
Kindergarten Information Packet



All you need to know about Kindergarten @ RJE!

Please read immediately, and then keep this handy so you can refer to it throughout the year. If you have any questions, please contact your child's teacher via email.

Many thanks for your cooperation...The 2015-16 Kindergarten Teachers

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REUBEN JOHNSON ELEMENTARY

KINDERGARTEN INFORMATION PACKET

Arrival: Students may begin arriving at school no earlier than 7:15a.m., at which time your child must go to the cafeteria, where they can choose to purchase a breakfast. If your child arrives at school between 7:30 a.m. – 7:50 a.m., please drop them off in the front or back of the school, where an on-duty staff member will help your child to the Cafeteria. A Kindergarten teacher will be on duty to supervise. Kindergarten students will wait in the cafeteria in their class lines for the 7:50 a.m. bell; at which time their teacher will come to the cafeteria to pick up the students. Please send a book with your child in his/her backpack; as students are expected to sit in the gym QUIETLY and read until the 7:50 a.m. bell. If students are entering the building after the 8:00 a.m. bell, students will be considered tardy, and must stop by the office for a tardy slip before going to class. We appreciate your efforts to make certain that your child arrives at school on time, to be in the class line by 7:50a.m.

Dismissal: First and foremost, for the safety of your child we DO NOT dismiss Kindergarteners from the building ALONE. An older sibling, parent/guardian, or “approved other” must accompany them.

Walk Ups will be dismissed from the outside north exit of the Kindergarten Pod (doors facing the playground). We ask that you wait on the porch area until a staff member opens the door. The on-duty teachers will then dismiss students to their parents/guardians. Parents/guardians will be required to have a walk up # card (issued by the school) to display to the on-duty teachers BEFORE the child is released.

Walkers Kindergarteners walking home with older siblings must be picked up at the Kindergarten pod by the older siblings, then they can exit out the doors by the elevator in the front of the building or the doors by the art room in the back of the building.



Day Care van/bus Riders will be dismissed from the gym. Students will sit in day care lines and wait quietly until their day care van arrives and is called by the duty teacher. Daycare vans will pick up students in the back of the school.

Car Riders – Kindergarten students and older siblings/carpool riders will be dismissed from the cafeteria in the front of the school. A Kindergarten teacher will escort your child to the cafeteria, where the older sibling will meet the Kindergarten student. Parents/guardians are required to have a carpool # card (issued by the school) displayed in the vehicle’s window in order for students to be dismissed. If there is no card in the vehicle’s window, you will be asked to park your car in the front of the school and come in and sign-out your child/children. Identification will need to be presented in the front office.

Change of Transportation: If there is a change in transportation arrangement or in the designated caretaker, you **MUST** write a note to your child’s teacher. Without a written note your child will be sent home in the usual manner. In an emergency, please call the school office and leave a message with the office staff. Please **DO NOT RELY** on an email to your child’s teacher the day of the change; as the teacher may not get to her email before the end of the day. **PLEASE** make all phone calls to office with “same day” change of dismissal **BY 2:00 p.m.** This allows the office staff to deliver “timely” messages to classrooms. If your child attends an after school daycare (either off-site or Club 360) and will not be attending on any given day, please contact the site accordingly.

If your child needs to leave during the school day: If you need to pick up your child during the school day, you **MUST** go through the front office and sign out your child and have a photo i.d. Your child will meet you in the office. Please try to send a note to the teacher in advance if you will be picking up your child early.

Lunch: School lunches need to be paid for, weekly or monthly, by check or cash to the cafeteria where the money is placed in your child’s account. You can also place money in your child’s account online. If paying with cash or check please make sure to place lunch money in an envelope and label it with your child’s name, teacher’s name and the purpose of the money



(lunch). For the first half of the school year you are responsible for delivering the money to the cafeteria. Starting mid year (January) you may send the envelope to school with your child and he/she can deliver it to the cafeteria.

Each student buying lunch will use a lunch debit card. Students may purchase milk separately if they bring lunch from home. Milk can be prepaid as well. Please send lunch items that your child can manage (i.e., open) INDEPENDENTLY, and, limiting the number of items helps the students with choices and with completing their lunch within the allotted time. Carbonated drinks are NOT ALLOWED in lunches. Please label your child's lunch box/bag with first and last names.

Lunch Visits: If you are eating lunch with your child, please sign in at the front office for a visitor badge and you may wait in the cafeteria. You are welcome to bring in a lunch from outside eateries. When dining with your child you must sit at the guest table; the first table on the left in the cafeteria.

Breakfast: Breakfast is available in the cafeteria beginning at 7:15a.m. and should be prepaid.

Student Birthdays: Birthdays are very special to every child, and we recognize that your child may want to share this day with his/her classmates in a special way. We do this at RJE by announcing every student's birthday on the morning announcements (weekend birthdays are announced the Friday before). Each child will also receive an RJE birthday pencil and birthday certificate. You can also send to school with your child on his/her birthday ONE non-food treat (one per classmate, please). Examples of this would be anything you might put in a party favor goody bag as long as it NOT candy NOR food.

Water Bottles: We allow and encourage our Kindergarteners to bring water bottles to school to be used at appropriate times in our classroom. Please send a filled water bottle (NO juice/tea/soda) with your child each day. It should have a tight-fitting lid to avoid leaks. Be sure to label the bottle with your child's name (even if you plan on sending a disposal bottle daily --- many students bring the same brand names and need to know which bottle is theirs). Please do



not pack the water bottle in the lunch box. For easy access, an outside pocket of your child's back-pack is best. This also eliminates wet papers, books, etc. on the rare occasion that the water bottle may leak.

Snacks: Children will have an afternoon snack. The Texas Commissioner of Agriculture has instituted guidelines for students bringing snack to school. Each child will need to bring his/her own HEALTHY snack. We do not allow candy or any snack that sugar is the main ingredient, and, we cannot allow snacks to be shared among students. No carbonated drinks. Please be sure it is a hand-held snack, and is labeled with your child's name (no pudding, jello, fruit cup, yogurt cups or the like which require utensils to eat, and, no dips). They are messy, spill easily and it is difficult to do a working snack with these types of snacks.

Supplies/Materials: Notes will be sent home if supplies are running low. Thank you for making sure your child has the necessary items and materials.

Communication: Communication is important. The best way to communicate with your child's teacher is via email (which is up and monitored throughout the day). However, please do not rely on email to get an emergency message to your child's teacher IF it must be read by the end of the day. PLEASE use the office staff and they will be sure to get the message to your child's teacher ASAP. Phone calls to the classroom go directly to voice mail during the school hours. The best time to reach your child's teacher is during their conference period (refer to Kindergarten Schedule). It is important to avoid class interruptions and to understand that when your child is in the classroom, teaching and learning is taking place, so the teacher has minimal time to check emails and voicemails. Thank you for your cooperation.

Also, let your teacher know if your child is experiencing anxiety or frustration about anything at school. What may seem insignificant to an adult may seem very important to a Kindergartener.

B.E.E. (Bring Everything Everyday) Binders: B.E.E. Binders will be sent home daily. It is your child's responsibility to go through this binder every afternoon and return it EVERY MORNING. In this binder you will find three folders. **1.** A red "Monday Folder" for weekly



communication. This folder may include notes and important announcements from your child's teacher, the Kinder team, RJE, the PTA and/or MISD. **2.** An orange "Completed Work Folder" for your child's daily/weekly completed work. Please take a moment at the end of the day to look at your child's work and discuss it with him/her. Much of what we do in class is oral or "hands-on", so the net sum total of your child's day is not always in his/her folder. **3.** A green "Behavior Folder" with a nine-week behavior chart. This is the teacher's daily communication with you. Please review comments, initial, and return it DAILY. You may use the red Monday Folder to send notes from home to the teacher. Please remind your child to give the note to his/her teacher. One of the responsibilities that your child will be learning in Kindergarten is taking care of his/her things and making sure items get to their destinations (be it home or school). Please refer to the B.E.E. Binder for more detailed information about its use & contents.

Backpacks: Backpacks should be brought to school everyday. It is your child's responsibility to return his/her Reading Folder, B.E.E. Binder & Books in the backpack EVERYDAY.

Absences: On the day that your child is absent, please email both your child's teacher AND the school registrar Jessica Harris at: jharris@mckinneyisd.net. You must provide either an email or written notice within 3 days of your child's absence; otherwise you will receive a note from Central Office.

Medicine: All medicine must be in the original containers and must be accompanied by a note or doctor's prescription. The medicine must be delivered directly to the nurse. Nurse Shannon will keep and administer your child's medicine in the nurse's office.

Clothing: Please read and follow the MISD dress code.

Change of Clothing: Please make sure your child has a change of clothing in his/her backpack everyday. We do not have extra clothing for children to change into when an accident occurs or he/she gets wet on the playground. Put socks, underwear and a shirt and shorts in a gallon-size Ziploc baggie with your child's name clearly labeled and keep it in the backpack. Be sure to change out shorts for pants as the season/weather changes.



Conferences/Report Cards: Conferences will be held at the end of the first nine weeks of school (this is when you receive your child's first report card). The 2nd & 3rd quarter report cards will be available for viewing on-line at the end of each of quarter. A printed copy of the report card will be provided for the 4th quarter at the end of the year on the last day of school. Your child's teacher will communicate sign-up information via email and Monday Folders some time in early-October. You may make an appointment for additional conferences if you have concerns or questions.

Volunteers: Volunteers are welcome in the classroom and the building and are encouraged to participate. The PTA and the teachers coordinate the volunteer needs within the school and your child's classroom, so please consult volunteer opportunities with both your teacher and the PTA. All visitors MUST sign in at the office and show photo identification. Please wait about four weeks to make your first visit to the classroom so that your child has had time to adjust to the school setting. Any volunteer work during the first weeks of school can be completed in the hallway, lounge, or copy room. A parent wishing to volunteer must complete a criminal background check each year. You may do so on the MISD website.

Gum, Candy, and Toys: Toys, gum, candy, or any other food items (except lunch and snack) are **NOT** allowed unless requested by the teacher for a specific purpose. If your child needs to take such items for after-school care, please stress that these items **MUST** remain in their backpacks while at school.

Scholastic Book Orders: At times throughout the year, your child's teacher may send home book offers from Scholastic. You are under no obligation to purchase. Please keep in mind that the class does receive additional free materials dependent upon the number of books purchased.

Information Changes: It is crucial that we are always able to contact you in case your child becomes ill or the unlikely event of injury. If you have any changes in phone numbers, work place, or other emergency contact information, be sure to notify the school office and your child's teacher.



Curriculum Information Please mark your calendars for our “Partners with Parents” night on Tuesday, September 15th. You may come to one of two scheduled sessions – 6:00-6:40pm, or, 6:50-7:00pm. At this session you will receive more detailed information about the Kindergarten curriculum.

If you have any questions or concerns, please let your child’s teacher know. We embark upon a new partnership with great optimism. Together, teachers, students and parents build a strong foundation for education. We welcome you to the RJE Family and assure you that your child will have a rewarding and positive first experience at school. Thank you for the privilege of entrusting your child to us daily. Our partnership will ensure a happy and successful year for your child.

Sincerely,

The RJE Kindergarten Teachers