

## A Quick Reference Guide to Mrs. Bailey's Kindergarten Classroom

**Arrival:** If your child is a car rider, please drop your child off at the front doors of the school between 8:15 and 8:30. Students may go to breakfast or the classroom at that time. Breakfast is served from 8:15-8:30. Students are allowed in their classroom at 8:15 am. The tardy bell rings at 8:40.

**Dismissal:** Dismissal is at 3:40 Tuesday through Friday. On Monday, school dismisses at 3:10. It is very important to pick your child up on time if he/she is a car rider. You must stay in your car in the car rider line to pick your child up. Please do not pick your child up from the classroom. We are at recess from 3:00 to 3:20, then proceed to the north hallway for dismissal. We do not return to the classroom after recess.

**Transportation:** If you would like to send your child home with another student/adult or in a different way (ex: car instead of bus), please send a note in your child's folder (this is BEST), email me, and/or leave a voicemail prior to 2:30. If I do not receive one of these, then your child will go home using their regular mode of transportation.

**Money:** Please place any money sent to school in an envelope. Mark the envelope in ink with your child's name, my name, and what it is for. It is also helpful to include the amount if you are sending cash. Lunch money can be sent this way to pay in advance for a week or a month. You can also pay for lunch on the *Student Data System*.

**Allergies:** If your child has a food allergy, please contact Nurse Brandy through the office AND myself prior to the first day of school.

**Medication:** Nurse Brandy, our school nurse, administers all medications to students during school hours, including cough drops.

**Illness:** If your child is sick (or has been sick in the last 24 hours), DO NOT send them to school. Should your child become ill at school, you will be contacted to pick him/her up and your child will need to remain out of school the following day.

**Birthdays:** A birthday is a special time for children. Parents may send treats with the birthday child to share with classmates during snack time. Our snack time is 1:30-1:40. Due to district policy, treats must be store bought. Please let me know ahead of time of your plans. You do NOT have to send treats at all, but you are invited to. Summer birthdays can be celebrated whenever you choose in May.

**Snacks:** Each day a time has been set aside for your child to have an afternoon snack. Snacks will NOT be provided. If you would like your child to have a snack, please send one in a separate container from his/her lunch. We recommend and prefer healthy snacks that are individually packaged. Some favorites are: fruit, snacks, graham crackers, sandwich crackers, pretzels,

fruit, raw veggies, Capri Sun, etc. Please do not send your child with candy or soda. The kids who do not have snack are busy at free choice.

**Toys:** Toys from home are NOT allowed at school unless you have received a note from me. This also counts for toys in backpacks. Any toys brought from home will be taken and placed in a safe place until the end of the day.

**Daily Folder:** Please check your child's folder on a daily basis. It contains their behavior calendar, important notes from me, and your child's papers from the day. Take everything out of the folder (except their behavior calendar) each night and return only those items that need to be returned (notes to me, lunch money, permission slips, etc.) I check folders every day.

**Discipline:** Your child's behavior will be marked every day in their folder on the behavior calendar. Each level will be marked by a different color. We have a new behavior chart based on the *Seven Habits*. This will be new for everyone in our building.

Contact Information Phone: 417-862-6308 extension 1152

Website: [www.mrscbailey.weebly.com/](http://www.mrscbailey.weebly.com/)

Email: [christinebailey@willardschools.net](mailto:christinebailey@willardschools.net)