Your Child’s Year In Kindergarten
Classroom Handbook
Welcome To Our School

Horace Mann Laboratory School
Northwest Missouri State University
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Horace Mann Office 562-1233

Mrs. Sandy Seipel
Director, Horace Mann
Dear Parents,

This week your child will complete one of the most important milestones in his/her life - the first day of Kindergarten! We understand that you and your child may have met this day with excitement or apprehension (or a little of both).

We want to take this opportunity to welcome you and your child to Horace Mann Laboratory School and to our classroom. Each new school year is exciting and challenging and we are looking forward to getting to know you and your child.

The beginning of a school year is an exciting time in the lives of children, especially Kindergarten students. We have prepared this packet of information to answer many questions you may have concerning procedures in our classroom and in our school. Please keep this packet and refer to it when appropriate. Let us know if you have any questions.

This year will be a very exciting time in the life of your child. Kindergarten will be a time to build your child’s educational foundation. We are very happy to partner with you on this journey we are beginning. We are looking forward to an amazing year with your child! Don’t blink - this year will go by fast!!!

Sincerely,
Mrs. Nancy Farlow
Mrs. Michelle Vaught
A Message for Kindergarten Parents

K Kindle excitement about Kindergarten. Visit your school and meet your child’s teacher.

I Invite new school friends home to play and help your child build strong friendships.

N Never forget safety. Teach your child safety rules—whether walking or riding.

D Discuss what your child will be learning in school—colors, shapes, numbers, letters, etc.

E Explore your neighborhood together. Talk about the world you live in.

R Review the good behavior expected of your child, such as following rules and taking turns.

G Get involved at your child’s school. Visit often, come to lunch and volunteer in the classroom.

A Answer your child’s questions about school. Reassure your child that school is fun.

R Read to your child daily. Visit the library together.

T Turn every day into a learning experience. Let your child help you with everyday tasks.

E Encourage your child to eat well and get enough sleep. Be healthy and rested for school each day!

N Notice the new things your child is learning to do. Reinforce your child’s progress with praise.
PARENT/TEACHER RELATIONSHIP

A good parent-teachers relationship is necessary for maximum school success. Throughout the school year, I will communicate with you through e-mails, telephone calls, weekly newsletters, progress reports, and parent-teacher conferences. I encourage you to contact me if you have any questions or concerns.

NEWSLETTERS

Newsletters will be e-mailed weekly. There will be a lot of announcements and dates to keep you informed. They will highlight some things that have happened in class that week as well as inform you of monthly events, possible field trips, weekly and monthly curriculum activities and topics, ways to help and contribute to our classroom, etc. Please read the newsletter each week. They will also provide you a means of communication with your child. If you have the “right “questions to ask them, you will get more than just “fine” when you ask them “How was your day?”

AUTHORIZATION TO PICK UP CHILD

We will not release any child to a person not authorized by a parent! We must have written authorization for changes in this respect. If there is to be a change in the child’s transportation that day, we MUST have written notification before we can allow this change.
WAYS IN WHICH WE MAY BE OF HELP TO YOU

When you enroll your child in Horace Mann, we assume the responsibility of giving you assistance with special needs in relation to your child’s school adjustment and his/her growth and development.

a. Conferences in relation to your child’s progress will be arranged upon request. Parent teacher conferences will be scheduled in the fall and spring semester.

b. Your child will be given the maximum consideration as an individual. We will look after his/her health and safety while he/she is at school and present a planned program geared to what we believe to be developmentally appropriate and educationally beneficial.

c. Please feel free to contact me at home or at school any time you have a question or concern.

VOLUNTEERS

The students and I enjoy having our parents come to school to help us learn! If you are interested, please let me know. I will discuss this further in our weekly newsletters. You will be required to sign in each day you come to volunteer in the office. Some years we have enjoyed having volunteers on a weekly basis, other years just for special events. It will depend on our classroom needs, schedule, and your availability. I have had wonderful parent support in years past and I look forward to your support! Your help is GREATLY appreciated!
WHAT TO WEAR TO SCHOOL

Think of your child’s comfort and provide simple clothing that is free of complicated fastenings. Think of messy art materials or other activities and provide washable clothing. Think of our playground and provide sturdy clothing.

Think of the changeable autumn weather (and the fact that even though the sun may be bright and warm at 8 a.m. it might be cold and cloudy by 10 a.m.) and dress your child accordingly. Provide sweaters and jackets even on the first sunny fall days. It is much easier to remove an unneeded item than to put on something you don’t have.

Think of how you would feel playing outdoors in wet, cold and windy weather. For your child’s own comfort, provide hats and mittens when needed.

Finally, think of our collection of unlabeled, unclaimed clothing, and put labels on all outer garments, including hats and boots. Adhesive tape or permanent markers will work well to label items.

We will have recess each morning and afternoon. We will go outside if the weather conditions are appropriate. Please dress your child accordingly. In the winter we go out for a short recess as long as the temperature is above 32 degrees. Please make sure to send hat and gloves. If you do not want your child to go outside, please send a note.

SNACK TIME

We will serve a snack each afternoon at school. Parents will be scheduled to provide snacks on a rotating basis. Snacks need to be nutritious and consist of something to eat and drink for each child. Drinks can be milk or juice (no Kool-aid, please).
ARRIVAL

School hours are from 7:50-3:15. Bearcat Club is available for students that need to arrive before 7:40. The school opens at 6:15. Students that arrive before 7:40 will go to Bearcat Club. If you are not using Bearcat club, please try to arrive between 7:40-7:50.

ILLNESS AT SCHOOL

If children become ill at school, we will isolate and make them as comfortable as possible until you can come for them. We are unable to care for children when they are ill. We suggest that you have a backup care provider. Please do not return your child to school after an illness until they are symptom free for 24 hours.

EMERGENCY CONSENT

An emergency consent from must be signed by the parents or guardian of each child. This form indicates at least three telephone numbers where you or other designated persons can be located. If we are unable to contact you or those indicated, we need permission to obtain any treatment necessary for your child.

FIELD TRIPS

Throughout the course of the year, we will be taking several field trips. Some of these may be walking trips on campus or in our community. Others may require bus transportation. You will always be notified in advance of any planned field trips. We will always need parents to accompany us on these trips. If your schedule permits, please plan to go with us whenever possible.
MEDICINE

We highly recommend that all medications be given to children at home; however, we realize that special situations warrant the administrations of medicine. Written directions (form available from the nurse) must be provided before any medication will be dispensed.

Please do not leave any type of medication (including cough drops and chap sticks) in your child’s cubby or backpack; please leave it with a teacher or the school nurse.

PARENT VISITATIONS

Parents are strongly encouraged to visit the classroom. It is not necessary to call ahead; feel free to drop in the classroom at any time. Please make sure that when you are visiting the classroom, you check in with the secretary before coming on down! When delivering or picking up your child, please be certain the teacher sees both of you. Please do not take your child without signing him/her out of the Horace Mann office.

PARENT PARKING

Parents bringing or picking up children in the Kindergarten are permitted to use the circle drive behind the Horace Mann School. Parking in this area must be limited to 15 minutes because of congestion and safety. The Horace Mann School has arranged with Campus Safety to issue parking permits to parents. Permits are available in the Horace Mann office.
HOMEWORK

As children enter Kindergarten, they are eager and ready to learn. Kindergarten homework lays the foundation for good work habits in later years. Furthermore, positive homework helps establish the home-school connection and involves parents as partners in their child's daily learning experiences. I will be sending homework with the children periodically. This will relate to and build upon what we are learning at school.
KINDERGARTEN CLASSROOM MANAGEMENT PLAN

In the Kindergarten classroom the children will be setting our expectations within the first week of school. When the children establish the expectations for the year, they take ownership and pride in their classroom.

At Horace Mann:

Students are Responsible
Students are Respectful
Students are Safe
Students help each other
Students are Courteous to each other
Students challenge themselves—work to make yourself smarter!

Basic Kindergarten expectations that will be included in the children’s list:

1. Listen and follow directions
2. Keep your hands and feet in your own space
3. Raise your hand to talk so not to interrupt others
4. Move safely from place to place
5. Safe and proper behavior is expected in the halls and stairways.
TO OUR PARENTS

--We want you to know, to understand, to discuss with us our goals.
--We want you to look often into our busy, happy, noisy, creative classroom and see your child at play.
--We want you to realize the validity of that play and the importance of what they are learning.
--Parents and teachers together can help each develop full human potential.

TOGETHER WE CAN HAVE A GREAT YEAR!!

Nancy Farlow and Michelle Vaught