

Kindergarten Procedures and Policies

Welcome!

The administration and staff are here to serve you. If you need assistance at any time during the year, please do not hesitate to call on me, Marcia Mackay, m.mackay@runnels.org (Head of School, Elementary Principal and Guidance Counselor). Others who would also be happy to meet with you are Paula Naquin, p.naquin@runnels.org (Kindergarten Director) and Beth Golden, b.golden@runnel.org (Assistant Principal).

We hope this letter will inform you about what to expect in kindergarten this year. We are looking forward to working with your child and helping him/her to achieve his/her full potential. We would like to share some of our beliefs and policies.

Parent- Teacher Relationship

We believe that a good parent-teacher relationship is necessary for maximum school success. Throughout the year we will communicate with you through notes, telephone calls, emails, weekly previews and quarterly progress reports. We encourage you to contact us if you have questions or concerns at anytime. You can email, call us at school (225-751-5712), or send a note to the Kindergarten Director.

School Attendance

Before your child comes to school, please make sure that he/she has had a good breakfast and plenty of rest (ten to twelve hours is recommended for this age).

Your child's regular and prompt attendance at school is crucial to his/her success. We can't emphasize this point enough! Most kindergarten learning activities are group-oriented and involve interaction with classmates. Therefore, it is next to impossible to make up work at home. Please view school as a priority, and see to it that your child attends every day except in cases of illness or emergency.

School begins at 8:30. Children should arrive between 8:00 and 8:25. Please allow your child to walk to his/her classroom alone. This helps your child become independent.

Changes in Transportation

If you wish for your child to ride in a different carpool, you must send a written note. Do not rely on your child to tell us this information, because children often become confused and relay messages incorrectly.

Outdoor Recess

The children will be going outside for recess everyday unless it is raining or extremely cold. Please keep this in mind when helping your child select clothing for the day. For your child's

safety, we suggest your child wear tennis shoes to school each day. Also, girls should wear shorts or bloomers under their skirts or dresses.

Label, Label, Label

Please label your child's coats, sweaters, sweatshirts, etc...Please label everything and anything sent to kindergarten.

Lunch/Snacks

Your child's lunch should include a variety of healthy choices. Please send a cloth or paper napkin to be used as a placemat. In addition to lunch, remember to send two healthy snacks each day. We have found the following items to be popular with our students: cheese and crackers, pretzels, fruit (cut into sections), raw vegetables, yogurt, pudding, granola bars, popcorn, rice cakes, applesauce, mini muffins, raisins, bagels. Please send spoons and spreading utensils with your child if needed. Remember that our school is nut free.

Notes

Notes sent from home should be placed in the front pocket of the binder labeled, "Papers to Return to School." Remind your child to place the note in the morning mail when arriving at school.

Birthdays

Birthdays are special occasions for young children. If your child wishes, he/she may bring treats for the class on his/her birthday. We celebrate birthdays during lunchtime, which is from 12:00-12:30.

The End

Thank you in advance for your help and support throughout the year!