



KINDERGARTEN, INC.
DOORS TO DISCOVERY

MRS. WEIR
2009-2010

EMPLOYEE HANDBOOK





KINDERGARTEN, INC

WELCOME TO THE "DOORS TO DISCOVERY" WITH MRS. WEIR!

Here at St. James KINDERGARTEN, INC. we strive on powering our classroom with knowledge and fun. As a parent to our new employee's it will be your job to help us collect and fill our tanks with just that- Knowledge and Fun! This year our theme is "Doors to Discovery". Our main concept, to which we will return again and again, is "Discovery". Upon opening doors we will be discovering things in the areas of science, math, language arts, art, etc. Doors we will be opening are: Our Own Doors, The Big Barn Door, The Cupboard Door, Opening the Workshop Door, and the Garden Gate. This should be lots of fun!

This info pack is designed to answer some of your questions. If you ever need me, you can send me an email midge.weir@stjames-school.org (probably the best), send me a note, call me at school, 781-4428 and leave a message on my extension (241), send me an email at midge.weir@stjames-school.org , or call me at home 792-9768. My cell phone number is 816 918-6061. Our classroom website is <http://www.teacherweb.com/MO/StJames/weir>

BIRTHDAYS

We have a great time celebrating birthdays in our classroom. If your child has a summer birthday, we will celebrate it on or close to his $\frac{1}{2}$ birthday. On your child's celebration day, you may send in a birthday snack that will be our class snack for the day. We usually ask for healthy snacks, but on birthdays we make exceptions.

LUNCH

Our lunch time is 11:00-11:25. Children let me know at the beginning of each day whether they will be having "hot lunch" (the one provided by the cafeteria) or "cold lunch" (a lunch brought from home). Please help your child to rehearse with you which kind of lunch they will be having. The lunch menu is sent out monthly by the cafeteria staff. The cafeteria offers seconds, for an additional cost, of the main course. If your child is going to have seconds, they need to be ordered at the beginning of the day with the lunch count. Changes cannot be made at lunch time. ***I am asking for a note from a parent before I accept seconds orders from kindergartners. This way you won't get surprise charges on your lunch account.*** You can arrange to send a note each time, or send one note advising that seconds are okay any time your child likes.

If you would like to join your child for lunch, please send a note and have your child order you a lunch, if desired. The cafeteria staff asks that we request lunches first thing in the morning. Many parents stay for lunch on a day when they help in centers or join us on a study trip.



SNACKS

Since we have children in our class with multiple food allergies, we will have each child bring their own snacks each day. A good rule of thumb for purchased snacks: *If sugar is listed as one of the first three ingredients on the side of the package, it's probably not a healthy snack. Some suggestions are: crackers, cheese sticks, fresh fruit, raisins, popcorn.* See the St. James Healthy Snack Guidelines.

WATER

Please make sure that your child has a water bottle **every day**. It is important for the children (both for comfort and for learning) to keep their bodies hydrated. Mark your child's water bottle with his name in a permanent marker. I'll send them home at the end of each day for washing. Please make sure that we get one back the next day. Ice in water bottles causes them to sweat and our papers get ruined. Please send in no ice. We will refresh our water bottles as needed with cool water. The pop top or fold-over straw types are preferred, as they have fewer or smaller spills. **Your child will need his or her water bottle each and every day.**

ROOM PARENTS AND STUDY TRIP CHAPERONES

As soon as I get the list of volunteers, I will let you know who our room parents and study trip chaperone coordinator are. We usually have four parties a year: a Pennies Carnival (at Halloween Time), Christmas, the 100th Day of School, and Valentine's Day. We will also have an end of the year celebration. Most of our parties are run in an activity center format with room parents in charge of the activities for the party. If you would like to supply refreshments for a party, or help with one, please contact one of the room parents.

We are planning to go on 5 study trips this year. I like to have at least 5 parents go with us. When we get our study trip dates set, I will include those in a newsletter along with our coordinator's name and number. You can contact the coordinator to volunteer to chaperone. We ride on a bus for all of our study trips except for the one to HyVee. For the HyVee trip we use parent drivers. All study trip chaperones need to have background checks that are up to date. Parents will be notified of the upcoming trips and permission slips must be signed and returned to the school for a child to participate. Our scheduled study trips are as follows.

Red Barn Farm
Shatto Dairy Farm
Centers at HyVee
@ Union Station **Goldilocks and the Three Bears**
Paul Mesner's *Father Goose*

Monday, Sept. 13th
Tuesday, October 12th
Week of November 10th h
Tuesday, March 29th
Friday., April 29th



CENTER HELPERS

We usually have our big sign-up for center helpers at Meet the Teacher Night. This year we will have it at Parent Information Night; but you can sign up at any time. Center helpers help on Thursday afternoons from 11:30 until 1:50. Each parent or grandparent that comes for centers helps to run an activity for 4 children at a time. The children spend about 20 min. in each learning center and rotate until they have visited each one. If you are helping at centers, please wear clothes that can handle the occasional spill, marker-covered finger, or paint splatter. These activities are the highlight of our week. We will be playing math games and reading games, doing science experiments, acting out stories, making art projects, cooking, etc. Your help makes these centers come to life. The children love for you to be here, and so do I. I know that you will have a great time while you are here and that you will leave totally exhausted. This is a great way for you to get to know your child's classmates as well as your child's crazy teacher and her teacher's aide a little better.

Of course you are welcome to help at other times. Please let me know if you cannot make the center times but would like to be a part of our classroom. It is school policy to do background checks on school volunteers who will be working with children. This helps us to best insure the safety of all our students. Please be sure to turn one in to the office, or check with Mrs. Weinzerl to see if yours is up to date.

SHOW AND TELL

Show and Tell is every Friday. Students may bring in an item to show to the class. Please have your child ready to tell a little something about the item i.e. why it is special to them, where they got it, what they like to do with it, if there is a special story or information to go with it, etc. Children stand, in turn, and tell about their item. After all items have been shared, we pass them gently around the circle for a closer look. If an item is too fragile for passing, it may not be a good choice for Show and Tell. Students who forget to bring an item are encouraged to tell something. If we do not have school on a Friday, then we won't have Show and Tell that week.

STAR OF THE WEEK STUDENT

Each week, after the first few weeks of school, we will feature one student as the star of the week. When your child is the Super Star he/she is asked to bring in items that will help us to get to know him/her better. You can send in pictures, favorite toys, trophies, collections, or any objects that help us to learn more about her. The child will present a little about him/herself each day of that week. We will display the items on the bulletin board. I send home a super star schedule for the week and a questionnaire the week before your child's special week. Please return the questionnaire at the beginning of your child's super star week.



FAMILY GROUPS

Each child in the school is assigned to a family group. Each family group consists of 7-9 students ranging in age from 5 to 14. We use these family groups to help build our school community. Family groups meet in teachers' classrooms about once a month.

BIG BUDDIES

This year we will pair each kindergartner with a 4th grader in Mrs. Parrish's class. We get together with them once a week to read together, practice skills like tying shoes, and get to know each other. This is a great way for our kindergartners to feel a part of the school family. Our big buddies will also sit with us when we start going to Mass.

MASS

Our class will begin attending Mass after Christmas. We may attend one or two special all-school Masses before then. We sit with our big buddies. Mass is at 9 am on Friday mornings. We would love for you to join us. You are welcome to sit with our class if you would like. During the first semester we have a very short prayer service for the kindergarten, preK and preschool students.

REST MATS

Rest mats will come home periodically for cleaning over a weekend. Please send them back promptly on the following Monday. Small blankets (crib size) that aren't too thick or small sheets can be sent in for your child to use as a cover. We would like to be able to easily roll it up inside the rest mat. Big fleece blankets are just too bulky. Please make sure that the blanket or sheet sent for rest time is not one that has to come home each night.

GRADE CARDS

Grade cards will be sent home four times a year. In the grade card envelope there will be a two-page progress report, which you keep and a parent comment sheet for you to fill out and return. Please keep the progress report each quarter and return the envelope with the parent comment sheet the following week.

SCHEDULE

Our special classes are as follows:

Monday -Spanish 11:30-12:00 Computer 1:50-2:20

Tuesday -PE 1:50-2:20/Music 2:20-2:50

Wednesday-Art 2:00-2:50 Parent Centers 11:30-1:50

Thursday- Library 11:30-12:00 PE 1:50-2:20/Music 2:20-2:50

Friday- Smart Clubs or Family Groups 2:10-2:50

HOME AND SCHOOL COMMUNICATION

www.teacherweb.com/MO/stjames/weir All classroom newsletters will be posted on this website, as well as photos from time to time. I send home a class newsletter every week by email on Friday afternoons unless the school week is shortened. If that is the case then a newsletter will be sent home on the last day of the school week. If I send a note mid-week, it will be because something came up that I didn't expect or I forgot to mention something in the newsletter. If I send notes in the middle of the week, I will try to send them on colored paper. The school will send home a newsletter relating to all-school events every Thursday afternoon. Please check your child's backpack, your email, and especially his folder each day to stay up-to-date on classroom and school happenings.

If you send money to school for any reason, please put it in an envelope marked with your child's name and what the money is for. Please mark any notes that need to go to the office as such and we will be happy to send them up with our attendance in the morning.

BOOK ORDERS

This year we will be ordering books through Scholastic's book clubs SeeSaw and Firefly. I will be sending home these book order forms once a month. If you find any selections that you like, please fill out the order form, and send it with a check to Scholastic in an envelope marked "Book Order" and with your child's name. I will also give out our classroom password, and you will be able to order online and pay with a credit card. We also order 2 times a year from Angel Books, a Catholic book club. Please make out checks for those orders to the book club itself. Books usually come within two weeks. I will place them in your child's cubby when they come in. If you are purchasing the books to give as a gift, please mark that boldly on your order form and I will send the books home in plain wrapping, so that they can remain a surprise.

I hope that this little info pack has been helpful. Please give me any feedback that you think might help to make it better. Thanks!

Midge Weir