

# Crestview Kindergarten Handbook 2023-2024



## Welcome!

As a team of four kindergarten teachers, we are very excited to work with your child this year at Crestview! Your child is special to us, and we can't wait to get to know your child and help him or her grow this year.

This handbook is meant to serve as a guide of current practices and policies that will guide our classroom learning and operations this year. Although the information below is detailed, we may need to make changes to routines, times, and expectations as the year progresses. We will attempt to maintain as much consistency as possible and will always communicate any changes along the way! Look for updates through our monthly newsletter, too.

Through our home-school collaboration, your child will learn and grow so much this year! We look forward to working with you to help your child reach his or her academic, social, and personal goals! 😊

Mrs. Mixell  
Ms. Tullar  
Mrs. Kurtz  
Miss Casella

## ARRIVAL AND DISMISSAL

- **ARRIVAL**

- The school doors open at 8:20am. The late bell rings at 8:35am. If your child is a car rider and arrives after 8:35am, you will need to report to the office with your child. The minutes tardy will be recorded.
- If your child is eating breakfast at school, he/she will eat in the classroom. If you do not want your child to eat breakfast at school, please let your child's teacher know. Otherwise, your child can choose on a day-to-day basis if they would like to eat the breakfast offered at school. More information below about school meals. 😊

- **DISMISSAL**

- Dismissal is at 3:15pm for car riders. If your child is a car rider, you may pick him/her up at the outside entrance at that time.
- If your child typically rides the bus but will not on a certain day because you are picking them up from school, please message your child's teacher and the school secretary well in advance of that day about the change. If it is a last minute change during the school day, please also **call** the school office to notify our secretary about the change as your child's teacher may not see your message during the school day with students.

- **IMPORTANT**

- Please ensure that you and anyone else who may pick up your child has their state-issued ID with them any time you come to the school.

## ABSENCES

- When your child has been absent from school, a written excuse must be sent to school with your child on the day of his/her return. There are forms in the office you can use, or you may write an excuse on paper you have at home. The note should be placed in your child's folder. Folders are reviewed each morning. If a note is not submitted to the office within three school days from the day your child returns to school, the absence will be counted as unlawful.
- If your child is sick, please also send his or her teacher and the school secretary a message that morning to inform the teacher that your child will be absent. Please do not send your child to school when he or she is sick. We want to keep our classrooms healthy. 😊

## TEACHER CONTACT INFO

- Teachers' email addresses:
  - Mrs. Amanda Mixell; [mixella@carliseschools.org](mailto:mixella@carliseschools.org)
  - Ms. Lara Tullar; [tullarl@carliseschools.org](mailto:tullarl@carliseschools.org)
  - Mrs Katie Kurtz; [kurtzk@carliseschools.org](mailto:kurtzk@carliseschools.org)
  - Miss Kali Casella; [casellak@carliseschools.org](mailto:casellak@carliseschools.org)
  - (School secretary, Mrs. Roman: [romanm@carliseschools.org](mailto:romanm@carliseschools.org))
  - (School nurse, Mrs. Rampulla: [rampullae@carliseschools.org](mailto:rampullae@carliseschools.org))
- Teachers will respond to messages within 24 hours between 8:30am-3:30pm on week days.

## SUPPLIES

Your child needs the following supplies:

- **Water bottle** filled with water (only water, please!) Water bottles will come home with your child daily to be washed and filled. Please make sure to label your child's water bottle.
- **Backpack**, large enough for school items (not "kindergarten size" – should be big enough to hold a folder, artwork, and library book)
- **Lunchbox**, if packing lunch from home and not ordering lunch at school. Please make sure to label your child's lunchbox.
- **2-3 Elmer's glue sticks**
- **1 pack of Crayola crayons (regular-sized)**
- **2-3 yellow highlighters**
- **1 box of tissues (to share)**
- Please send an **extra set of clothes** (underwear, socks, pants, shirt) in a Ziploc bag, labeled with your child's name, in case of an accident or a spill.)
- **Other donations for the classroom:** Lysol/Clorox wipes, baby wipes, or paper towels. Not required but very much appreciated!

## BACKPACKS

Your child should bring a backpack to school each day. Please label it with your child's name, and please ensure that the backpack is normal size (not "kindergarten size"). The backpack will allow your child to have a place to organize his/her things at home for school in the morning and a place to put everything that needs to go home at the end of the school day. Please check your child's backpack DAILY for a communication folder filled with activities done at school and important paperwork from the office or from your child's teacher.

## FOLDERS

Every day your child will bring home a communication folder. **Please review your child's folder and remove completed items each day!** You will find activities your child completed at school, notes from the teacher, important information from the office, papers to be signed, book orders, etc. It is very important that your child bring this folder back to school each day! Any notes, signed forms, change of dismissal plans, etc. should be placed in this folder. The folders are checked each day. Teachers will not check your child's backpack.

## SNACK

At the start of the kindergarten year, we will take a short break to have snack time each day. Look for more information from your child's teacher about snack procedures for your child's classroom.

## BIRTHDAYS

We like to recognize birthdays at school. You may send in a **small, store-bought** special snack for the class on your child's birthday (example: mini-cupcakes). A snack is all that we allow for celebrations. Party bags, party favors, etc. are not permitted. Per district policy, party invitations may not be distributed at school.

## CLOTHING

- We have two outdoor recesses each day, weather permitting. Please dress your child according to the weather. In the winter, we will go outside as long as the “feels like” temperature is 20 degrees or above.
- Kindergarteners sometimes have accidents at school, whether it is spilled milk or waiting too long to use the restroom. It is VERY helpful for us to have an extra set of clothing for your child in case of an accident. As mentioned in the supplies list above, please send an **extra set of clothes** (underwear, socks, pants, shirt) in a Ziploc bag, labeled with your child’s name, in case of an accident or a spill. We will keep the bag in your child’s backpack in case it is needed.
- Note: **no flip flops**, please! Students wearing flip flops are not permitted to play on school equipment; therefore, avoiding them entirely is best. Sandals with backs are permitted.
- **Please ensure that your child is wearing clothes that he or she can independently manipulate** (examples include velcro or slip-on shoes and elastic waist pants). Please ensure that your child does not have clothing with difficult buttons or snaps. Please consider sending your child to school in velcro sneakers until they are able to independently tie laced shoes.

## BREAKFAST AND LUNCH

- Breakfast
  - Your child can choose to grab a breakfast on their way in to school each morning.
  - Please let your child’s teacher know if your child may never order breakfast at school or should always order breakfast at school. Otherwise, the students can make the determination about whether or not they will eat breakfast each morning. Please note that outside food is not allowed in the classroom for breakfast.
- Lunch
  - Students who do not have a packed lunch from home will have two lunch choices daily. They will order lunch in the morning with their teacher.
  - If packing lunch, students should be able to independently open their food items. Please do not send carbonated drinks to school.
- Menus and accounts
  - Breakfast and lunch menus are posted online at <http://carliseschools.nutrislice.com/>
  - All meal-related information can be found at <https://tinyurl.com/casdnutritionservices>
  - You can set up a meal account through [www.schoolcafe.com](http://www.schoolcafe.com)

## SPECIAL CLASSES: ART, MUSIC, P.E./HEALTH, LIBRARY, AND GUIDANCE

- Specials will operate according to a six-day cycle. Your child’s teacher will notify you about the two PE days per cycle along with the library day. You can check the day cycle on the district’s website at [www.carliseschools.org](http://www.carliseschools.org).
  - PE: Tennis shoes with laces or velcro are required for P.E. class.
  - Library: Please return library books on the designated library days once the librarian begins to have kindergarten students borrow a book from the library. We recommend putting the library book back into your child’s backpack as soon as you have read it so that the book is available on your child’s library day. If your child does not have their book to return for library class, that is ok, and he or she can return the book the following library class.

## SPECIAL NOTES



























- **Toys from home:** Please have your child keep all personal toys at home. Backpacks should be emptied nightly except for necessary school items.
- **Bathroom procedures:** Children in kindergarten need to be able to use the bathroom independently. Please review correct bathroom procedures at home, including washing hands, wiping, etc. Thank you in advance for helping this part of our day to run smoothly!
- **Washing hands:** Please ensure that your child knows how to wash his or her hands, including using soap, lathering in palms, back of hands, and between fingers, singing “happy birthday” two times (quietly ☺), rinsing, drying with paper towel, etc. Please also ensure that your child is able to blow his/her own nose independently.
- **Winter Clothing:** When winter rolls around, please remember to label ALL of your child’s clothing (coats, hats, boots, gloves, etc.) When students lose clothing, we will know immediately who it belongs to!

## OUR LEARNING

- Reading
  - In reading, we will work on a wide variety of skills, such as phonemic awareness, phonics, sight words, comprehension, writing, and handwriting.
  - In handwriting, we will start the year with all capital letters. Please do not be alarmed if your child is writing their letters in all capitals! That is exactly what your child’s teacher is asking them to do and we will gradually change to lowercase letters later in the year. We will use the Handwriting Without Tears program for handwriting. Please refer to the following information to help your child form the letters correctly.



- Each month, we will also focus on a different metacognitive skill for reading comprehension, such as making connections, making predictions, visualizing, questioning, monitoring understanding, and summarizing.
- To help your child learn the letters and sounds, please use this video: <https://tinyurl.com/yu4m3wap>
- Please also use the Foundations alphabet code (pictured below) to support your child in learning the letter/sound connection. Say the letter name, the picture, and then the sound. Example: A apple /a/

<b>Aa</b>  apple	<b>Bb</b>  bat	<b>Cc</b>  cat	<b>Dd</b>  dog	<b>Ee</b>  Ed	<b>Ff</b>  fun	
<b>Gg</b>  game	<b>Hh</b>  hat	<b>Ii</b>  itch	<b>Jj</b>  jug	<b>Kk</b>  kite	<b>Ll</b>  lamp	
<b>Mm</b>  man	<b>Nn</b>  nut	<b>Oo</b>  octopus	<b>Pp</b>  pan	<b>Qu</b>  queen	<b>Rr</b>  rat	<b>Ss</b>  snake
<b>Tt</b>  top	<b>Uu</b>  up	<b>Vv</b>  van	<b>Ww</b>  wind	<b>Xx</b>  fox	<b>Yy</b>  yellow	<b>Zz</b>  zebra

- Writing
  - We will focus on handwriting throughout the year as well as kidwriting. We will learn to understand the difference between letters and words, learn about spacing, capitalizing, generating ideas, and describing illustrations.
  - We will also learn about complete sentences, nouns and pronouns, and verbs.
- Math
  - There are many skills your child will learn throughout the year in math. Some concepts include numbers, counting, comparing numbers, addition and subtraction, place value, classifying objects, describing attributes, and shapes.

- Science
  - Some of the science topics we will cover include safety, the five senses, classifying living and non-living things, seasons and weather, learning about the scientific method, farms, and plants.
- Social studies
  - In social studies, we will cover topics like civics and government (rules and responsibility, school authority, collaboration, and conflict resolution), wants and needs, and important people and holidays.

## REPORT CARDS

Report cards will be sent home every trimester (3 total for the year). These are standards-based report cards. Your child will be assessed based on standards and progress will be reported based on the following indicators: **E** (Exceeding the standard), **M** (Meeting the standard), **P** (Progressing toward the standard), **I** (Intensive support needed).

## IMPORTANT HEALTH AND SAFETY NOTES

- We will clean our hands frequently throughout the day and before/after meals.
- Please help us monitor the health of students. Children should be kept home if they are ill, experiencing symptoms, and/or have a fever.
- Empower your child to keep other people healthy by being a “germ buster”! Germ busters wash their hands with soap and cough and sneeze into the crook of their arms. Germ busters also keep their hands away from their mouths and noses.

Thank you for taking the time to read our handbook! Your child is very important to us. We look forward to working with your family this year!

Mrs. Mixell  
Ms. Tullar  
Mrs. Kurtz  
Miss Casella