

**Greenmont Avenue School**  
**Kindergarten Handbook**  
**2016 - 2017**



***Welcome!***

This week your child will experience one of the most important milestones in his/her life - the first day of school! We realize that this event brings much excitement and/or anxiety to children and parents alike and hope that this handbook will help you know what to expect in kindergarten this year and answer any questions you may have. We look forward to working with your child this year and helping him/her to achieve his/her full potential.

***Meet the Kindergarten Teachers***

**Mrs. Roberson** is a lifelong Dracut resident and Greenmont Avenue School alum. She has worked with children and their families in both the private and public school settings while working in high school, college, and beyond; she has been working at the Greenmont since 1999, teaching both half and full day Kindergarten. Mrs. Roberson has a Bachelor of Arts in Early Childhood/Special Education from Rivier College and a Master's Degree in Literacy from Lesley College. Mrs. Roberson lives in Dracut with her husband, Ron; their 2 boys, Aiden and Brendan, their daughter, Kiera; and their cat, Murphy. When she is not busy at school, Mrs. Roberson enjoys walking, reading, dancing, cheering for the Patriots and the Red Sox, vacationing in Maine, and spending time with her family and friends.

**Mrs. Dorant** lives in Tyngsboro with her husband Pat; their two boys Adam and Jacob; and their dog Manny. She has worked with children and their families in both the private and public school settings while working in high school, college, and beyond; she has been working at the Greenmont since 2009, teaching second grade and now Kindergarten. She previously worked at the Campbell from 2000-2009, as a full day Kindergarten Paraprofessional and then teaching half and full day Kindergarten, first grade, second grade and third grade. Mrs. Dorant has a Bachelor of Arts in Early Childhood Education/Language Arts and a Master's Degree in Curriculum and Instructional Technology from Framingham State College.

When she is not busy at school, Mrs. Dorant enjoys camping, reading, walking, watching the Patriots and spending time with her family and friends.

### ***Personal Safety/Belongings***

Your child will have a special tag attached to their backpack to bring to school each day. This tag has your child's name, home address or day care provider, and bus number. Please review this tag to assure that all the information is correct, the address on the tag is where your child will be going at the end of the school day. This tag will allow school personnel to assist your child during arrival and departure each day. We also ask that you label your child's clothing, backpacks, lunch box and any other items brought to school. This will make it easier to keep track of students' belongings. We do ask that all toys be left at home.

### ***Changes in Transportation/Pick-up***

If you plan to pick up a child that normally rides the bus, you must send a written note. Do not rely on your child to relay this information; children often become confused and may give incorrect information. If a written note is not received, your child will be sent home by his/her usual method of transportation. It is also necessary to send a note giving permission for your child to be released to an individual other than a parent or guardian; this person will be required to provide proper identification to the school office prior to release of your child.

Students arriving late must be brought to the main office and signed in with the secretary. Parents of students being dismissed early must go to the main office; your child will then be called from the classroom. Please do not go directly to your child's classroom.

### ***Arrival and Departure Procedures/ Parking***

The school will be open for students no earlier than 8:15. School personnel supervise bus arrivals and departures. Children being dropped off by car should arrive at the Spring Park Avenue side of the building for "live drop-off". A special "loop" is available for you to pull in and let your child out of the car. If you wish to do the "park and drop", a staff member will be available at the gate of the visitor/volunteer parking lot to meet your child and safely escort them to the building. School personnel will direct them to

the appropriate class line. Afternoon *walkers* will be dismissed at the Spring Park Avenue entrance by a staff member. *Car pick-ups* are dismissed from the cafeteria - parents enter the building and sign out their child each day.

Parking for parents/guardians during school hours is available at the back of the school adjacent to the Fire Department. Please do not park in the spaces directly behind or alongside of the building as these spaces are reserved for school personnel.

### ***Parent/Teacher Relationship***

Communication is the key to any successful relationship and a good parent-teacher relationship is important for maximum school success. Throughout the school year we will communicate with you through newsletters, notes, phone calls, progress reports, and parent-teacher conferences. We encourage you to contact us if you have any questions or concerns at any time. You may contact the main office at 453-1797. Often messages will need to be taken for classroom teachers; leave a number(s) where you can be reached and a good time(s) for a return call. Our email addresses are [eroberson@dracutps.org](mailto:eroberson@dracutps.org) and [kdorant@dracutps.org](mailto:kdorant@dracutps.org).

### ***Parent Participation***

There are many ways for you to participate in your child's kindergarten experience both in and out of the classroom. Reading newsletters and other communications and daily backpack checks are great ways to initiate conversations with your child and to keep in touch with what he/she is learning.

Parent volunteers are welcome in the school and classroom assisting in a variety of ways. All volunteers are required to show evidence of a negative mantoux (TB) test and have background check (CORI) completed through the front office before they can start. Volunteers must have their own transportation.

A room parent is needed for each kindergarten class to help schedule volunteers and plan class celebrations. If you are interested in being a room parent please talk to your child's teacher.

There are often tasks that can be done away from school (ex. cutting out materials, making games, etc.) for those of you who wish to help out but are unable to come to school. Send a note if you would be willing to help out in this capacity.

We are also able to ask for parent donations for needed classroom supplies. Please let your teacher know if you are interested in helping out and we will send home a list of suggested supplies we use often. Thank you!

Throughout the year there will be a variety of special classroom activities and celebrations. We encourage you to attend these functions when possible and to support them by sending needed supplies. Your support of school activities makes your child feel important and sends them the message that you value school and it's a great place to be!

For your safety and the safety of others all volunteers and visitors must sign in at the main office upon arriving at the school and sign-out when their visit is over. Unfortunately, we cannot accommodate younger siblings so please make arrangements for their supervision while you are volunteering. Thank you for your cooperation in regards to these volunteer guidelines!

### ***School Attendance***

Your child's regular and prompt attendance at school is crucial to his/her success. We can't emphasize this point enough! Most kindergarten activities are group oriented and involve interaction with classmates. Therefore, it is next to impossible to make up work at home. Please view school as a priority and see to it that your child attends everyday except in cases of illness or emergency. When your child is absent from school you must call the office at (978) 453-1797 before the start of school. Please send a note with your kindergartner explaining your child's absence when he/she returns to school.

### ***Health and Medical***

All kindergarten students must have a current physical exam and immunization record on file with the school nurse. If your child has any special health issues, please notify the school nurse and classroom teacher. In the event that your child becomes ill while they are at school the school nurse will contact you. If your child becomes sick with a contagious illness

(ex. strep throat, conjunctivitis, etc.) please notify the nurse and classroom teacher so that the necessary precautions can be taken to protect others. Please allow at least 24 hours (on an antibiotic) rest at home before returning to school after a contagious illness.

### ***Food, Rest, and Outdoor Play***

We will have a short **snack** time each afternoon (lunch is at 11:00). Children should bring a snack and/or drink each day. **Lunch** can be purchased for \$2.75 and **milk** can be purchased for \$.50 each day. Weekly/monthly payments for lunch will be taken (if your child purchases lunch all 5 days), make checks payable to "Dracut Public Schools Foodservice". You may also visit the Dracut Public Schools website and register for "My School Bucks" to do online payment. We strongly encourage the use of School Bucks as it eliminates lost money issues. If your child is bringing lunch from home be sure to clearly label lunch boxes/bags to help protect against loss. Lunches cannot be heated. Please make sure to check the lunch menu each morning to ensure your child likes the choices provided. There are two choices daily, and no other exceptions can be made. Please help your child make his/her lunch choice daily by talking to them in the morning about what they will be having at lunch.

**\*\* Please talk to your child about eating his/her own snack.** We do not allow sharing of any snacks due to dietary concerns.

**Outdoor play** will be part of our daily routine. Children should be dressed appropriately for the weather and season. Closed toe shoes, sneakers, and/or boots will provide maximum protection for little feet.

**Rest** will be part of our daily routine. Your child should bring in two small blankets or a rest mat and stuffed animal. Please make sure all items are labeled and in a small bag. These items will come to school with your child on each Monday and will be sent home each Friday to be washed. As these items will be staying at school for the week, please do not send in your child's treasured item that they can not sleep without!

### ***Birthdays***

Birthdays are a special occasion for young children. When your child has a birthday they will receive a special ribbon and pencil from the office, a

crown from the teacher, and their classmates will sing them a birthday song. Small treats (stickers, erasers, pencils, etc) to be shared with your child's class may be sent in with prior approval from the teacher and principal. Please send a note a day or two in advance letting us know what you are sending in. This will allow us to provide you with the appropriate number of children in the classroom.

### ***Money***

On occasion it will be necessary for your child to bring money to school. Always send money in a sealed envelope with the following information written on it:

- your child's first and last names
- the amount of money inside
- the purpose of the money (book money, milk, etc.)
- teacher's name and grade

It may be easier for you to send in some sort of "change purse", (a film container, plastic baggie, etc.-something that is reusable) to keep money in the lunch basket each day. Please help your child make his/her lunch choice daily by putting a note stating what your child will have for lunch.

### ***Book Orders***

Your child will be bringing home a form to order books about once a month. If you wish to order simply fill out the form and send a check made out to the book company in a sealed envelope and return it to school by the date indicated on the order form. These orders are provided as a convenient and affordable way to buy quality books for your child. As an added bonus, for every dollar that is spent on books for your home we earn bonus points. These bonus points are used to purchase books and other media supplies for classroom use -- everyone reads, everyone wins!

### ***Behavioral Expectations***

Classroom cooperation and manners are two very important traits to develop in our Kindergarten children and incorporate into the school day. Please take time to talk to your youngster about school manners, school bus manners, safety rules, and respect for others. Make your child aware to speak up for him/herself, letting the teacher know when someone or something is not

quite right at school, on the bus, etc. These are issues that we will work on daily at school, too. Respect, responsibility, and teamwork are the goals for all!

***In Closing***

We would just like to say that we are looking forward to a great year working and learning with your child! We would welcome any feedback on the policies and information found within this handbook (as well as anything that we may have forgotten that you would have found helpful). Thank you for entrusting your child to us each day and for your cooperation in the success of their first school experience.

With Regards,

Mrs. Roberson and Mrs. Dorant 😊