. I will also send home another letter with more details about Star Student of the Week.

**BOOK ORDERS:** Scholastic Book Club is a great way to purchase books at an incredible price as well as encouraging your child to read. Please make all checks payable to Scholastic Book Clubs. I will be sending home more information on this as well as access information to order online.

**BIRTHDAYS:** Birthdays are an exciting day for Kindergarteners. Each child’s birthday will be recognized at school. Parents are welcome to send a simple treat with their child on this special day. If your child’s birthday falls on a day we do not have school, he/she may bring in a treat before or after his/her birthday if you choose. **Birthday treats need to be store bought and each treat individually wrapped.** For example, this can be the Little Debbie cakes. Store bought cookies/cupcakes from the bakery are not individually wrapped so please do not send them in. If you are planning a birthday party for your child at home, please do not send party invitations with your child to pass out at school **unless** each student in the class is invited. We do not want anyone left out and feelings are so easily hurt.

**CLASSROOM RULES:** Although discipline problems are usually at a minimum in Kindergarten, it is important to have some guidelines so children know what is expected of them. Kindergarteners typically want to behave, especially if they understand the expectations and consequences that follow when expectations are not met. The following are a basic list of the Kindergarten expectations and consequences. While embracing the Continuous Improvement Model we will be working as a class to create our own list of expectations at the beginning of the school year. This helps students take ownership of the expectations as well as the consequences. I will send that home with your child once we have it completed.

**Example of Basic Classroom Expectations:**

1. I can follow directions.
2. I can raise my hand and wait my turn to talk.
3. I can keep my hands and feet to myself.
4. I can be kind to others.
5. I can do my best and have fun doing so.

**If a child chooses to meet expectations**

All students start the day off at the Ready to Learn square. Throughout the course of the day students are able to move their clothespin up and down depending on their behavior. If students are exceeding expectations they may be told to move their clip to Good Day, Great Job, or Outstanding.

**If a child chooses not to meet expectations**

**First Consequence –**A verbal reminder is given to the child.

**Second Consequence –** The child moves their clothespin to the Think About It square. This is a warning for the child.

**Third Consequence –** The child moves their clothespin to the Teacher’s Choice square. If a third consequence must be given the teacher will determine the consequence from the list created by the class.

**Forth Consequence –** The child moves their clothespin to the Parent Contact square. At this time, the teacher and child will make a parent phone call to discuss the behavior.

* The purpose of this plan is to provide the students with an opportunity to learn in a positive and orderly atmosphere. I like to use positive reinforcement to maintain and encourage appropriate behavior. I try to be consistent, fair, and positive with all students and all situations that may arise. Students will have a behavior log in their take home folders that will stay there throughout the course of the school year. Here is where students will mark the appropriate box for how their day ended. This is a form of communication so that you as parents are able to know how your child’s behavior was during the day. I look forward to a great school!