

# ***Pennfield Kindergarten Handbook***



**PARENT INFORMATION**

*WELCOME TO  
PENNFIELD SCHOOLS*



**Handbook Preparation:**

**Kindergarten Teachers**

**Administrators**

**Bus Supervisor**



### ***Purdy Elementary – Mission Statement***

*Working with the community, the mission of the Purdy Elementary Staff is to provide all children with meaningful learning experiences that are challenging and enjoyable.*

### ***North Pennfield – Mission Statement***

*Quality Education for all in a safe and secure environment.*

### ***Registration***

*Michigan School Law states: “In a school district where provision is made for kindergarten work, a child, resident of the district, is entitled to enroll in the kindergarten if the child is at least five years of age on December 1st of the school year of enrollment.”*



### ***Report Cards and Parent Teacher Conferences***

***Your child will receive a report card at the end of each marking period - November, January, March and June.***

***Parent-Teacher Conferences are held in the fall and in the spring. Parent(s) are encouraged to attend. A non-custodial parent is also encouraged to attend this same conference.***

*Dear Kindergarten Parents,*

*It is the responsibility of the Transportation Department of Pennfield Schools to provide safe transportation to all Pennfield students. Our buses travel over 200,000 miles a year. In order to maintain a safe record we need the co-operation of everyone.*

*As parents of kindergartners, this is a new experience for you and your child. I'm sure you are anxious to know which school your child will be attending and what time. Kindergarten bus routes are scheduled from the home address.*

*Your child will be bringing things to school for Show and Tell. These things must be in a bag and should not be opened or taken out on the bus.*

*As much as we would like to pick up and drop off each student right at their front door, it is not always possible because of laws regarding where buses can be stopped and the number of students in the area. The bus driver will be contacting you approximately two weeks prior to the opening of school to let you know the location and time of the bus stop.*

*Naturally, we must have rules and regulations for student behavior while riding the bus to insure safety for everyone. Please review these bus rules with your child.*



*Sincerely,*

*Shar Phillips  
Transportation Supervisor*

*Dear Parents,*

*Welcome to the Pennfield School District! We look forward to working with you and your Kindergartner during the upcoming school year.*

*Your child will attend our All Day Kindergarten Program. School will begin on Tuesday, September 8, 2009.*

*Readiness testing will be done at the April Kindergarten Registration by the kindergarten teachers, physical education teacher and vision and hearing screening will be done by the Calhoun County Health Department.*

*During the third week of August, you will receive a Letter indicating the date of the Kindergarten visitation, your child's building assignment, teacher's name, and bus number. An important information card for you to complete and have your child wear the first week of school will also be enclosed.*

*Just before school begins, the bus driver will either stop by your home or contact you by phone with the location and time of the pickup.*

*There will be a Back to School Night the week before school begins. All students and parents will have the chance to visit school, have a meal, meet the teacher and for our kindergarten students we will have a bus ride. Both parents and kindergartners are invited to go on the bus ride. (Sorry, we don't have room on the bus for brothers and sisters.)*

*In August, if you have questions or concerns, please call the principal at your assigned building, Mrs. DeVries at North Penn.-961-9797 or Mrs. Haudek at Purdy- 961-9795.*

*Thank you for your cooperation. We look forward to meeting you at registration.*

*Sincerely,*

*Jane Haudek, Principal at Purdy Elementary School*

*Mary Ann DeVries, Principal at North Pennfield School*



## BEFORE YOUR CHILD COMES TO SCHOOL

This informal checklist provides parents with a guide for evaluating their child's development and readiness for formal learning in group situations. Children develop and mature at different rates, so responses will vary with each child's growth and experience pattern.

### SOCIAL AND EMOTIONAL GROWTH

Is your child able to: Yes No

- happily be away from parents for several hours? \_\_\_\_\_ \_\_\_\_\_
- dress himself/herself easily and quickly? \_\_\_\_\_ \_\_\_\_\_
- play by self? \_\_\_\_\_ \_\_\_\_\_
- take care of bathroom needs? \_\_\_\_\_ \_\_\_\_\_
- play in group cooperatively? \_\_\_\_\_ \_\_\_\_\_
- speak clearly? \_\_\_\_\_ \_\_\_\_\_
- accept responsibility for simple tasks? \_\_\_\_\_ \_\_\_\_\_
- change from active to quiet tasks? \_\_\_\_\_ \_\_\_\_\_
- accept criticism or disappointment without tears? \_\_\_\_\_ \_\_\_\_\_
- wait turn? \_\_\_\_\_ \_\_\_\_\_
- listen to a story all the way through? \_\_\_\_\_ \_\_\_\_\_

### PHYSICAL GROWTH

Is your child able to:

- walk a straight line? \_\_\_\_\_ \_\_\_\_\_
- bounce a ball? \_\_\_\_\_ \_\_\_\_\_
- alternate feet on stairs? \_\_\_\_\_ \_\_\_\_\_
- jump, hop and skip? \_\_\_\_\_ \_\_\_\_\_
- hold a pencil / crayon correctly? \_\_\_\_\_ \_\_\_\_\_



## **WHEN YOUR CHILD COMES TO SCHOOL**

*Plan for your child to reach the bus stop on time. At the beginning of the school year, if you drive your child to school, please bring him/her to school and leave promptly to avoid tears and confusion.*

*Please feel free to visit school. If you will call ahead of time, your visit will be more beneficial.*

*Provide clothing that he/she can fasten and unfasten by himself. Practice tying shoes, putting on and taking off jackets, coats, boots, etc. without help.*

*Put child's name on coat, jacket, boots, mittens and other belongings.*

*Your child should know his/her first and last name.*

*During the year if there are changes such as baby-sitter, phone number, address, etc. we must have this change of information.*

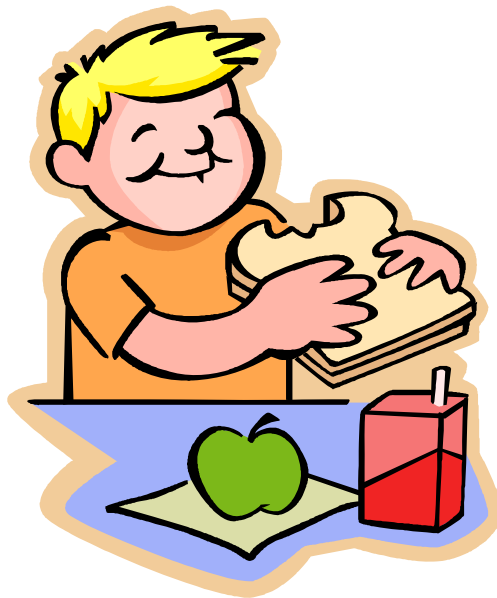
*Inform the teacher of any physical handicap your child may have.*

*When you give your child money or notes for any reason, please put it in an envelope and write your child's name on it and the purpose for which the money was sent.*

*It would be helpful for each child to have some type of backpack for papers, shoes, etc. that he/she could manage.*

*Encourage a regular bedtime to ensure your child will come to school well rested*

*Toys going to the babysitter should not come in the backpack to school.*



## ***AFTER YOUR CHILD COMES TO SCHOOL***

*The school day begins at 8:20 AM and our students are dismissed at 3:30 PM.*

*Send your child to school unless he/she is ill or is beginning to show signs of illness.*

*Notify the school about any prolonged or contagious illness. A phone call or note is appropriate.*

***IF YOUR CHILD IS NOT TO RIDE THE BUS, WE MUST RECEIVE A NOTE TO THIS EFFECT OR THE CHILD WILL BE SENT ON THE BUS AS USUAL.***

*Discuss any problems that might develop with the school. Many of them are simple misunderstandings.*

*Please check your child's school bag every day to keep informed about school activities.*

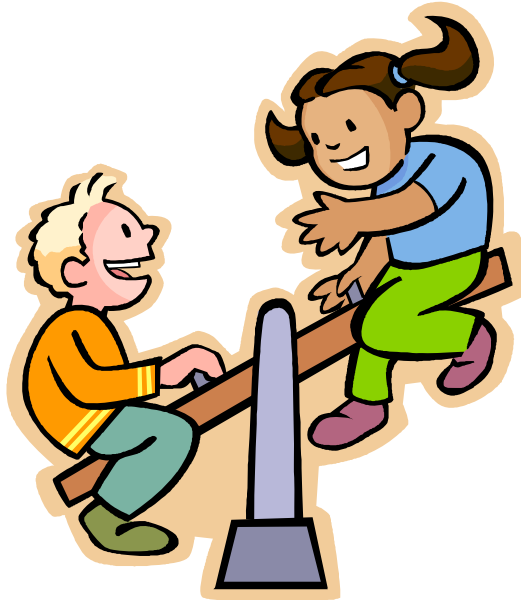


***Your child will be learning to:***

- \* work alone and with others*
- \* share and take turns*
- \* explore and expand abilities and interests*
- \* express thoughts and ideas*
- \* listen to others*

***There will be activities designed to:***

- \* build self-confidence*
- \* develop vocabulary*
- \* show differences in sound, size, shape and color*
- \* increase interest in books, numbers, people*
- \* improve coordination*
- \* introduce new ideas*



# *What does a day in Kindergarten look like?*

## **Language Arts**

### **Speaking and Listening:**

Expressing ideas in complete sentences  
Increasing speaking and listening vocabulary  
Taking part in group discussions  
Developing attentive listening skills  
Overcoming shyness  
Developing self-confidence

### **Story time:**

Developing an interest and love of reading  
Developing new vocabulary  
Retelling known stories  
Introducing various genre

### **Reading:**

Aware of some print conventions-directionality  
Finger, voice, text match  
Developing reading strategies  
Know the difference between a letter, word, and sentence  
Identify letters both capital and lower case and know their sounds  
Identify basic sight words and some personally meaningful words

### **Writing:**

Writes on a variety of topics  
Forms letters correctly capital and lower case  
Associates letter and sounds initial/final consonants

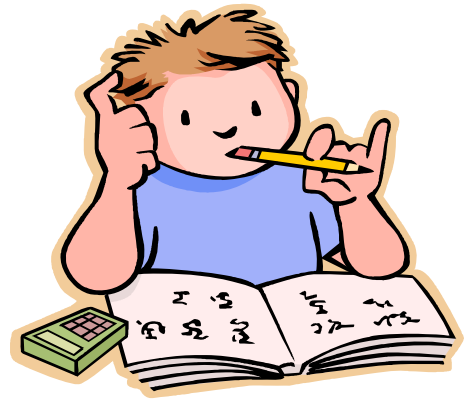
### **Science:**

Developing observational skills  
Developing an interest in the world around them:

1. Senses
2. Kindergarten in Motion
3. My Earth
4. Living Things

### **Social Studies:**

Understanding the purpose of rules in school and community  
Developing skills for having good health habits and personal safety



## **BIRTHDAY TREATS**

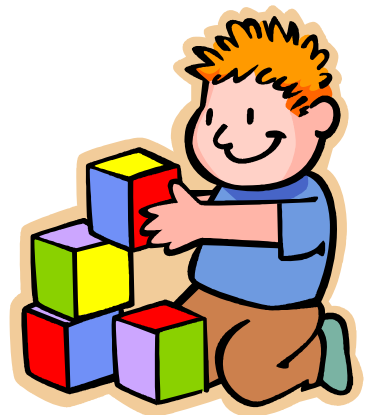
*Treats brought in must be individually prepackaged and store bought or purchased from a commercial bakery. Please let the classroom teacher know if you are planning to share a treat.*



*All students entering Pennfield Schools for the first time must present:*

- **an immunization record** indication that they have met all state immunization requirements. Without proof of immunization, the child may not enter school. Completed immunization records include 5 DPT's, 4 OPV's, 3 Hepatitis , 1 Varicella (or have proof of having Chicken Pox).
- **Proof of residency** like a utility bill with your name and address on it, a lease or tax bill with your name and address on it. etc.
- **Original birth certificate** To verify the age of a child entering school for the first time, a birth certificate must be presented at the time of registration.
- **Any custody papers** that may show different parenting times.

*All students will need a vision and hearing screening before entering school.*



***A BIG DAY IS COMING  
THAT FIRST DAY AT SCHOOL!!***

*Help your child look forward to school. Talk about it in a positive way so your child will think of it as a pleasant place. Discuss school activities, school friends, new experiences and new things to learn.*

*If your child expresses doubts or fears, don't pass them off. Try to answer all the questions in a reassuring way and let your child know that there will be helpful people on those first uncertain days.*

***Remember***

*Your own reactions and attitudes will go a long way toward determining how your child feels about school.*



### **BUS CONDUCT AND SAFETY RULES**

1. *Observe classroom conduct while riding the bus.*
2. *Occupy an assigned seat it told to do so. Driver's commands are final.*
3. *Keep hands and head inside the bus at all times.  
DO NOT SIT BACKWARDS OR SIDEWAYS.  
DO NOT STAND, KNEEL OR CLIMB OVER SEATS. Remain seated until the bus comes to a complete stop.*
4. *Help keep the bus clean and orderly. Report any misconduct or malicious destruction.*
5. *When a student has to cross the road they should:*
  - a) *Take at least ten steps (18 feet) in front of the bus before starting across the road.*
  - b) *Wait for the signal from the driver before crossing.*
  - c) *Stop at the traffic side of the bus and look left, right and left to be sure it is safe to cross.*
  - d) *Walk across the roadway.*
6. *No live animals or anything in glass jars can be transported on the bus. No musical instruments unless it can be held on the lap or between the legs.*
7. *No baseball bats, balloons, or balls of any kind are permitted on the bus.*
8. *Only students enrolled in the Pennfield Schools are eligible to ride the bus.*
9. *Be at the scheduled bus stop on time. The driver has a schedule to maintain and will not wait for you. Stand 10-20 feet from the traveled portion of the road.*
10. *Students must ride the bus that they are assigned. Buses are filled to near capacity and we are unable to grant requests to ride other buses except in emergencies. A note from home given to the driver is not sufficient. A written request from a parent must be submitted to the school office.*
11. *Students are to load the buses promptly in the afternoon. No student will be permitted to leave the bus once they have boarded.*
- \*12. *Enter and leave the bus only by the front door.  
THE EMERGENCY DOOR IS USED FOR EMERGENCIES ONLY.*
- \*13. *Tobacco, alcohol, lighting matches or lighters, profane or vulgar language or obscene gestures will not be permitted or tolerated.*
- \*14. *Throwing objects inside or out of the bus and any unsafe conduct in or around the bus will not be tolerated.*
- \*15. *No fighting on the bus.*

*Violation of the BUS CONDUCT AND SAFETY RULES will result in a verbal warning from the driver. Second offenses will result in a disciplinary report to parents, principal and bus supervisor. Third offenses may result in suspension.*

- *Violation of rules #12, 13, 14, and 15 will result in automatic suspension from riding the bus.*

***We're ready***

***And can't wait to get started!!***

***Working together, we can make school  
a great experience for your child.***



***SOME SUGGESTIONS  
WHEN READING AT HOME***

*Words to look for:*

<i>A</i>		<i>am</i>		<i>and</i>
<i>at</i>		<i>come</i>	<i>it</i>	
<i>go</i>		<i>here</i>	<i>I</i>	
<i>is</i>		<i>in</i>		<i>see</i>
<i>like</i>	<i>look</i>		<i>me</i>	
<i>my</i>		<i>on</i>		<i>the</i>
<i>this</i>	<i>to</i>		<i>up</i>	
<i>we</i>				

*Book Concepts:*

- *Where is the front of the book?*
- *Where is the back of the book?*
- *Where is the title?*

*Directionality:*

- *Where do we start the story?*
- *Show me the way we go when we read.*
- *Show me where we go when we are at the end of the line.*

*Word Concepts:*

- *Can you find 2 words that are the same on this page?*
- *Where is the first word on this page?*
- *Can you say the letters in the word?*
- *Show me a capital or a lower case letter.*

*Punctuation:*

*Point and ask: What is this?*

- *Period*
- *Comma*
- *Question Mark*

***TELL ME ABOUT THE STORY***

