

**Durkin Park
Kindergarten Handbook
2017-2018**

Arrival and Dismissal Procedures

Kindergarten students should enter through the front entrance of the school building. Kindergarten students will line up in the gym. At 7:45 students will proceed to the classroom with an aide to begin the day. For the safety of your child, please do not leave him/her unsupervised, or drop off him/her before 7:35. Any child entering after 7:45 should go directly to the office for a tardy slip. After removing jackets and backpacks we will go to the cafeteria for breakfast. Breakfast is free for all students. Your child does not need to take a breakfast if he/she does not want it. At 2:40, we will begin our walk down the hallway for dismissal. Please meet your child in the front entrance area (outside of the school library).

Attendance and Early Dismissal

Children are expected to be on time and in school every day. If your child needs to be absent due to illness or family emergency, please notify the office in the morning. Missed homework and/or class work will be sent home with your child upon his/her return. Please send a note with your child explaining the absence when he/she returns to school.

If you need to take your child out of school early, you must go the office and sign necessary papers. The office will notify me and I will send your child to the office. Please follow this procedure- do not come directly to the classroom. It is for the safety of all of the children.

Dress Code

Kindergarten students are not expected to wear school uniforms. Comfortable, weather-appropriate clothes should be worn. We do try to go outside almost every day, if only for a walk around the school. Of course extreme weather conditions will keep us inside, but be sure to send your child with gloves/mittens and hats in the winter. The kindergarten students will have gym on RED days (please check the school calendar). Durkin Park t-shirts are required. Gym items may be purchased in the school office. Gym shoes should also be worn on gym days.

Jewelry

Boys may not wear earrings of any kind. In fact for the safety of all students during play, jewelry for both boys and girls should be kept to a minimum.

School Supplies

Classroom supply lists were provided to all students. Your child will be leaving all supplies at school. We use pencils, crayons, journals, glue and scissors every day and instruction halts when children do not have necessary items.

Periodically we may ask for donated items. Please help if you are able.

Activity Fee

Activity fees may be paid in the school office or you may send money with your child. If money is sent with your child, I will send a receipt home for your records.

Lunch

Kindergarten students eat lunch in the school cafeteria at 11:30-11:55 every day. Hot lunches are available. The lunch menu is available on the school website. Students may also bring their lunches from home.

Snacks

Every day we have snack in the class. Students will have an assigned day to bring in snacks for the class. Do not send in snacks until you get the "It's your turn" note. I will send notes home the Wednesday or Thursday before you need to send them home so you have the weekend to shop.

Accidents and Illnesses at School

If your child suffers an injury or becomes ill during the school day, we will notify you immediately. Therefore it is important that we have emergency forms for all students. Please send this completed form to school as soon as possible. In addition, please notify me of any allergies or other health concerns.

Field Trips

The kindergarten classes will try to schedule at least 4 field trips this year. Field trips are extremely beneficial and offer unique educational experiences. All students are expected to participate. Proper conduct is required. Any behavioral problems on a field trip will need to be addressed before the child is allowed on a future field trip.

Durkin Park t-shirts or sweat shirts are to be worn for all trips. Field trip fees vary, but we will try to keep the costs minimal. Parent volunteers are required for these trips. We will try to ensure that all parents/guardians who wish to chaperone will have at least one opportunity to do so. More information will be available at a later date.

Homework

Homework is necessary to reinforce what was learned in class. All homework covers previously taught material. Kindergarten students should spend approximately 15-20 minutes per day (Monday through Thursday) on homework assignments. Coloring is an important kindergarten skill- please be sure that your child colors all papers when appropriate. In addition, students should be read aloud to nightly.

Scholastic Reading Club

Students will bring home Scholastic Reading Club flyers approximately once a month. Many books are available for little as \$1 or \$2! Please order if you are able- we receive free books for our classroom library with each order.

Chicago Public Library Card

I would like all of the students to obtain a library card as soon as possible. In January I will ask you to send your child to school with 5-8 self-selected books. These books will remain at school and your child will "read" these books during the week. On Fridays, the books will be sent home and I will ask for you to take out materials for the following week. Each child's books will be kept in their own personal bag. I will give you more information about this, but I would like you to work on getting a library card for your child.

Testing

Kindergarten students are given DIBELS testing 3 times per school year. Progress monitoring is also ongoing to ensure your child's success. The DIBELS test measures individual student growth in several important areas of literacy. Students will also be taking the NWEA test to measure growth in mathematical concepts. Information about your child's achievement will be given at parent-teacher conferences, and other times results become available.

Report Cards

Report cards are issued four times per year. Parent-teacher conferences are scheduled for two of the report card pick ups. Appointment times will be given for these conferences. The other two times, report cards will be sent home with your child. Kindergarten students do not receive quarterly Progress Reports.

Contacting the Teacher

I am always willing to discuss any concerns you have about your child. I only as that you set up a time to meet with me. Arrival and dismissal times are often extremely hectic and I want to be sure you have my undivided attention. I am usually at school until at least 3:00. If you wish to set up a time, just jot me note and send it with your child, or call the school at (773) 535-2322. I can also be reached by email at cmhealy@cps.edu.