

Kindergarten
Parent
Handbook
Ms. Ada Francois
2023-2024



SCHOOL ATTENDANCE

Dear Parents:

I want to make school an exciting experience for your child, one that he/she will look forward to every day. I plan to use programs that will enrich your child's life and motivate him/her to want to come to school. It is important that your child attend school every day, and I ask that you help in the following ways:

- Attendance in Kindergarten is crucial since every day is a new learning experience. If you plan a vacation or out-of-town visit, try to do it when school is not in session. Please call the office if your child will not be in school for any reason.
- Class begins at 8:30am each day. (late arrivals after the bell are considered tardy. Your help is appreciated in arriving on-time each day.
- If possible, please schedule doctor/dentist appointments for non-school hours (8:30-3:30) or days off.

Thank you for your help!

Sincerely,

Ada Francois

Dear Parents,

Your commitment to your child will make a difference in the quality of education we are able to provide at our school.

This will be my 5th year teaching here at New Life Academy. As I sit here and think about the new year, I think about how much I look forward to a new beginning and getting to know the families of the children in my class. I encourage you to communicate with me as often as possible, especially if you have any questions or concerns. Our interaction is essential to your child's education-both academically and behaviorally.

Both teachers and parents have the unique opportunity to have a positive effect on a child's life. Therefore, I feel it is extremely important that we work together to provide your child a quality education. If you would like to set up a conference with me, please call the school office and I will be happy to set up a time convenient for you. You may also email me at afrancois@newlifeschool.com, and I will get in contact with you as soon as possible. Thank you once again for your involvement in the educational process. I am looking forward to an exciting school year. I appreciate you sharing your child with me.

Yours in Education,

Ada Francois

Discipline and Behavior Management System

The behavior management system I use is called Class Dojo. Students receive green Dojo points for positive behavior and red dojo points for negative behavior. You will receive an invitation via email to join our Class Dojo page. This app gives you 'real time' view of your child's behavior management throughout the day. Each student gains and has the potential to lose points as the day progresses. The benefit of your involvement in the app is that you will see what time of day your child received dojo points (green or red). Class dojo punch cards will be kept in their communication folders and that will reflect how many they got for that day. You may also view this on the app as well. When the student fills a punch card (20 points) they get to pick from the class treasure chest. Stickers will be given daily if the child has any amount of green points.

At the end of the day good behavior is rewarded.

Consequences:

1. Non-verbal warning
2. Verbal warning
3. Red Dojo
4. Parent Contact
5. Severe Clause: Sent to Principal

Rewards:

1. 1 Verbal Praise
2. Happy Notes
3. Behavior Awards
4. Special Privileges
5. Tangible Prizes

RULES



Class Rules

1. Follow directions Quickly
2. Raise your hand for permission to speak
3. Raise your hand for permission to leave your seat
4. Make smart choices
5. Keep your dear teacher happy 😊

Daily Schedule

8:30-8:45	Pledges, Calendar, Weather, Attendance
8:45-9:00	Bible
9:00-9:30	Phonics
9:35-9:55	Morning Recess
9:55-10:15	Restroom Break/Water break
10:15-10:45	Numbers
10:45-11:00	Writing
11:10-11:35	Lunch
11:35-11:55	Afternoon Recess
11:55-12:15	Restroom Break/Water break
12:15-12:25	Skills development
12:25-12:55	Activity Time: Music- Monday/Wednesday Science, Social Studies, Art
12:55-1:15	Restroom Break
1:15-2:15	Naptime
2:15-2:30	Snack Time
2:30-3:00	Afternoon Quiet time and Activity
3:00-3:25	Cleanup and Dismissal Preparations
3:30	Dismissal

Report Cards

Please be advised that Kindergarten students DO NOT receive regular letter grades for the first quarter. This is to give each child a chance to get used to the Abeka curriculum.

1st Quarter Grading Scale

E- Excellent Work

G- Good Work

S- Satisfactory Work

N- Needs Improvement

After the first nine weeks, students will receive the regular grades from the Abeka grade scale. In phonics and numbers, since an accurate overall grade cannot be determined from worksheets alone, oral testing is also done to assess the student's true understanding. Oral grades are then averaged with the worksheet grades.

Grading Scale

A	100%-94%
A-	93%-92%
B+	91%-89%
B	88%-86%

B-	85%-83%
C+	82%-81%
C	80%-78%
C-	77%-76%
D+	75%-73%
D	72%-70%
D-	69%-68%
F	67%-0%

Friday Folders

Every Friday, all worksheets and tests will be sent home in the New Life Academy Teacher/Parent Communicator folder. Please look through the papers with your child. Your excitement about their work will make them want to do their best every day. Please initial and return only LETTER graded papers in the folder on Monday. On short school weeks, Friday folders may not be sent home.

** There will be a sticker reward system every day that your child gets their folder signed, they will get a sticker and once they have all 26, they will get a prize.

Field Trips

The field trips will be planned and I will send out more information as time comes. Also, I will send home information and

permission slips at least 1 week prior to a field trip. We will need some parents to drive and help watch the children on all field trips. All money and forms required for the field trip must be turned in prior to the trip. Also, car seats must be brought to school with your child on appointed field trip days in order for your child to attend the outing.

Birthdays

If you wish to send birthday treats for the class, please make sure that they are individually wrapped, store purchased items, also please send me a note prior to sending the treats to avoid conflicts. Invitations to personal birthday parties can be passed out at school ONLY IF: all the boys, all the girls, or the whole class is invited. Otherwise, please mail your invitations. Also if your child has a birthday during the summer, I will be celebrating their ½ Birthdays.

Uniform Policy

Please refer to the school handbook for detailed information. Here are a few rules that are different from preschool:

- Skorts and shorts are only allowed to be worn under a skirt.
- Girls are not allowed to wear pants.
- Boys are not allowed to wear shorts.
- Jewelry is not allowed.
- Make-up, nail polish, and tattoos are not allowed.

Snack Time

PLEASE INFORM ME OF ANY FOOD ALLERGIES

The snack is provided by the school. It consists of a small snack and drink. There is a monthly fee charged to your school bill.

Lunch Policy

PLEASE INFORM ME OF ANY FOOD ALLERGIES

Kindergartener will be bringing their lunches daily. Make sure that these do not have to be microwaved as they DO NOT have access to the microwaves.

Non-Uniform Day Policy

Please refer to the school handbook for more detailed information. Non-uniform days include: field trips, picture day, party days, or Spirit Week. Please remember:

- Girls need to wear a skirt, jumper, or dress.
- Neither boys nor girls may wear shorts or sleeveless tops.
- No jewelry

Kindergarten Supply List

- Crayons (Initials on them)
- 3 Glue sticks
- Bottle of glue (8 oz.)
- Scissors (name on handle)
- KinderMat (quarter fold)
- Small pillow & blanket
- School supply box
- Backpack
- 2 Large boxes of Kleenex
- 1 pkg. of Expo markers
- 1 Box wet wipes
- 1 Pkg. washable markers
- 1 Large pink eraser
- 1 Bottle of hand sanitizer
- 1 Pkg. of #2 Pencils
- Water color paints
- Old large t-shirt for art
- Complete Change of Clothes (in Ziplock bag w/ name)
- 2 Lg. Bags of candy (no gum)
- small square crayon box (holds 24 crayons)