



Kindergarten Handbook

All you ever wanted to know about
kindergarten (and more)!

DO NOT DISCARD!

Please save for future reference



****Please save this handbook to refer to throughout the school year.***

August 9, 2018

Dear Kindergarten Families,



We would like to welcome you and your child to our classrooms!

We look forward to working with you and your family to give your child the best opportunities available in our kindergarten program. If you have any questions or concerns please feel free to contact us. You may contact us at Kipps Elementary School (951-5760) during working hours (8:15-4:30). Leave a message with the office staff and we will call you as soon as we are available. You may also use the Remind App, text, call or e-mail us.

Ms. Kitts (540) 239-6487

kkitts@mcps.org

Ms. Mays (540) 815-4668

emilymays@mcps.org

Ms. Curry (704) 999-1172

hcurry@mcps.org

Kipps Website <http://kes.mcps.org/>

MCPS Website <http://www.mcps.org/>



Please remember that attendance and arriving at school on time are very important. Excessive tardiness and check-outs will impact academic development. This year the tardy bell will ring at 9:15 a.m.; school doors open at 8:45 a.m. ***If you drive your child to school, please try to get her here by 9:00 a.m.*** It helps your child to have a few minutes to settle in, since instruction begins promptly at 9:15 a.m. ***If your child arrives after 9:15 a.m. he is marked tardy, and you MUST take him to the office to check in and order a lunch.*** Please keep in mind that it will take your child a few minutes to walk from the front door down to the classroom. So, please allow time for this. If your child has an appointment that will delay her arrival to school or will not be attending school, please try to notify the office by 9:00 a.m. If we do not receive a call, we will call to confirm the whereabouts of the child. Please send a note when your child returns to school explaining the reason for the absence. We keep these notes on file for our records.

We stress the importance of regular attendance. Please understand that the nature of the kindergarten curriculum makes it impossible to send home make up work.

Please remember that our school doors open at 8:45 am. Buses start arriving at this time and are all usually here by 9:00 am. Our buses unload and load in a special lot designated only for buses by the primary playground. If you bring your child to school, you can follow the blue line and they will be unloaded by a staff member. Another staff member will be stationed at the front door to allow students into the building after 8:45 am. **Please remember if you choose to enter the building with your child, (past the lobby/tile area) you will need to sign in through the office.** We will start our class activities when the tardy bell rings at 9:15 a.m., so we ask that all your "goodbyes" be said by 9:15.

School is dismissed at 3:45 p.m. (Kindergarten will be dismissed at 3:35) Make sure that we know where your child is to go at the end of the school day, especially if she attends a daycare center or Adventure Club. **We MUST be notified of any changes in the normal transportation routine.**



To pick up your child early - For the safety of our Kipps Community we have a buzz-in security system and all school doors are locked. You will need to show a photo ID to be allowed into the building. Then you will need to report to the office to check-out your child.

Early dismissal time will be at 1:15 pm.

Some other helpful information:

1. You will receive several forms that you must complete and send in to the office (only some are optional). Most of the forms have deadlines, so please read and return them to school quickly.
2. Kindergarten supplies are: \$30.00 project fee, rest towel, and a backpack. Please note these are recommended supplies and the school will provide supplies or fees that are not provided by parents.

The kindergarten project fee is used to provide supplies for the children and to purchase field trip shirts, items for science experiments, math materials, art projects, and to help cover the cost of some field trips. You may send a check payable to Kipps Elementary School.

Please send a beach towel with your child for quiet time. You should write your child's name on the towel in permanent ink. The towels will be washed periodically by the kindergarten teachers. No stuffed animals or pillows please. You can bring your child's towel on Monday, August 13th from 4:00-6:00 pm for Meet the Teacher - just place it inside your child's desk.

Please make sure your child's backpack is large enough to hold a 9x12 inch folder as well as other items such as a lunchbox, library books and jackets or sweaters. Students will have a take home folder for home/school communication purposes. Please send any notes, forms, money... for school inside your child's communication folder in the **front** pocket. We purchase plastic folders so they will last the entire school year. However, some notes have been known to slide out since the plastic folders are slick and tend to be turned upside down sometimes. You may want to secure notes/money with a paperclip. It is also a good idea to use a whole sheet of paper or make sure the note/money is visible inside the pocket folder. We use the front pocket for all home/school communication. Class schedules and snack information will be kept inside your child's folder in sheet protectors. **Please make sure to check your child's folder and clean it out daily.**



3. Please send a change of clothing (shirt, pants, socks and underwear) in a plastic ziploc bag to be kept at school in case of an accident. Please label all clothing with your child's name. We have already provided a plastic bag for you to use. You may bring in your child's change of clothes on Monday, August 13th from 4:00-6:00 pm for Meet the Teacher.

Please dress your child comfortably in clothes that allow children to be independent. Sometimes belts and bib overalls can be too much for some kindergarten students and can present problems. On days when your child has Physical Education, please send your child to school in tennis shoes for running and other fun games. Dress for the weather! In kindergarten we go outside in all kinds of weather conditions. Fresh air and outdoor exercise are very important and we go outside every day if possible. Please label all clothing with your child's name. Children often do not recognize their own clothing items, especially when they are new and some children may even have the same style coat.

4. Lunch money, book order money, or any other money should be sent to school separately. **Please put each in an envelope with your child's name, teacher's name, the amount enclosed, and what the money is for. THIS IS VERY IMPORTANT!!!** Please feel free to use junk mail or recycled envelopes; plastic ziploc bags are also great.

Lunch can be brought from home or purchased in the cafeteria. Free and Reduced Lunch Applications will be sent home with students. The online application can be found on the Montgomery County Public Schools web page at www.mcps.org. Under Parents, click on the Parent Resources and then look for the Free/Reduced Lunch Application link. Students may pay by the day, week, or as far in advance as you wish. Students will have a PIN number. Please practice it with them at home. Breakfast is also available with the exception of delayed openings due to inclement weather. Please let us know if your child is planning on eating breakfast at school, so we can help him find his way down to the cafeteria in the morning. Bringing sodas and fast food items for lunch is strongly discouraged. Please let us know if your child has any food allergies or special dietary needs. Additional information concerning lunch/breakfast is included in this packet.



Lunch is \$2.75 this year. Breakfast is \$1.75 and milk is \$.50.

5. Please see snack instructions which are included in our Kindergarten Handbook packet. You will be asked to provide snack approximately one time a month for the class. A copy of the snack instructions and a snack calendar will be placed in a sheet protector inside your child's school/home communication folder. Please let us know about any food allergies or other dietary needs.

6. Please give us a few weeks without visitors so that the children may get adjusted to school routines. When you plan to visit after that period, please check-in at the office. **For the safety of our Kipps Community we have a buzz-in security system and all school doors are locked. You will need to show a photo ID to be allowed into the building. Then you will need to report to the office and sign in to obtain a visitor's pass.** You are always welcome to visit the classroom, and we enjoy having extra helpers! We will be asking for volunteers to help with center time and other projects.

7. **NO TOYS!** Please do not allow your child to bring toys to school. There will be special occasions when toys will be allowed; your child's teacher will send a note home. If your child brings a toy on a non-designated day, the toy will be kept by the teacher until a parent picks it up.

8. Along with the Kindergarten Handbook packet you will find a form asking for permission to share your address and phone number. We are doing this in order to share information among families for arranging play dates, sending birthday invitations, etc. **PLEASE DO NOT PUT US IN THE DIFFICULT POSITION OF SENDING INVITATIONS IN TAKE HOME FOLDERS.** We would only be comfortable sending invitations home if you are inviting everyone in the class.

9. All medications must be administered through the office. In order to have school personnel administer any medications at school you must get the proper form from the office. This includes over-the-counter medications such as cough drops, lip balm, topical ointments such as neosporin, calamine lotion, sunscreen and cough medicine.

10. It is very important for your child to attend school daily. However, we know there are times when your child might be sick and need to stay at home. Below are some guidelines to help you make that decision if needed this school year.

Guidelines for Keeping a Sick Child at Home

Should I keep my child home or send him or her to school?

Please keep your child home if he or she has had any of the following in the past 24 hours:

- fever of 100.4 degrees or higher
- vomiting
- diarrhea more than one time
- Has symptoms that prevent him or her from participating in school, such as:
 - Excessive tiredness or lack of appetite
 - Productive coughing, sneezing
 - Headache, body aches, earache
 - Sore throat

A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat include headache and stomach upset. Contact your pediatrician for a test to determine if it is strep throat.

Keep your child home until his or her fever has been gone for 24 hours without medication. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and expose others unnecessarily.

Does my child have the flu?

The flu is serious! Call your pediatrician at the first sign of flu symptoms, which typically come on suddenly, including:

- High fever
- Chills
- Headache, body aches, earache

- Nausea, vomiting
- Dry cough

If you're unsure about the best way to treat your child's cold or flu, ask your school nurse, doctor, or pharmacist.

How do I make my child feel better?

- Make sure your child gets plenty of rest and put limits on TV watching
- Encourage fluids like water, soup, juice and ice
- Help your child relax by reading him a story and giving him plenty of TLC
- Used as directed, children's cough and cold medicines help relieve cough and cold symptoms while your child is getting better. Read the directions carefully and give the exact recommended dose for the child's age. Do not use over the counter cough and cold medications for children under age four.

How can I prevent my child from getting a cold?

- Teach your child to wash his or her hands frequently using plenty of soap and warm water. Proper hand-washing should take about 20 seconds or the time it takes to sing "Happy Birthday" twice
- Teach your child to cover coughs and sneezes with their sleeve
- Keep the child's environment tobacco free
- Try to minimize the time your child spends with other children who have cough or cold symptoms
- Keep an annual well-child exam to follow changes in your child's health
- Keep your child's immunizations up-to-date (CDC guidelines recommend a flu vaccine for most children)
- Serve a balanced diet with lots of fruits and vegetables.
- After your child is feeling better, clean all surfaces; wash the bedding and air out the room
- Keep surfaces like doorknobs, phones, remote controls, toys, and keyboards clean
- Always make sure to consult your school nurse or doctor if you have any questions

Adapted from "NASN Guidelines For Keeping A Sick Child At Home"

Thank you for supporting us in educating your child. We certainly want to work as a team involving parents and children in getting the most out of our program.

Respectfully,

Kim Kitts

Emily Mays

Hannah Curry

Kipps Kindergarten Teachers



IMPORTANT!

Please do not throw away!

