

# Parent Handbook

the

# ABC

of

Mr. Maloney's

Pre-K/K Class

## Be a Part of Our Classroom...

Involving parents in the everyday routine of the students' learning and for special events greatly enhances student success. I welcome parents to become involved in the classroom throughout the year.

There are two primary areas in which I would like parents to become involved:

First, there is the opportunity to become directly involved in the students' academic learning. This would entail working directly with students individually or in small groups.

Second, I will need parents to perform clerical-type tasks such as stapling, typing stories, copying, coloring, making books, etc.

The first three weeks of school the class is busy learning their routines. We will be ready for our parent (or grandparent) helpers the fourth or fifth week of school.

Parents will also be needed to chaperone field trips. I will let you know well in advance about our field trip dates.

**Important!** All volunteers need to fill out a volunteer form before you can help out in the classroom or chaperone a field trip. It takes about two weeks to get the paperwork to be processed and returned to SWE.



**A ALLERGIES:** If your child has an allergy to any type of food, please let me know. Between snack time, lunch, cooking, special treats, and class parties various foods are eaten. If there are any students with particular food allergies that will limit food options in the classroom I will send out a notice to everyone.

**ARRIVAL:** We often have meetings before school. If you arrive early before anyone is in our room, there will be a teacher on duty on the our playground 15 minutes before school starts (8:40 am). You may drop your child off on the playground or wait until one of the teachers arrives to open our door.

**ASK QUESTIONS:** Ask your child about his day at school. Try to ask questions that encourage more than yes or no answers. What did you learn? Who did you sit with at lunch? What books did the teacher read to you?

**ATTENDANCE:** Your child must be at school. If your child cannot make it due to illness or some other event, please call the attendance line at 327-3807. If your child's temperature is over 100°, they are throwing up, or have diarrhea they should not come to school. Your child should be fever free for 24 hours before returning to school.

**B BACKPACKS:** Please make sure your child has a medium sized backpack. A backpack is the safest place to put our important papers and other treasures.

**BE A FRIEND, NOT A BULLY:** This is our school-wide friendship program. We will discuss how to be and practice being good friend to everybody.

**BEE FOLDER:** The BEE in the BEE folder stands for "Bring Everything Everyday". This folder will come home each day. Please look over its contents and remove items. This folder will have daily home notes, school announcements, and classroom information. Please return the BEE folder every day.



**BIRTHDAYS:** We love to celebrate our students' birthdays! You may bring in a treat for your child to share with the other students. We will normally celebrate birthdays during snack time. A minimum of a day's notice is appreciated if you are planning on sending in a treat.

**BREAKFAST:** As they say, Breakfast is the most important meal of the day. Please make sure your child eats breakfast in the morning; it does affect the

rest of their day. The school does serve breakfast; you may purchase it for \$1.75. If your child has a lunch account, funds will be debited from that.

**BOOK ORDERS:** I will send home book order forms monthly. Scholastic has some great deals for books on different reading levels, wonderful read-alouds, and beautiful picture books. Please refer to the order form as to when to return the order to school. If you are writing a check, please make it out to **Scholastic**.

**BOXTOPS FOR EDUCATION:** Our class will be collecting “Boxtops for Education”. If you can, please send any in at your convenience. Some items that you can find the boxtops on are Kleenex, Zip-Loc baggies, General Mills cereals, and many others. The funds raised will remain in the classroom.



**C COATS, JACKETS AND SWEATERS:** When the weather changes, please make sure your child comes to school with one everyday. Even if you think they are going to be outside “just briefly” to and from the car, we will continue to take our daily walk.

**D DISMISSAL:** Our class lets out at 1:30 Monday, Tuesday, Thursday, and Friday, and 12:30 on Wednesday. We will walk the children out to the end of the sidewalk leading to the “Parent Drop-Off” driveway.

**DRESS CODE:** Please have your child wear clothes that are appropriate for play, painting and other messy activities. Flip flops are not allowed due to safety issues on the playground.

**E EMAIL:** If you need to contact me, my email is [wmaloney@washoe.k12.nv.us](mailto:wmaloney@washoe.k12.nv.us)

**EVENTS:** You will be notified well in advance of upcoming events.

**F FAMILY TEAMS:** Instead of PTSA, Sarah Winnemucca will be having “Family Teams.” You can sign up to volunteer for any of our school events, including the Wolf Run, Harvest Carnival, Skate Nights, and Movie Nights.

**FIELDTRIP:** We are scheduled to go on one big fieldtrip this year, the Pumpkin Patch in October. In addition, we may take some walking field trips. You will be notified of these in advance.

**FUNDRAISERS:** We have three fundraisers each year. Each fundraiser serves a different purpose.

1. *Principal's Fundraiser-Great American Sale* The monies from this event go towards whole school needs, teacher trainings, student scholarships, family emergencies, and other SWE community needs.
2. *Teacher's Fundraiser-Cookie Dough Sale* The cookie dough money benefits individual classrooms and their students.
3. *Family Teams-Wolf Run* Funds from this event benefit Arts and Fitness.

**G GAMES:** We play games all the time at school. You should play them at home with your child too! Make sure your child experiences turn taking, winning and losing.



**H HOME NOTES:** Notes will be sent home letting you know what is going on in class and what/how your student is doing. Use this information at home to reinforce activities that are happening at school.

**HOME VISITS:** For the families of a student with an IEP, I am planning to meet with you throughout the year at home or other locations to assist your family with different challenges you face. Those families without a student, if you would like to schedule a home visit please let me know and I would be happy to set something up with you.

**I INFINITE CAMPUS:** Infinite Campus is the new district-wide student information system. This tool will be used minimally in Pre-K, but as your child gets older, or if you child has older siblings, you will become much more involved in all the information it provides to parents.

**INVITATIONS:** Please do not send birthday invitations to school, unless you have one for each student. Each family will have the opportunity to join our class roster, so invitations can be sent by mail.

**J JUMP, DANCE, RUN:** We are constantly moving in our class. In addition to recess, we take a “sensory walk” in the morning, we sing/dance and are in motion throughout the day.

**K KINDERGARTEN:** Our classroom is a Pre-K/K program. Pre-K differs from a preschool in that it is more aligned with the K-12 system and is clearly defined as a significant year or two of learning that provides three- and four-year-old children with the skills necessary to succeed in kindergarten and beyond. Furthermore, our program focuses on the academic and social learning

that occurs during the first years of school and has state standards to which all of our lessons are driven.

- L LISTEN:** Really listen when your child talks to you. Put down the newspaper, turn off the TV, close the laptop, and listen. Some of the stuff they say is amazing!

**LUNCH:** Your student has the opportunity to purchase hot lunch at school. Hot lunch is \$2.50, which includes milk. I will send home a menu monthly with the lunch choices. We encourage parents to prepay for hot lunches. Please make checks payable to “Nutrition Services.” Each student has a lunch account on our computer system. You may pay in advance for lunches that will be debited from your child’s account. When funds are low, you will receive a note from the kitchen. Of course, “sack lunches” are welcome. If you want to purchase one carton of milk to have with a cold lunch, the price is 75¢. We have a small refrigerator that can hold a few items and a microwave to warm things.

- M MINIMUM DAY:** This year the district changed its minimum day schedule. Every Wednesday, school will release 45 minutes early for all schools. Due to this change, our class will be released at 12:30 on Wednesdays.

**MUSIC NOTE:** Each week, when we go to music with Mrs. House, she gives one student who made great choices during music class a Purple Music Note.

- N NEWSLETTER:** There will be a monthly newsletter in the BEE folder with an overview of upcoming events and themes.

- O OPEN-DOOR POLICY:** I maintain an open door policy. You are more than welcome to come in the classroom and observe at any time – just sign in at the office first.

- P PHONE:** If you need to call the school or me, the number is 327-3800. The classroom does have voice mail, and I will return all calls within 24 hours.

**PLAY:** Play is the work of children.  
It is a vital component in children’s learning.



- Q QUALITY TIME:** Busy lives make quality family time hard to find. Eat dinner together, go for a walk, or play a game with your child.

**R READ:** Read with your child every day! Let them see your reading. Even just 10 minutes a day reading with them makes a HUGE difference. Read...Read...Read



**S SNACK:** Each morning we will have a snack. This is an excellent occasion for the students to work on their language and social skills. I will be collecting \$5.00 each month to help cover the costs for snacks. Snack items will include fruit, crackers, and other healthy choices.

**SUPPLIES:** We ask for a few items at the beginning of the year to help keep our class running smoothly. Please send in the following items:

- a box of “kid” themed band-aids
- a box of Kleenex
- Clorox disinfecting wipes
- a package of Elmer’s, Scotch, UHU or Rose Art glue sticks (other brands tend to be difficult for our kiddos to use)
- Elmer’s White School Glue

We may ask for additional supplies throughout the year as needed.

**T TARDY:** If you are late to school (after 9:10), please stop at the office first to get a tardy slip, and then walk your child to class.

**U UPCOMING EVENTS:** All upcoming events will be noted in the BEE folder.

**V VOLUNTEERS:** Whenever you come in to help in the classroom, you must sign in at the office and get a volunteer badge or sticker to wear.

**W WEBSITE:** Our class website is located within the school’s site at:  
<http://www.washoecountyschools.org/winnemucca/SWE/prek.html>  
There is a link to the site in Infinite Campus.

**X XTRA CLOTHES:** Accidents happen. Please send a change of clothes for your child. We will send them home at the change of seasons so they can be swapped out for the new weather. Send pants, a shirt, underwear and socks. We have a storage place for each student, so you don’t need to have your child’s name on them.

- Y YEAR ROUND:** We are at a year round school. I will send home activities and other ideas you can work on during the track-off times.
- Z ZIPPERS, BUTTONS, AND SNAPS:** We encourage your child to become more self sufficient. Please resist the urge to do everything for your child. Let them try to work the zipper on their backpack, the fasteners on their clothing, and the packaging on their snacks. In addition to being excellent fine motor activities, these times provide opportunities for your child to communicate their needs (if they need help), demonstrate persistence, and express satisfaction when accomplishing the task.