**The ABCs of Kindergarten**

**Cordley Elementary**

**2016-2017**

**Mrs. Kelly, Teacher**

**A is for…**

**Attendance**- Consistent attendance is encouraged. Please report any absence to the school office ASAP at 785-832-5640.

**All Day Program** – Our daily schedule is from 8:45-3:50 M, T, Th & F

 Wednesday is 8:45- 2:20

**Allergies**- Allergies should be reported on your child’s health records and discussed with the onsite Nurse. Please make sure to notify the school immediately of any allergies that may negatively affect the health of your child.

**Art**- children will participate in Art class every third day with Mrs. Rose Weston. However Art in many forms is an every day activity in the kindergarten classroom.

**B is for…**

**Backpacks**- your child will need to bring a backpack with them. It will travel back and forth with them daily. It should be large enough to fit a pocket folder in easily.

**Birthdays**- we enjoy celebrating our birthdays with treats and a song. Special birthday treats are welcome. We eat them in the afternoon and do not replace the morning snack.

**Blended Learning-** is a program in which our students learn some content and instruction via digital and online media with some element of student control over time, place, path, or pace.

**Breakfast**- is served at school daily starting at 8:25. Please make sure your child has a good breakfast before heading off to school.

**Bucket-filling Practice-** Imagine every child having an invisible bucket. The bucket represents the child’s mental health and emotional health. You can’t see the bucket but we know it’s there. It’s our responsibility to fill the child’s bucket with nurturing, love, attention, play, song, and by providing safety and care. In addition to being loved the children need to be taught how to love others. They will learn how to express kindness to others. We will be using our C.A.R.E tickets as our Bucket-Fillers this year. Our goal is catch them doing GOOD ☺. This classroom philosophy comes from a book written by Carol McCloud.

**C is for…**

**Calendars**- you will receive 3 monthly calendars including the Kindergarten Calendar assigning Snack and Share, the Lunch Calendar from the District Food Services and the Cordley School Calendar.

**Clinic**- Our Health Clinic is located in the Office and will be where all medical services are provided and records are kept. See Nurse below.

**Change of Clothing-** Please send a change of clothing with your child if he/she is prone to toileting accidents. The clothes will be kept in their back-pack in case of emergency.

**Clothing**- Ensure your child’s clothing fits well and is appropriate for the season. We encourage sneakers or sandals with back straps on PE days. Also clothing should be managed independently. Please avoid snaps, clasps, ties and zippers that require additional adult assistance in dressing.

**Communication**- comes in many forms: between your child and myself, between students, and between parents/family & myself. Always know that I try my hardest throughout the year to keep parents informed about what is happening in the classroom through a Class Newsletter, Class Notes, Personal Phone Calls & Emails, Parent/Teacher Conferences, etc. I’m open and available to you.

**Conferences**- Parent Teacher conferences occur twice a year, in the fall and spring. On November 9th and 10th the first parent teacher conferences will take place. There will be a sign up sheet during our Watermelon Feed/Meet and Greet night. If you are unable to attend Ms. Kylee will call you to schedule a conferences time-----Each family will be given a 20-minute slot (choosing which time is best for you) for us to discuss your child's progress. These conferences are a perfect time to bring up any concerns you may have, plus further our communication in working together for your child's success.

**Cordley C.A.R.E**- is a school wide program developed to encourage success behaviorally, academically and socially. Expectations include: Compassion, Act Safely, Responsibility, and Effort. CARE Tickets are used to reinforce the behaviors we’re striving to manifest. There are posters in every classroom and around the school that demonstrate the behavioral expectations and the language to be used daily. Additional Information will be coming home through the Cordley Office.

**Cordley Elementary**- 1837 Vermont St. Lawrence, KS 66044

 Phone Number: 785-832-5640

**Counselor**- is Ms. Catherine Bolton. She is available for parent and child support in addition to providing biweekly social-emotional experiences in a small group setting

**D is for…**

**Daily 5**- is a framework for structuring literacy time so students develop lifelong habits of reading, writing, and working independently. Students select from five authentic reading and writing choices, working independently toward personalized goals, while the teacher meets individual needs through whole-group and small-group instruction, as well as one-on-one conferring. These choices include: Read to Self, Work on Writing, Black Board (Tech), Listen to Reading, and Word Work.

**Daily Routines**- Stretch, Breathe, Listen and Sing. This is a period of Mindful practice that enriches our day. It consists of breath work, basic stretching, songs and dance.

**Donations**- snack, consumables (paper plates, napkins, cups) and project materials (noodles, string, beans, buttons…) are asked for throughout the year. We are grateful for all your donations. We couldn’t do what we do without your generosity and support!

**E is for…**

**Email**- it’s the best way to contact me during the day: christyk@usd497.org. I read email at lunch and will often respond then, later during my plan time, or after school. I try to get to all emails within 24 hours.

**Expectations**- School, District, State, and National expectations of academic performance are provided to you on the District Website [www.usd497.org](http://www.usd497.org).

We use the word “Expectations” as our rules for the school. See Cordley C.A.R.E.

**F is for…**

**Family Events**- many great times throughout the year including Carnival, Watermelon Feed, Potluck, and Book Fair… We strongly encourage your participation. All events will be on the school and PTA calendars. They are great fun and a wonderful time to build fellowship!

**Field Trips**- we take 2 bus trips per year. In addition to the bus we may take walking trips off campus. You will be notified well in advance and Parents are encouraged to chaperone.

**Frog Pond**- is a management system that we use in the classroom to help young children learn how to manage their behaviors within a classroom or school setting. It is a positive experience that encourages all of us to stay together in the Pond. Everyone moves in and out of the Pond at some point. It’s how we learn. The Pond is not intended as punishment or discipline but rather a tool that teaches us to stop, reflect & discuss. It creates the opportunity to explore our reactions with a caring adult as well as learn the expectations of our environment. ☺ The Pond is an empowering experience for each child and our community.

**G is for…**

**Great!-** We are going to have a great year in Kindergarten!!

**H is for…**

**Handwriting**- Handwriting Without Tears is a developmental handwriting program that the District adopted a few years ago. The fine motor skills of writing can be quite challenging for some young children. This program allows for individualized instruction and success at the child’s developmental level.

**Holidays**- we do NOT celebrate Holidays like Halloween and Christmas at school. However, we will write about, read about, explore and discuss them as they come up in our lives. It’s a great challenge to be all-inclusive and honor cultural celebrations and holiday traditions. However we explore the cultural diversity of the children within our classroom and school community as best as we can. Thank you for your understanding.

**Homework**- We will be sending home a weekly “homework assignment” every Monday. The homework assignment will consist of reading, sharing, and a weekly chore. The best Homework for a kindergartener is to be READ to or with.

**I is for…**

**Independence**- we strongly encourage the development of independence in the classroom and school community. We want the children to move throughout their day at school with a sense of freedom from control, support, and the aid of others. Of course we recognize that they are young and will require assistance or guidance as needed. Independence fosters self-esteem and cooperation. It allows for the power of choice. Please encourage independence at home too.

**Introductions**- I would like to introduce myself. My name is Christy Kelly and I will be your child’s teacher. I’ve lived in Lawrence for the past 29 years and began teaching for the district 19 years ago. Education is my second profession. Soon after I graduated from KU with a business degree I decided that I wanted to work with children and I went back to school to earn my education degree. It was one of the best decisions of my life. I love being a teacher and getting to know and teach all of your children. I have been married for 20 years and we have a son, Trey, who is 14 years old and will be starting 9th grade at LHS. I enjoy spending time with my family and friends.

**J is for…**

Joy- it’s what kindergarten is all about. You’ll hear it, see it and feel it at Cordley.

**K is for…**

**Kid Writing/Units of Study/Writer’s Workshop**- on a daily basis is a teaching and learning time. The goals of Kid Writing joyfully and quickly bring the children to a point where they can independently write down their thoughts so that a reader can figure out their message. This requires your child’s ability to accurately use high frequency words (“sight words”) that have been explicitly taught (word wall) and to effectively “stretch-through” other words to the point where those words are phonetically logical and contain enough sound-symbol correspondences to be understood. There are expected inaccuracies using vowels, punctuation and spacing. We must keep in mind that our children are developing as writers. We will share this process with you as the year progresses. We love writing at Cordley!

**Kindness**- we move through our day being mindful of our Kind Intent to one another. We talk about it, act upon it and recognize it within our self and one another daily.

**L is for…**

**Labels**- please put your child’s name or initials on everything that is brought from home to school. Including but not limited to the backpack, lunchbox, coats, hats, gloves etc… As you can imagine, it can be quite a challenge for us to manage it all sometimes. We really appreciate your help.

**Library**- we participate in library weekly with Mrs. Bell and Ms. McCoy. The kindergarten will begin checking out books sometime in October.

**Lunch**- we eat at 12:50 everyday. Your child has 2 options for lunch: you can pack them a lunch (no microwaves are available to heat up student lunches and your child needs to be able to open the majority of the food packages/containers on their own when eating) or the school offers a first and second choice for lunch. Lunch costs $2.60 this year. You can go online and put money into your child's account (go to the district website then click on food services) or send in lunch money in a sealed envelope marked with their name & grade. Every month your child will receive a menu from Food Services so you know what is being served for lunch & breakfast each day. If you were to lose this menu, you may look on the district website under food services for it.

**M is for…**

**Math**- is rich at Cordley. It includes Math Expressions, technology, hands on materials, projects and creative practice.

**Money**- send all money to school in a sealed envelope with your child’s name and its purpose (Name/lunch money) written on the front. Send all money through the Wednesday Note or give it directly to the Office.

**Music**- the children will attend Music class every 3rd day with Ms. DeBoard.

**N is for…**

**Newsletter**- Kindergarten sends a monthly newsletter with information about what is happening in the classroom. It will also include suggestions for home practice and information about school-wide events. Please make every effort to read the newsletter. It will help keep you informed.

**Nurse**- our nurse is Mrs. Carnahan and our Med. Assistant is Ms. Lisa. Both are wonderfully helpful in the clinic and will be available to assist you and your child in case of illness, injury or well-being. Please keep these women current on any diet restrictions, allergies or medical conditions. They too are responsible for managing medications at school. All medical information comes through our Heath Clinic. We are not allowed to distribute medication in the classroom. This includes over the counter cough drops, lotions and pain relievers.

**O is for…**

**Office**-is found at the front of the building. Mr. Cinnamon is our principal, Ms. Kylee is our Administrative Assistant. They handle the nuts and bolts of the school. All visitors must pass through the office before entering the building.

**Outside Play**- We have two scheduled recesses outside on the playground every day. We will avoid outside play only when it’s raining and lightning or the temperature is too cold (below 15 degrees wind chill).

**P is for…**

**Parties**- we have 3 scheduled parties, fall winter, spring sponsored by the PTO and parents. These are in addition to special events unique to kindergarten like Stone Soup in November and Hibernation Day in the winter. Information about All class parties will come to you through your child’s Wednesday note or a phone call.

**Principal**- is Mr. Scott Cinnamon. You can contact him in the office or by email scinnamo@usd497.org.

**Progress Reports**- will come to you after each trimester: fall, spring and end of the school year. They will provide a snapshot of your child’s developmental performance in the areas of academics, readiness, personal-social and behavior while attending kindergarten. Grades are not given in kindergarten.

**PTO**- is the Parents and Teachers Organization. We strongly encourage your involvement with the PTA and other families. It’s a great way to get to know one another and we benefit tremendously as a community. You can choose to help in a small or big way like making cookies for the class party or setting up tables at the Carnival. It all makes a difference!

**Q is for…**

**Quiet Time**- we provide a daily quiet time after lunch where children may rest and read. We also allow a child to rest, seek privacy, or shelter their ears if necessary. Quiet can be hard to find in a crowded, active classroom at times. So we make time for it and respect its worth.

**R is for…**

**Reading**- Reading Street is our new Curriculum. It supports our belief in a strong, balanced literacy program that includes: Independent reading and writing (choice of topic/book), shared reading and writing, guided reading and writing, modeled reading and writing, reading to someone, with someone and being read to, performance, oral language, supported family literacy, student choice and word study. We love to read!

**Recess**- occurs twice a day for 15-20 minutes inside or outside depending on the weather.

**Responsibility**- It is something that affects our lives and other people's lives. Kindergarten responsibilities include: follow the rules at home, at school, and in the community; to look after our own belongings and respect the belongings of others; to learn as well as we can; and to care about others.

**S is for…**

**Safety**- we take your child’s safety very seriously. We practice fire, tornado and intruder drills throughout the year to feel prepared in case of an emergency. We also prefer to be notified in writing of any changes occurring at dismissal time. Especially if your child is being picked up from school by someone different rather than who is listed on the enrollment form. We will only release a student to a safe adult.

**Science**- is growing and changing this year. Our studies include: Weather and Climate, Pushes and Pulls, and Animals, Plants and their Environments

The science curriculum is a work in progress.

**Schedule-** this is a general schedule of our day in Kindergarten.

8:35-8:45: Table Tubs/books

8:45-9:00: Daily Routines

9:00-9:45: Math

9:45-10:00: Recess

10:05-11:05: Intervention Block/Science/Social Studies

11:05-11:20: Snack

11:20-12:45: ELA Block

12:50-1:15: Lunch

1:15-1:30: Rest Time

1:30-2:15: Specials

2:15-3:00: Writing

3:00-3:05: Pack-up

3:05-3:20: Recess

3:20-3:45: Centers

3:50: Dismissal

**Sharing**- Your child is invited to bring something from home to share for “show & tell” with the class approximately one time a month. Sharing occurs on Fridays. Please see the monthly share calendar on the backside of the snack calendar for your child’s date (this will begin in September—look for the note at the end of this month). Sharing days are the only time a child can bring a toy from home. Through past experience we’ve learned that keeping toys at home helps us avoid trading, conflicts and unwanted comparisons. Thanks for your support on this issue.

**Snacks**- we ask parents to provide daily snacks for the children. Please send enough for each child. You will receive a monthly Snack & Share Calendar with your child’s name assigned to a certain date as well as the number of children you will be feeding. You should be responsible for a snack once or twice a month. We ask that you avoid cookies, pastries and sweets. Leave those special foods for parties and birthdays. Some snack suggestions include cereal, prepared fruits and vegetables, pretzels, crackers, cheese, yogurt, or dried fruits. If you are unable to provide a snack, please let us know as soon as possible. We will try to make other arrangements for that day. Snack is a very big deal in Kindergarten.

Thanks!

**Snack Allergy**- we have PEANUT-FREE classrooms. Please be overly cautious when sending a snack to school. We have some students who can be seriously injured by exposure to tree nuts.

**Specials**- Art, Music and P.E. occurs in rotation. Your child will have each special every third day.

**Staff**- there will be many different Staff Members working with your child this year depending on what’s happening during their school day. Members of the Primary Team include: Ms. Alumbaugh (ESL), Mrs. Otte-Stohs (Reading), Ms. V (Math Support), Mrs. Henry (Sped). Para-educators and ESL Aides are assigned yearly and introductions will be forth coming. If you have any questions about who is spending time with your child during the day please let me know.

**STOP Behaviors**- Stop Behaviors are the unhealthy behaviors that interfere with the creation of a healthy self and community. If we can stop these four behaviors from occurring or repeating then our community will be more harmonious and we will have a more happy environment. The stop behaviors include:

 Checking: Comparing yourself and others.

 Holding: Holding onto an expectation of people or things.

 Making: If/then thinking, creating a story of the future. “Making” is creating

 something that isn’t real.

 Wanting: Wanting more than you have in the moment.

**T is for…**

**Tardy**- being tardy from school is expected to happen from time to time. But habitual tardiness is difficult on your child and disruptive to the classroom. Please be on time.

**Technology**- we have a plethora of it! We will be using iPads, Computers, TVs, Cameras, Smart Boards, and Video to richly enhance our day. Technology will be used in all academic areas including reading, writing, math, science and social studies.

**Toileting**- we have our own bathroom facilities in the classroom. We will also use the public restroom outside the dining hall before or after lunch. We ask that your child be able to complete the toileting routine including all clothing fasteners independently. I provide scheduled toileting breaks and do allow the children to use the restroom as needed.

**Toys from Home**- We DO NOT encourage toys from home unless it is your child’s assigned Share Day or on a special occasion like Hibernation Day. If something does come to school I will ask that it be left in the backpack for security.

**Transportation**- All students will enter the building through the front entrance on 19th Street at the beginning of the day unless they come early for breakfast or arrive on the bus. All Kindergarteners excluding Boys and Girls Club students and bus students will be dismissed through the 19th Street exit (just outside our classroom-not the front door).

**Tying Shoes-** Please practice tying shoes with your child. Tying shoes can become quite time consuming for the teacher. Please make sure the laces on your child’s shoes are easy to tie and stay tied throughout the day. We have found that round-corded laces DO NOT stay tied.

**U is for…**

**Understanding**- being sympathetically aware of other people's feelings, practicing tolerance and forgiveness are strongly encouraged at Cordley.

**University Students**- we often have practicum students, student teachers and observers from a variety of Colleges and Universities participating in our classroom throughout the year. We will let you know if and when students are assigned to our program.

**V is for…**

**Vacations**- it is not unusual for families to take vacations throughout the year that may be in conflict with the school calendar. This is OK. Please notify the Office of the dates your child will be gone and make contact with the teacher. We often send homework for the trip if requested.

**Visitors**- we love having visitors! All visitors must check in with the Office before coming to the classroom. The visits must be –pre-scheduled with the teacher. Generally we have an Open Door policy and are quite accommodating with visiting family. We just prefer to plan for it. We will bring in speakers or outside community members from time to time. You’ll hear about it in the Kindergarten Newsletter.

**Volunteers**- we rely on our loving volunteers. My mother, Linda Brady, volunteers most weeks. Yes we take parent volunteers. ☺ Please let us know if you’re interested and we’ll get you signed-up! Volunteering parents usually begin sometime in September.

**W is for…**

**Water**- we have our own water fountain in the classroom and we encourage using it. However if your child prefers you can send a daily water bottle too. Please label it with your child’s name.

**Wednesday Early Dismissal**- Wednesday is 8:45- 2:20

Wednesday afternoons are for Teacher Collaboration and Professional Development.

**Wednesday Note:** is our weekly home to school communication folder where you will find all sorts of important class, school and district information. Some info is for you to keep at home and other info may need to be returned. Please make sure your child returns their Wednesday Note to the classroom on Thursday. **Please note: as previously stated, your child will receive their homework assignment each Monday to be returned each Friday.**

**Weather**- is a big part of our science and daily experience. We also play in it. We go outside in the cold and the heat. Dressing appropriately for the weather is a must in Kindergarten.

**X is for…**

**Exciting Experiences**- kindergarten is full of them! Highlights of the year include pajama days, field trips, collecting leaves, investigating snow, and on and on and on… Too many to list here

**Y is for…**

**Yearbooks**- you can order a yearbook for your child at the beginning of the school year. Information will be coming home in the Wednesday Note later this fall.

**You**- the most important person in your child’s life and we’ll have to work together this year. A positive teacher-parent relationship is important to all of us. We encourage a loving and connected community for our children. We look forward to working with you and your kindergartner this year.

**Z is for…**

**Zippers**- please practice with your child on zipping coat, jacket and pant zippers. It is a skill that needs to be practiced often. The children should be able to zip a variety of zippers independently by the time they enter kindergarten.

**ZZZZZzzzzzz’s**- they will be tired. All day kindergarten is exhausting in the beginning for all of us but as time progresses it eases and we relax into our kindergarten way. Please make sure your child gets a good night’s sleep and we’ll try to do the same ☺. Thank you