

Jordan Vachon

Sandy Hook Elementary School

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**On September 6, your child will complete one of the most important milestones of his/her life – the first day of school! I’m sure you have many questions about Kindergarten, and you will find all the answers to those questions and more in the pages of this packet. Please keep this information handy so that you can continue to refer back to it throughout the school year.**

Ms. Vachon  
Mrs. Funk

**Communication**

I believe that a good parent/teacher relationship is essential for success in school. Throughout the year, I will communicate with you using Take-Home folders, Communication Logs, weekly newsletters, quarterly report cards, and parent/teacher conferences, in addition to personal notes, phone calls, and emails. I encourage you to contact me if you have any questions or concerns at anytime. You may send a note to school with your child, send an email ([javachon@shenandoah.k12.va.us](mailto:javachon@shenandoah.k12.va.us)), or call at 540-465-8281.

* **Take-Home folders**: At Open House, your child will receive a double-pocketed folder that will be used as a home-school connection. This folder will be sent home each day and needs to be returned to school each morning. When your child arrives to the classroom each morning, he/she will turn in their folder to be checked by Mrs. Funk or myself. This is also where we will put any notes or letters to you. It is very important that you check this folder each evening.
* **Newsletters**: Every Friday, you will receive a classroom newsletter for the following week. It will discuss important dates, events, classroom news, and a segment about “What We’re Learning”.
* **Communication Log**: Along with Take-Home folders, each child will receive a small spiral notebook. This notebook will be sent home each day and needs to be returned to school each morning. Communication logs are an easy way to communicate by writing notes back and forth to address any questions or concerns throughout the year. It is important that you check this notebook each evening.
* **Behavior log**: In addition to your child’s purple take-home folder, they will receive a yellow behavior folder. This folder will be sent home each day and needs to be returned to school each morning. We will use this folder to communicate with you regarding your child’s behavior in school. The behavior logs will be based on the classroom behavior system. You will find specific information regarding our classroom behavior system attached to this packet.

**Attendance**

School hours are 8:20am to 2:58 pm. Your child’s prompt and regular attendance at school is crucial to his/her success. Many Kindergarten learning activities are group oriented and involve interactions with classmates. Therefore, it is next to impossible to make up some work at home. All papers that were completed during your child’s absence will be sent home. Please guide your child through the activities and return the completed papers to school. Please view school as a priority, and see that your child attends everyday, except in cases of illness or emergency. Students should not be sent to school if they are experiencing a fever over 100 degrees, vomiting/diarrhea, or an unexplained rash. When unexpected absences occur, please call the school that morning and report that you child will be absent. You can leave a message on voicemail or call after 7:30 am to speak to a secretary.

**Medications**

For safety reasons, if your child needs to take any type of medication (including cough drops) during school hours, the medications are required to be presented to the school office personnel by the parent/guardian or other adult. The container must be labeled with the child’s name, date, name of medication, dosage, and frequency to be given. Refer to the Sandy Hook Elementary Handbook for a more detailed overview of the medication policy.

**Breakfast & Lunch**

Sandy Hook’s cafeteria has a computerized system in which each student will receive a lunch account number. I have placed this number on a sticker located on the top, right-hand corner of your child’s Take-Home folder. When sending lunch money to school, please put it in an envelope and label it with the child’s name, their lunch account number, teacher’s name and grade level, what the money is for (breakfast/lunch, book order, field trip, etc.), and total amount of money contained in the envelope.

* **Breakfast:** Breakfast is available for all students in the cafeteria from 8:00 am – 8:20 am. The Kindergarten team is asking that students who would like to eat breakfast at school please wait until the second week of school to begin. The cost for a school breakfast is $1.25.
* **Lunch:** Sandy Hook offers lunch at a cost of $1.85. Kindergarten will eat lunch in the cafeteria from 12:30-1:00 pm.
* **Milk:** $0.35

**Packed lunches:** If you wish to send your child to school with a packed lunch, please be sure it does not need to be heated or refrigerated. We also suggest sending items that your child can open independently as cafeteria staff will be focusing on monitoring behavior, dismissing, and cleaning tables.

**Dismissal & Transportation**

Students are dismissed at 2:50 pm.

* **Bus Riders:** Students taking the school bus will be walked to his/her bus each afternoon. Pre-Kindergarten and Kindergarten will board the school buses first.
* **Pick-Ups**: If you are picking your child up from school, please arrive by 2:45 pm and sign him/her out at the front desk. We will walk your child to the pick-up room (the gym across from the office), and he/she will be waiting for you on the stage.

\*Written permission is required if your child is to ride a different bus from the one he/she normally rides**. You may also call the office by 2:00 pm if a change occurs during school hours**. Bus notes must include your child’s first and last name, the date(s) the bus change will occur, the bus your child needs to ride, the address where your child will be dropped off, and your signature.

\*\*If your child will be picked up by a different adult or family member than usual, we will need a note from you stating that you give your permission for this change.   
  
\*\*\*Be sure that you have a plan for 1:00 pm dismissals and releases for inclement weather. Sandy Hook releases at 12:30 pm on 1:00 pm dismissal days.

**Snack**

Students will have the opportunity to eat a small snack in the morning each day. Snacks should fit inside a sandwich-sized Ziploc bag. Children will have 10 minutes to eat their snack.

* **Ice Cream Day:** Kindergarten Ice Cream Day is every Friday afternoon. Ice cream will not be purchased the first and second week of school. Ice cream is $0.50. If your child will be purchasing ice cream, please send the money in an envelope or Ziploc bag labeled “Ice Cream money” and **put it in your child’s Take-Home folder**. We will not be searching in your child’s backpack for their ice cream money. Please wait until Fridays to send in ice cream money as we are not permitted to keep money in the classroom.

**\*Due to specific food allergies, please do not send any snacks to school that contain peanuts. We have several students with severe peanut allergies in our class, so please be mindful when sending snacks to school with your child.**

**Nap**

Our schedule contains a 20-30 minute rest time each day until December. This is an important time for a Kindergartener’s body to rest, relax, and reflect on the day. Rest mats will be sanitized at school on a regular basis.

**Toys**

Please do not allow your child to come to school with toys or other valuable items (with the exception of Show and Tell day). The school will not be responsible for any lost, stolen, or broken items.

**Birthdays**

Birthdays are special occasions for young children. If your child wishes, he/she may bring in **store-bought** treats for the class on his/her birthday. Please feel free to come in and celebrate with us – just send me a note and we can set up a time that works for our schedule and yours!

\*Please do not send birthday party invitations to school unless the entire class has been invited. Although it may seem like a convenient way to distribute invitations, it can result in hurt feelings for those not invited.

**King/Queen of the Jungle**

Our class will participate in a “Student of the Week” program called “King/Queen of the Jungle”. Each week, a child will be selected from our class to complete a series of activities for each day during the school week. When your child has been chosen for the King or Queen of the Jungle, they will bring home a monkey backpack the Friday prior to the week they will be the King or Queen. Inside the backpack you will find a brochure explaining directions for each of the tasks, what you and your child will need to prepare and when they will need to bring those items to school. Mrs. Funk and I will be modeling this the second and third week of school. The fourth week, we will begin selecting one student a week for the remainder of the school year. Together we can make this a very special event for your child!

**Volunteers**

Please remember that Sandy Hook Elementary has a policy that all guests (including familiar faces) are required to stop and check-in at the front desk. Please be sure to have your Driver’s License available, as it will be scanned at the front desk before you’re a permitted to enter the building. Sandy Hook Elementary 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.

**Classroom Rules & Expectations**

In order to ensure that all children have an enjoyable learning experience, it is imperative that the learning environment be safe and orderly. Therefore, I will be implementing these simple and easy-to-remember rules:

* Listening Bodies  
  I will listen and follow directions.
* Raised Hands  
  I will raise my hand to share ideas.
* Quiet Mouths  
  I will use a soft voice.
* Walking Feet  
  I will walk in school to be safe.
* Helping Hands  
  I will use my hands for helping and not hurting.
* Caring Hearts  
  I will use kind words.

I will discuss these classroom expectations with your child, but it would be helpful if you could review them at home and stress the importance of good school behavior.

**Classroom Behavior System**

* Clip Chart:
  + Each student has a clothespin labeled with his/her name and begins the day clipped to the middle of the chart = “Ready to learn”.
  + Throughout the day, students have the opportunity to move their clip up or down the chart depending on their behavior.
  + Positive behavior choices allow the student to move his/her clip up one level, while inappropriate choices cause the clip to be moved down a level.
  + Rewards/Consequences are not issued until the end of the day, when students no longer have the opportunity to move their clip.
    - Give each child a punch card.
      * At the end of each day, punch the cards for every child that ends the day on green or above.
      * When a student has their entire card punched, they can turn it in for a reward.
      * Reward necklaces for children who had purple or blue days.
      * Reward certificates for students who had a pink day.

**Quick Goodbyes/Dry Eyes**

I know the first day of school can be tough for students and parents. I can assure you that a quick goodbye is best. The longer a parent lingers, the harder it is on the child. So, give your child a big hug, tell them you are proud of them, and send them off to class. Usually within a few minutes of settling into the classroom and seeing friends the tears will stop. I promise you that we will take very good care of your precious ones!