



**Mrs. Martin's**

**Kindergarten  
Handbook**

**2018-2019**

Greenwood Laboratory School  
Missouri State University

# Welcome to Our Classroom

Dear Parents,

Welcome to Greenwood Kindergarten. This handbook will serve as a place to answer your questions.

If you still have questions or concerns after searching this handbook... please contact me. The best way to contact me is

[jillmartin@missouristate.edu](mailto:jillmartin@missouristate.edu)  
or 417-836-5620.

## **Contact Information and School Hours**

School Office  
(417) 836-5124

Mrs. Martin's Office  
(417) 836-5620

Mrs. Martin's email  
[JillMartin@missouristate.edu](mailto:JillMartin@missouristate.edu)

### Elementary Hours

8:15 am-3:00 pm

There will be free before-school care available in the cafeteria each day beginning at 7:15 am

The YMCA offers afterschool care. We call it JayCare.

# Daily Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-8:35	Morning Routine	Morning Routine	Morning Routine	Morning Routine	Morning Routine
8:35-9:00	Charts	Sharing/Charts	Charts	Sharing/Charts	Charts
9:00-9:45	ELA	ELA	ELA	ELA	ELA
9:45-10:00	ELA	ELA	ELA	ELA	ELA
10:00-10:30	Recess	Recess	Recess	Recess	Recess
10:30-10:55	Math	Math	Math	Math	Math
10:55-11:25	Lunch	Lunch	Lunch	Lunch	Lunch
11:25-11:55	Recess	Recess	Recess	Recess	Recess
12:00-12:30	Math	Math	Math	Math	Math
12:30-1:00	Spanish (12:35-1:05)	Read and Rest	Art (A) Computers (B) (12:40-1:10)	Wellness (12:35-1:05)	Library (A) Computers (B) (12:30-1:00)
1:00-1:30	Vocal Music (1:10-1:40)	Vocal Music	Art (B) Computers (A) (1:10-1:45)	Vocal Music (1:10-1:40)	Library (B) Computers (A) (1:00-1:30)
1:30-2:00	Bathroom Break/ Read and Rest	Guidance	Bathroom Break	Bathroom Break/ Read and Rest	Bathroom Break/ Read and Rest
2:00-2:30		Science (2:05-2:45)	Spanish (1:55-2:25)	Handwriting	Science (2:05-2:45)
2:30-2:50	Wellness (2:15-2:45)		Read and Rest	Fourth Grade Reading Buddies	
2:50-3:00	dismissal	dismissal	dismissal	dismissal	dismissal

## Drop Off and Pick up

School begins at 8:15 a.m. If you need to drop off before school begins, there is before care available in the cafeteria beginning at 7:15 am.

- You will drive around the circle drive and there is usually an adult that will greet your child and point them to the correct location as they exit your car. Please do NOT park your car and leave it unattended in the circle drive.
- Dismissal will begin precisely at 3:00 p.m. There is always quite a line so please plan to be in the carline no later than 2:45 pm. The line begins behind the school on Bear Boulevard, through Lot 8 and as the corner to the front drive bends, the carline separates to two lines.
- If you need after school care, the YMCA provides service called JayCare until 6:00 p.m.
- If you change your child's normal pickup procedure please email me to know the plans, for ex. Going home with a friend, babysitter, or attending JayCare on a different day.

## **Lunch Procedures**

Click here to load Bear Pass card  
with lunch money

[Bear Pass Card](#)

Our lunch time is 10:55-11:25 a.m

Your child has three options for lunch.

1. bring their lunch including drink (no soda please) Microwave not available for K-2

2. bring their lunch but buy milk

3. purchase a school lunch

**You may come to lunch with your child beginning after Labor Day.** You may buy a school lunch or bring lunch for you and your child.

PLEASE SIT WITH YOUR CHILD AT THE LONG TABLES OR **TAKE ONLY YOUR CHILD** (NO FRIENDS) TO THE CIRCLE TABLES.

This simple request saves a lot of tears.

School lunch = \$2.45

Milk = \$.75

Adult lunch = \$3.10

# Folders

1. **School Papers Folder** – Your child will bring home a folder each day. This is our daily communication. On the left side of the folders are the papers to be “LEFT AT HOME.” On the right side of the folders are the papers to be “SENT RIGHT BACK TO SCHOOL.” If you need to send me a note you will place it on the right side. I will check it each day. Your child will turn this folder back to me every morning. Please empty papers from this folder **EACH NIGHT.**
2. **Homework Folder** - The homework folder will be sent home beginning the week after Labor Day. I send the folders home each Monday and your child should return it to me each Friday. I will have a month’s worth of homework in the folder at a time.  
**PLEASE only complete only one day’s homework each night.**

The reasons for homework are to

1. Review work and skills
2. Build routine
3. Build responsibility

# Special Classes

**Monday** – Spanish  
Vocal Music  
Wellness – Please have your child wear tennis shoes. We will not have time to change shoes.

**Tuesday** –Vocal Music  
Guidance  
Science

**Wednesday** –Art  
Computers  
Spanish

**Thursday** – Wellness – tennis shoes  
Vocal Music  
Reading Buddies  
(4<sup>th</sup> Grade)

**Friday** – Library  
Computers  
Science

# Discipline

I use a combination of Love and Logic as well as Lee Canter's Assertive Discipline.

The premise behind Love and Logic is that children are allowed to make choices and will feel respected when making choices within limits. If a choice is made outside of those limits, the consequences are logical. For ex, if a child chooses to write on a desk, he or she may stay in at recess to clean the desks.

Lee Canter's Assertive Discipline revolves around rewards and consequences. The children have a card system with four cards. We all begin the day on GREEN, which is the best. When a child has broken a rule, I ask them to turn their card from green to yellow, etc. YELLOW is a warning, BLUE is missing five minutes of recess and RED is missing ten minutes of recess and parents will be notified. Until the children are familiar with the rules, I give a verbal warning before the students are asked to turn their cards.

Often times, the class will work together to earn class rewards of extra recess etc.

# **Classroom Rules**

- 1. Raise your hand to speak or get out of your seat.**
- 2. Listen when others are speaking.**
- 3. Follow directions quickly.**
- 4. Be a caring friend.**
- 5. Keep your hands, feet, and objects to yourself.**
- 6. Walk quietly in the hallway.**
- 7. Always do your BEST work.**

## Other Information

**Absences** = A lot of kindergarten work is oral and unable to be made up. Please make every effort to be at school each day and on time.

**Illnesses** = If your child has a fever of 100 degrees or over, please keep him/her at home. The child must be fever free and medicine free for 24 hours before returning to school.

**Medicine** = If your child has medicine to take at school, including cough drops, you need to fill out the appropriate paper work in the office. Please do not send medicine to school in your child's backpack without speaking to office personnel.

## Other Information Continued

**Sharing** = Two days a week we will have a “quick share” time during our morning meeting. Each child may share something that is very quick, similar to a newspaper headline. EX. My grandparents are coming this weekend. Or, This is my favorite page of this book.

Your child may bring an object to go along with his/her sharing as long as it is NOT A TOY. I have had children bring a picture of the new toy or the box from the toy, which is fine.

This is a skill that needs to be practiced. The perfect time to think about something to share may be on the car ride to school. It gives the child a confident voice in front of others. It allows us to practice speaking and listening skills.

## **Other Information Continued**

**Birthdays** = We are allowed to share treats for birthdays. Please contact me first to schedule a time and discuss any allergies that our classmates may have.

**Birthday Invitations** = You may send birthday invitations to share at school ONLY if all students are included.

**PTA** = Our Parent/Teacher Association is very strong and active at Greenwood. You will want to join to keep up to date. We always have 100% participation. They offer a “phone book” with all of our parent names and phone numbers. Look for information on the “Jay Talk.”

## **Best Way to Stay Informed about Kindergarten Happenings**

Each week, I will post a newsletter with curriculum information and important dates on my website. The newsletter will be posted by Monday. To begin the year, I will send a mass email with the link to the newsletter. The second half of the year, I will ask that you visit the page regularly.

[jillmartink.weebly.com](http://jillmartink.weebly.com)