

Mrs. Rasmussen's Classroom Handbook: The ABCs of Kindergarten



Please refer to this handbook many times throughout the school year. It's the perfect place to visit when you have questions about our policies and procedures.



Absences 🍎 If your child needs to miss school, please remember to e-mail/write a note or call the office at 582-6860 telling why your child was absent. If you are gone and are having someone else watch your child please let the school and your child's teacher know.

Arrival School begins at 8:30. We will meet you on the playground at your child's classroom line. If you arrive before 8:30, please access the playground by walking around the school directly to the playground. Do NOT enter the school because classrooms and hallways are not supervised.

Attendance 🍎 Attendance is very important! Your child's progress, both academically and socially, is greatly influenced by daily participation.



Birthdays 🍎 We have lots of birthdays to celebrate this school year. Please contact me prior to your child's birthday so arrangements can be made if you plan on doing something special. We will not be having Birthday treats to help maintain our healthy schools motto and for student allergies. You may bring in birthday pencils/stickers or donate your child's favorite book to our class and I'll read it aloud that day. We have about 20 students in our class; please make sure to bring enough for everyone. Birthday things can be brought during our morning story time or dropped off before school to be passed during the day. Those with summer birthdays are encouraged to celebrate their "half" birthdays or do something in May. Birthday party invitations given out to a few select friends can cause hurt feelings for those not invited. For this reason we ask you not to send invitations to school for distributions thank you!

Breakfast 🍎 Research shows that children who eat a protein breakfast learn better than those who don't. Please be sure your child is eating breakfast daily.



Communication 🍎 Communication between school and home is vital to your child's success. It's very important to me that you are aware of everything that is going on at school. To keep you informed, a newsletter will go home monthly. Schoolwork and notes will go home on Thursday and the folder can be returned on the following Monday. And of course, you can always reach me by phone or email. Please feel free to contact me at anytime for any reason. If you would like a quick response in the day, it is better to e-mail me early in the day. I often don't have enough time to make phone calls until the end of the day after meetings. E-mail: Christine.rasmussen@bsd7.org
Phone: 406-582-6872

Conferences 🍎 Kindergarten has two Parent/Teacher conference days during the school year. One conference is in the Fall and one in the Spring toward the end of the year. However, you or I may request additional conferences throughout the year if needed. During our first conference, I will introduce you to the kindergarten standards, discuss your child's accomplishments, strengths and overall progress as well as set goals for the year. Conferences are very enjoyable. I look forward to sharing this time with you!

Confidentiality 🍎 The safety and well-being of my students is important. I insist that any conversations or observations made while in the school setting should not be discussed in or out of school with anyone other than myself or the principal.



Differentiation 🍎 Because all children enter Kindergarten with different abilities, learning styles, prior knowledge, and experiences, they may require different levels of instruction. It is my responsibility to take each child from where they are to the next level, students may be learning concepts differently from their peers. With differentiated instruction, you can be sure that your child's individual needs will be met.

Dismissal 🍎 We dismiss Kindergarten students at 3:25 Monday through Thursday. Friday dismissal is at 2:05. Parent pickup meet out on the playground at our line spot 113. Please be prompt when picking up your child. Bus riders are dismissed to the bus lot. Afterschool care is also available and meet at the stage by the main lobby. Please fill out on the information sheet about your child's after school plans for M-Th and Friday early dismissal.



Early Dismissals 🍎 If your child needs to leave school before the regular dismissal time, you must go to the office to sign him/her out. Our secretary will call for your child to meet you in the office.

Email 🍎 I check my [school email](mailto:Christine.rasmussen@bsd7.org) every day Christine.rasmussen@bsd7.org Email is a great way for me to receive quick messages. However, if it is after lunch for that day please call the office at 582-6860 If it is something important or personal that you need to discuss with me, please contact me by phone (406) 582-6872 or in person.



Field Trips 🍎 We will be going on several field trips during the school year that are both fun and educational for the children. Permission slips will be sent home in advance informing you of all the details regarding the trip. Please return permission slips as soon as possible once they are sent home. We will often request parent volunteers to chaperone field trips. Please let me know before each trip if you are available to chaperone.

Fire Drills 🍎 Practice fire drills are held throughout the school year. All students will participate and are expected to walk quickly and quietly to our designated outside area. To prepare the children, we will practice and become familiar with procedures before our first scheduled drill.

Food Policy 🍎 Due to the increasing number of students with food allergies we ask that you let the school know on the enrollment form and your child's teacher. Students are asked not to share lunches.



Goodbyes 🍎 Saying goodbye at school can be very emotional for you and your child. Please send your child off with a smile and a wave along with the reassurance that you will see them after school. Remember, even distressed children settle very quickly once you're gone, so make your goodbye loving but brief. If your child cries, it usually lasts about 30 seconds after you're gone! Resist the urge to return if they cry - this will only prolong the situation. Please don't feel guilty about leaving your child with me if they are crying. Just trust that they will be shown concern and compassion from the moment they enter my room. My main goal is to make them feel comfortable.



Health 🍎 Please let me know of special circumstances that may affect your child (i.e. medications that may make him/her sleepy, a death in the family, etc.). Also, please let me know of any allergies your child may have.



Illnesses 🍎 The question of when to keep your child home from school is often a difficult one, especially when the decision may affect your work schedule and alternate arrangements may need to be made. It is important, however, to keep your child home if he/she is ill. If your child has a fever or upset stomach, please keep your child home for 24 hours after the fever has broken or vomiting has stopped. This prevents others from becoming ill. Children function more effectively in the classroom when they are healthy.

Independent Reading 🍎 Because children learn to read by reading, they need plenty of opportunities to read independently. By giving the children time to read both at school and at home, we can work together to provide a literature-rich environment and a life-long love of reading.



Journey 🍎 This year is sure to be an incredible journey for your child and I am so glad that I get to share it with you and your family. We will cross many milestones together and face many new challenges. With your help, we can make this year a journey that your child will cherish for the rest of his/her life.



Kindergarten Readiness 🍎 There are many things you can do to help prepare your child for Kindergarten. Read, explore, investigate, discover, and much more not just at home but everywhere. Many great lessons can be learned at the grocery store and all around. Remember, just be positive!



Library 🍎 We will visit the library once a week for a lesson and book check out. However, as your child finishes their books, they may independently visit the library to get a new book. If books are lost or damaged, we will ask that you replace the book.

Lost and Found 🍎 We have a lost and found at Meadowlark Elementary. I encourage you and your child to check it regularly for any missing items as unclaimed items are donated a couple times a year. Please label your child's clothing that is worn to school with last name, especially clothing that may be removed such as jackets, coats, sweaters, and sweatshirts.

Lunch Money 🍎 Students have the option of paying for school lunch or bringing a home lunch. It is best to pay weekly or even monthly into your child's lunch/ snack milk account. When sending money to school, you must place it in an envelope or baggie labeled with your child's name, my name, and the amount enclosed. I am not responsible for money that is sent unlabelled. Children with low amounts of money in their lunch accounts will get a stamp on their hand as a reminder. Lunch money can also be put directly into your child's account online. Go to <http://www.myschoolbucks.com>

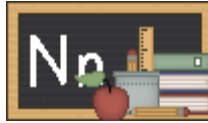
Lunch Time 🍎 We will eat lunch in the cafeteria each day, and you are welcome to come and eat lunch with your child. Instead of coming to our classroom, please plan on meeting your child inside the cafeteria. This helps to ease distractions during our transitions. Please let me or the office know before 9:00 if you would like to order a school lunch. Please make your good-bye brief once lunchtime is finished to allow your child to quickly refocus on our classroom expectations.



Mailing List 🍎 Please join my e-mail list by sending me an e-mail where I can send school updates to you.

Christine.rasmussen@bsd7.org

Money 🍎 Money is difficult for children to keep track of. Whenever you send money with your child (lunch, field trip, book order, etc.) please put it in a sealed envelope or baggie that is labeled with your child's name and what the money is for. If possible it is best to send money to me in your child's Take Home Folder.



Newsletters 🍎 I will send a monthly newsletter home. It is very important that you read the newsletter so that you can keep your child prepared for upcoming events, so your child does not feel left out. The newsletter will contain information about our classroom activities, schedules, and events for the month. It will also include an overview of the lesson plans along with guiding questions you can ask your child to help reinforce learning at home.

Nurse 🍎 Although not formally trained, I try my best to be a good nurse to your child when they are not feeling well. The office staff is here to tend to minor scratches and scrapes, as well as sudden illnesses, and to administer medications. All medications that your child may need to take during the school day should be brought directly to our school office by you - children are not allowed to bring their own medication to school. Please be sure your contact information is kept up to date in the event that the office needs to get in touch with you. We do have a school nurse than can help consult when I need a second opinion before contacting you.



Orientation 🍎 Orientation days will be Tuesday, September 3rd (small group of students in 1 hour assigned time slot), Wednesday, September 4th (half class morning/afternoon assigned time), and Thursday, September 5th (whole class morning from 9-11 a.m.) The first full day of Kindergarten will be Friday, September 6th (8:30 a.m. meet on the playground, 2:05 p.m. Friday pickup).



Parties 🍎 There are two class party celebrations each year. Our Halloween celebration will be held on October 31st toward the end of the day. The second celebration will be held on Valentine's Day, February 14th toward the end of the day. Please see the sign-up genius if you would like to help coordinate.

Play 🍎 Time for play is not just social but academic as well. Part of our exploration center time will include both academic support stations as well as collaborative social play centers. Here is a note about the importance of play from our district assistant superintendent, Dr. Marilyn King, "If we think about what characteristics we desire for our students so that they have the skills to be successful in school and life, we want them to be self-regulating, critical thinkers. We want them to be able to resolve conflict successfully, have good work ethics, be inquisitive and enjoy learning. Constructive and free/creative play helps children develop social skills while laying critical foundation for academics. For this age and developmental level, **play is work**. For example, when children set up a pretend post office or a restaurant, they are learning how to take turns, how to speak clearly to one another, and how to make up their own stories — stories that are the foundation for writing. Children who never learn to play

with one another — who rely on grown-ups to resolve disputes — never learn the self-regulation and teamwork for their adulthood. We all understand the importance of content area instruction in kindergarten...and we cannot forget the importance of play. In a time when public pressure often, unfortunately, focuses solely on test scores, we must work to educate those who don't understand how these fundamental skills that support academic success are learned and practiced."

Progress Reports 🍎 Progress Reports are sent home two times a year: winter and spring. Based on the standards and the developmental nature of kindergarten learning, the progress reports are designed to reflect the progress your child has made toward the kindergarten standards. I will discuss the Bozeman Public Schools learning standards with you during our first parent-teacher conference.



Questions 🍎 Since so many Kindergarten parents are new to Bozeman Schools, I'm sure that you'll have some unanswered questions. Please feel free to contact me at if you have any questions or concerns. I will gladly address them! E-mail: Christine.rasmussen@bsd7.org Phone: (406) 582-6872



Recess 🍎 Children will play outdoors for two 15 minutes periods- one in the morning and one in the afternoon each day. Please help your child make clothing/ footwear decisions and dress accordingly. Children will also play outside after lunch for 30 minutes.

Restrooms 🍎 As a class, we will visit the restroom once in the morning, before lunch and once in the afternoon. Children may also go individually as needed throughout the day in our classroom. Please make me aware of any medical problem that might require frequent restroom trips.

Room Parent 🍎 Each classroom has a headroom parent(s). The job of the room parent is to collaborate with me, to seek volunteers when needed, and to help with Parent-Teacher requests. Being a room parent is a great way to be involved in your child's school life. Please sign up on sheet or let me know if you would like to be a Room Parent.



School Supplies 🍎 When school supplies are brought in, some will be combined as community supplies since they will be shared. However, items such as gym shoes (Velcro) will be kept for your child's personal use. Please label your child's supplies as well as their personal belongings such as their backpack, water bottle, lunch box, and coats.

Snack Time 🍎 Your children generally get hungry by mid-morning, so I'm requesting that each family bring in a snack that can be shared by the whole class at the beginning of the year. This should be a healthy snack that can be eaten quickly, such as dry cereal, crackers, fruit roll-ups, raisins, Teddy Grahams, Goldfish, etc. When our supply runs low I will request more in a newsletter. We will get a drink of water from the fountain after our snack, so no drinks are necessary. Please let me know if would like sometime to bring in a fresh snack (fruit, vegetable, yogurt, string cheese) for the whole class and I will coordinate it on my schedule.



Take Home Thursday Folders 🍎 On Thursdays your child will be given a Take Home Folder that will travel with them to and from school. The folders will come home on Thursday and will be returned the following week. Any notes, transportation changes, lunch money, etc. can be sent to me inside the Take Home Folder. I will check the folders returned the following week for money and/or correspondence from home. Please ask your child for this folder each Thursday as it will contain weekly work and notes. Be sure to empty the folder on a weekly basis and return it back to school the following week. This is a great tool that we will utilize every week to aid your child in their success.

Tardies 🍎 If you bring your child to school later than 8:30, you will need to walk with them to the office and sign them in. It is very important that your child arrive on time so that they can get settled in and ready for the day.

Toys 🍎 Bringing toys to school is discouraged because they distract the children from learning. Please encourage your child to leave personal items at home. Our classroom is filled with items to keep them busy, and lost or broken toys can result in very sad feelings!

Transportation Changes 🍎 If your child's transportation for any given day changes, please alert me by sending a note in your child's Take Home Folder ahead of time, e-mailing me before noon or by calling the school office. If you choose to send a note, please be sure it includes your child's first and last name, the date, the message explaining your child's change in transportation for the day, and your signature. If a child fails to bring a note and is supposed to do something different from the normal schedule, the child will not be permitted. (i.e. If your child is normally a bus rider, but thinks he/she is getting picked up by a family friend but does not have a note, the child will be sent home on the bus.)



Unique 🍎 Each child is unique and special! They enter my classroom with different skills, personalities, experiences, backgrounds, and learning styles. My goal is to foster their individual strengths and help each child develop to his or her full potential, academically and socially. The two most important elements that I hope to instill in your child are a positive self-concept and a love for learning.



Visitors 🍎 All guests, including familiar faces, must enter through the main front door, sign in and get a nametag in the school office. Meadowlark welcomes and encourages family involvement. It is important to remember that while this may seem inconvenient to frequent visitors, it is the goal and responsibility of the school to create a safe learning environment.

Volunteers 🍎 I strive to utilize volunteers in my classroom on a daily basis because I believe your involvement in your child's education is essential! By expressing an interest in your child's education, you are encouraging their success in school! If you would like more information about how to become a volunteer, please contact me.

E-mail: Christine.rasmussen@bsd7.org Phone: (406) 582-6872



Wish List 🍎 Throughout the year, I will post requests for items that we need in our classroom. I will put items that are needed in the newsletter as well as online. You just never know when I may need something that you're about to throw away.

Walking 🍎 Our school philosophy is healthy kids. To encourage this we have several opportunities to walk cooperatively. Our all school walk is every Friday from 8:25-8:40 a.m. Families are welcome and encouraged to join us any week during these time to walk with us. Our gym teacher also runs our "Meadowlark Mile" mileage club program where students have the option to walk during a recess, get sticks for every lap they run, and when they get to 5 miles total they earn a toe token foot on necklace chain.



X'tra Clothes 🍎 During the first few weeks of school, please send in a gallon size zip lock baggie with a complete change of your child's clothes to be left at school. We will save this to be used for bathroom accidents, snowy/slushy times when your child gets really wet, and if spills happen at snack time or lunch. I will notify you when we needed to use the extra clothes and why, requesting that a new extra change of clothes be brought again.



You! 🍎 Please remember that you are your child's first and most important teacher. No one can influence your child's life in the way that you do!

Younger Siblings 🍎 Younger siblings should not be brought to school when you are planning to volunteer in the classroom. This not only allows your full attention to be focused on the class, but also allows for some special time between you and your kindergartner. If you are working on something outside the classroom, younger siblings cannot be left in the classroom with us, you must take them with you. Younger siblings can become a distraction and it's important that my full attention be on my students as well.



Zz Zz Zz Zz 🍎 Please make sure that your child gets plenty of rest each night. Setting and keeping a bedtime helps them to be alert and ready to learn each day!

Thank you for all your support and trust as we start a new adventure together. I am so excited to be your child's teacher this year! For more information visit our website at www.mrsrasmussen113.weebly.com