Forest Lake Elementary School

NASA Explorer School

Elementary Learning Collaborative

Kindergarten Handbook

2017-2018



**Our Mission**

Forest Lake Elementary, in partnership with our families and the community, provides through relevant and engaging learning experiences a rigorous academic program in a safe, nurturing environment.

**Welcome to Kindergarten**

 Welcome to the Forest Lake Elementary School kindergarten family! We are delighted to have your child with us and we look forward to an exciting year of teaching and learning. We will be engaged in standards-based thematic units of study that will enhance your child’s growth and development.

 Our mission, in partnership with families and the community, is to provide a safe, nurturing environment for the growth and development of young children. We accomplish this through a technology-infused integrated curriculum that demands academic excellence, encourages positive self-esteem, and promotes responsible citizenship and respect for others.

This handbook contains information that will help you get to know the kindergarten program at Forest Lake. Please take the time to read the handbook carefully. The kindergarten teachers will be happy to answer any questions you may have.

 We appreciate your partnership as we move into a wonderful new school year!

 Sincerely,

 The Kindergarten Teachers

 Forest Lake Elementary

 NASA Explorer School

 Elementary Learning Collaborative

**SOARing with Character**

**Safe - On Task - Always Respectful - Responsible**

**Safe**

* **Follow all school procedures**
* **Using playground and other school equipment appropriately**
* **Walking throughout the school building**

**On Task**

* **Completing class and homework assignments**
* **Actively listening and participating in all lessons**
* **Following directions**
* **Being prepared to learn**
* **Following school rules**

**Always Respectful**

* **Using good manners (table, bathroom, hallway, and classroom)**
* **Showing kindness**
* **Being cooperative**
* **Sharing**
* **Using patience**

**Responsible**

* **Being trustworthy**
* **Having necessary materials in all school locations**
* **Being in the appropriate locations at all times**
* **Keeping hands and feet to yourself**
* **Keeping the school clean**
* **Following school rules**
* **Wearing school uniform**

**\Parent Communications**

Parents should communicate changes, questions or concerns through notes, e-mail, or voicemail. The teacher will send notes to parents through the classroom folder or email. Teachers cannot take phone calls during school hours; however, calls will be returned when there is free time. In case of an emergency, please talk to someone in the office (803-782-0470). Teacher contact information is as follows:

* Ashlei James: asjames@richland2.org ext. 3139 (Room 36)
* Aneshia Seabrook: aseasbrook@richland2.org ext. 3238 (Room 38)
* Alexis Maynard: amaynard@richland2.org ext. 3239 (Room 39)
* Nina Moskowitz: lmoskowitz@richland2.org ext 3240 (Room 40)
* Elizabeth McKenna: emckenna@richland2.org ext 3241 (Room 41)

Updated information concerning addresses, telephone numbers and emergency contacts should be sent to the office and to your child’s teacher. One must have written permission in order to change the means of transportation home. This cannot be done verbally by the child.

Parent- teacher conferences are scheduled at the beginning of the year. Conference notifications will be sent home in your child’s daily folder. If necessary, additional conferences may be requested by the parent or by the teacher.

Parents should check their child’s book bag and folder daily. PLease sign papers and return them in the child’s folder for the following day. Please tell your child when you put a note, money, etc. in his/her folder. Folders are checked daily but books are not checked.

**Uniforms**

Forest Lake students wear uniforms. Wearing uniforms cultivates an atmosphere of teaching and learning in addition to contributing to a quality learning environment for all students.

School uniform clothing can be found at most department stores, Wal-Mart, and Target. Also, several on-line companies offer school uniforms ([www.frenchtoast.com](http://www.frenchtoast.com) and w[www.jcpenny.com](http://www.jcpenny.com)).

Forest Lake Uniforms are . . .

* Khaki or navy blue bottoms - pants, shorts, skorts, skirts, or jumpers. Shorts or skirts must be “walking” length- below mid- thigh
* Navy blue, red, yellow, or white tops. Tops must be solid in color, no writing, and do not have to have a collar.
* Black or brown belts should be worn.
* Shoes should be worn with safety in mind. Students should not wear flip-flops, platform shoes or shoes with cleats.

**Quiet Time**

Kindergarteners will have a quiet time of approximately 30 minutes per day. Each child needs to bring a labeled bath towel. The towel will remain at school during the week, but will be sent home to wash each weekend. Please return the towel in your child’s book bag each Monday. We ask that no blankets or pillows be sent.

**Change of Clothes**

In the event of accidents or spills, each child needs a change of clothes in his/her book bag. Please place the clothes in a Ziploc bag with the child’s name clearly visible. Please change with the seasons!

**Kindergarten A-B-C’s**

**A**  Allergies- Please let your child’s teacher and the nurse, Mrs. Becht, know about any

 allergies your child may experience.

 Arrival- It is important that your child arrive to school on time and well-rested!

 Art- Ms. Keyes is our art teacher.

 Attendance- If your child is ill please send in an excuse the next day. If your child is

 tardy, you *must* sign in at the front office.

**B**  Book bags- Please send your child to school with their book bags each day.

 Breakfast – Breakfast will be offered every morning in the cafeteria. Breakfast will be

 served from 7:30- 8:00. Students who arrive after 8:00 will not be able to eat breakfast.

 Outside items are not allowed.

**C** Character Education- At Forest Lake, students SOAR: Safe, On-Task, Always respectful,

 and Responsible.

 Checks- Please write your phone number on all checks!

 Counselor- Classroom guidance services and individual guidance needs are available

 through our counselor, Mrs. Luthren.

 Conferences- We will have parent-teacher conferences for each kindergarten student

 in September. Your child’s teacher will contact you to schedule these. After that, we are

 happy to conference as needed or requested throughout the school year.

**D**  Daily folder- Your child will have a folder from class that goes home each day. This is a

 very important method of communication between your child’s teacher and you.

 Dismissal- Please notify your child’s teacher in *writing* if there are any changes in the

 regular dismissal process. These notes should be placed in your child’s daily folder. It is

 very important to maintain consistency in the way that your child gets home each day.

**E** Expectations- Please have your child at school on time each day. The students are

 expected to treat each other with respect and follow school and classroom rules.

 Empower- Help your child build self-esteem by having him/her do age appropriate

 things by him/herself. For instance, allow your child to walk to class by him/herself,

 teach him/her to tie shoes, and make sure your child knows his/her birthday.

**F**  Field Studies- Field studies enhance our standards-based curriculum. We will send a

 list of planned field studies at the beginning of the year. Tennis shoes are a must when

 your child is on a field study. We welcome chaperones, but alternate arrangements must

 be made for children not enrolled in kindergarten at Forest Lake.

 Folders- Please check your child’s folder each evening and return it to school each

 morning. Family folders are sent home on Fridays. Please return these on Mondays.

**G** Good healthy snacks- Please bring in healthy snacks when it is your snack day.

 Green- We do much of our learning in a “paperless” manner- technology,

 manipulatives, dry erase boards, books, educational games, and more are all part of our

 busy kindergarten day!

**H**  Home and School- We are partners in your child’s education! Working together we can

make great things happen!

**I**  Identify- Please mark your child’s belongings with first and last name (i.e. book bags,

 lunch boxes, jackets).

**J**  Juggling- Our busy day calls for flexible scheduling. We know that you will be flexible,

too.

 Join- Our PTO can use YOU! Please consider joining and assisting our hard working

PTO.

**K**  Kindergarten is fun and exciting!

**L**  Lunch- Lunch is $2.50 for full price and $.40 for reduced. Parents pay for lunch until

free/reduced forms are processed and authorized (even if your child had free or reduced lunch last year). Please keep your account up to date; the cafeteria will notify you if you have an outstanding balance. Lunchboxes are also welcome.

 License- You will need your driver’s license to sign in at Forest Lake.

**M**  Math- Manipulatives are often used to develop math skills. You may see very few math

sheets sent home.

 Music- The children will visit Mrs. Powers for music.

 Money- Please put any money sent to school in an envelope and label it with your

child’s name, the teacher’s name, and the purpose for the money.

 Medicine-Please take all medications directly to the nurse.

 Media Center- We will visit the Media Center each week. Mrs. Pebbles and Mrs. Bruce

are our librarians.

**N**  NASA- We are a NASA Explorer School.

 Newsletters- Please check your child’s folder for school and kindergarten newsletters.

 Nametags- All visitors must register at the front office and receive a nametag.

 Nurse- Our wonderful nurse is Mrs. Becht.

**O** Outside Breaks- Outside breaks will be provided each day. Please send in jackets as the

weather changes to allow your child to be comfortable outside.

**P** Palmetto’s Finest- We are a top school in our state!

 PBIS (Positive Behavior Intervention Supports)- This philosophy of management

encourages children by positively reinforcing behavioral expectations.

 P.E. - Mr. Mills and Mr. Davis are our P.E. teachers.

**Q**  Questions- Please let us know of any questions you may have. We are happy to assist!

 Quiet- Quiet time is essential for good mental well-being. Kindergartners have quiet

time each afternoon.

**R** Read, read, read!!- Please read at least 10 minutes daily with your child.

 Report Cards- We will send report cards home to update your child’s progress every

nine weeks.

**S**  SOAR: Our school-wide behavioral matrix is: Safe, On-task, Always respectful, and

Responsible. Children are expected to follow these guidelines at all times. Your child

will have a SOAR behavior calendar in his or her folder each day so that you can see how their day was- please initial daily.

 Sneakers- Sneakers are required on P.E. days.

 Dr. Steck- Dr. Steck is our amazing principal.

**T** Technology- Every class has a Tech Zone with classroom computers, a Smart Board,

and many other items that your child will use to enhance his or her learning each day.

We are proud to be meeting the needs of our 21st century learners!

**U**  Uniforms- Forest Lake is a uniform school. Dress your child for success each day by

wearing uniforms.

 Uniqueness- Your child’s uniqueness makes him/her very special to us.

**V** Volunteers- Volunteers help directly assist the educational process.

**W** Weapons- No weapons of ANY SORT are allowed on school property. This includes toys

or pretend weapons. We do not “play guns” at school. Your child may risk suspension

if he/she brings any weapons to school. This includes pocket knives and toy guns.

 Website- Please visit our Forest Lake website:<http://www.richland2.org/schools/fle> and

our Kindergarten website:<http://flekindergarten.weebly.com/index.html>. Our

Kindergarten website will be updated weekly with important information. Along with important information will be pictures of what we have been learning about or field studies that we may go on!

**X**  “X”tra Special- Your child is “X”tra special to us!

**Y** You- are also special to us. Thank you for allowing us to partner with you as we teach

and learn together this year!

**Z**  Zip, Tie, and Button- Essential skills! Please practice these each day! Personal

information such as phone number, address, and birthday should also be practiced

regularly.