

August 24, 2011

Dear Family,

Welcome to kindergarten! I am very excited to be teaching your child this year. The first few days have been fun as we are meeting new friends, exploring our classroom and learning our way around the school. Please feel free to contact me with any questions or concerns. Throughout the day, I will have short periods of time that I can check e-mail. This is the most effective way to reach me during the day. I will try to respond to any questions or concerns you might have as promptly as possible. My St. Peter's email address is [angwira@stpeterskc.org](mailto:angwira@stpeterskc.org).

Here is some information about kindergarten that will hopefully answer some of your questions:

**Please read the school handbook; the school calendar is located inside of it. It contains valuable information about school policies and procedures as well as important upcoming events.**

### **Backpacks**

Please make sure your child brings their backpack to and from school each day, as they will have things to bring back and forth.

### **Water bottles**

Because our classroom does not have a drinking fountain, please send a water bottle to school each day with your child's name on it. This will save us time and prevent us from disturbing other classrooms when the students are thirsty.

### **Changes in Pick up Procedure or Play Dates**

If your child will have a play date, or has a change in schedule from their normal routine, such as an enrichment class or if they need to go to after school care but they typically do not go, PLEASE send a note or e-mail so that I can send them off safely.

### **Backpack Buddy**

Each student will have a chance to bring our classroom backpack buddy home. He rides in a bag with a journal. When he comes home to visit, you and your child can record the activities that he/she participated in with your family. Your child will share the journal with the class.

### **Birthdays**

If you would like to send treats, please send enough for 15 students. We have several students with peanut butter and tree nut allergies, so please avoid bringing treats with these ingredients. Please send individual treats rather than a cake. A cake tends to be messy. As noted in the school handbook, drinks are not allowed. Also, birthday invitations are not to be distributed in the classroom unless each child in the class is invited. When it is your child's birthday, they may wear regular clothes to school instead of a school uniform! Be sure to contact me so we can set a special time aside to celebrate!

### **Book Orders**

Approximately once a month, book orders will be sent home. You may send cash in the exact change of the order amount, or a check made out to the book company, and not to me!

### **Uniform and PE Information**

Please take a few minutes to review the handbook for our uniform guidelines. In addition to these, we would request that any girls who wear jumpers or skirts to wear shorts under their outfit. This is ideal for a class of active kids hanging upside down on the monkey bars! Also, all kindergarten classes have PE on Tuesday and Wednesday, so please make sure your child **wears** tennis shoes to school those days so that they are able to fully participate.

### **Newsletters**

Kindergarten newsletters will be posted bi-weekly on the school website. It will remind you of important dates, events to come and keep you informed about what the children are learning at school. There is a lot of important information in the newsletters so please take time to bookmark it in your computer and read it. We would hate for your child to miss out on special projects. St. Peter's is making an effort to go paperless when possible so we are sending home fewer paper reminders.

### **Dismissal**

You may wait outside for your children at the Meyer exit door. I will walk the children out each day. Your child needs to make sure they tell me they are leaving, and I need to visually see you before they go. After you pick up your child, they must remain with you for safety purposes.

### **Lunch**

Kindergarten lunch is from 11:00 – 11:30. Your child has the option to bring lunch from home or have a hot lunch. If you would like to come eat with your child, please sign in at the office and wait for us to come down to the front lobby as a class. If your child forgets their home lunch, you can drop it off outside of the office on the "forgot it" shelf.

### **Snack**

Snack is provided each afternoon, so please do not send snacks with your child. If your child has an allergy or special dietary concern, please contact me so we can plan appropriately. The snack varies each day (rice krispy treats, goldfish, pretzels, or crackers).

### **Mystery Reader**

Each Friday from 11:30 – 12:00 a mystery reader will visit our classroom. This reader can be a parent, a grandparent, or other family member. The mystery reader will have thirty minutes to read several books to the class. They are asked to bring three or four books of their choice. Often times the mystery reader will bring books that relate to a unit(s) we are studying. The reader is a surprise to the students, so please do not let them know that you are coming to read.

### **School Arrival & Dismissal**

Students may enter the building at 7:45 a.m. They are tardy if they are not in the room by the 8:00 bell. School dismissal is at 3:20. PLEASE BE ON TIME to pick up your child. The Meyer doors will be locked at 3:30, and your child will be sent to after school care in the cafeteria if not picked up promptly.

### **Parent Volunteers**

If you have signed up to volunteer during the week, you will need to sign in the office before you come to help. A visitor's sticker will be given to you to wear. In the small office, inside the Meyer entrance/exit door, there is a crate which contains our current projects as well as samples and instructions for volunteers. We really appreciate all of your help!

**Rest Time**

Each day, from 11:30-12:00, your child will have a rest time. Each child needs to bring a bath towel to rest on. They will not be expected to sleep. I will send blankets home each Friday to be washed. Please send them back to school each Monday. Please do not send stuffed animals, toys, pillows, etc. for rest time.

**Office Mail**

If you have any papers to turn in to the office, you can give them to me in the morning, or send them with your child. **Please do not send any correspondence back to the school in the white messenger envelope.** I send a student helper to deliver the mail to the office daily.

**Home Folder**

I will send home your child's papers each Friday in a blue folder. It will be marked Home Folder. It will contain their work they have done throughout the week, book orders, or any special reminders. Please send this folder back to school each Monday.

**Communication Folder**

The red Communication Folder will be sent home daily, and should come back to school every morning. A calendar page is stapled inside with important dates and times for the month. If your child is following directions, staying on task, and practicing good life skills, they will earn a stamp or a sticker on that day in the calendar. If there was a problem at school, I will mark "see back" in the box and document the behavior. When your child earns five stamps, they receive a special treat from the treasure box. Any donations of small items (stickers, bookmarks, etc.) or candy for the treasure box would be great!

I am looking forward to a fantastic year!

Annie Ngwira

[angwira@stpeterskc.org](mailto:angwira@stpeterskc.org)