



Kindergarten Family Handbook 2019-2020

Dear Families,

Welcome to Kindergarten at Patterson Park Public Charter School! **Please read through this Kindergarten Family Handbook carefully**, and let us know if you have any questions. We are so excited to work with you this year, and we know that by working together we will have a wonderful year in Kindergarten!

Sincerely,
Kindergarten Team

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Arrival

Kindergarten students line up outside the main doors of the school (Lakewood Ave.) The teachers will meet the students at these doors at 7:50 am, and students will enter the building with the teacher. **Students who arrive after 8:00 will be marked tardy.** Please refer to the PPPCS Parent Handbook for inclement weather procedures.

Dismissal

The children will be dismissed at **2:40 pm** outside the main doors of the school (Lakewood Ave). On Wednesdays children are dismissed at **1:30 pm**. Each teacher will each have a clipboard outside for the approved pick-up person to sign out each student every day. **Students must be picked up between 2:40pm-2:50pm (or 1:30-1:40pm on Wednesdays).**

Please do not come into the classroom to pick up your child unless an inclement weather dismissal is announced by the office.

An adult or responsible older child must pick up each kindergarten student. **Your child will only be released to the people you designate on the family contact card, unless otherwise notified by letter or parentsquare message from a parent or guardian.**

You must confirm with your child's teacher through a ParentSquare message or written note if you want to add someone to your approved pick-up list for your child. **We take dismissal very seriously & will not allow a student to leave with someone who is not on your approved list (unless we have confirmed in advance).**

If your child attends after-care please write a note to let the teacher know which program he or she attends (and the days for the program), and we will have a school staff member escort them to their designated pick-up area. Please send a note or send a ParentSquare message if there are any changes to after-care enrollment.

Morning Routine

School starts at 7:50am. Please try your very best to arrive on time. We begin our community circle at 8:00am. This is time set aside to build our classroom community. From 8:15am-8:55am students will be in **guided reading groups**. Students work in groups of 4-6 students and we have 3 teachers to coordinate this effort. Students make tremendous reading growth because of this individualized instruction. This is one of the most valuable times of our day. **Students who arrive late miss critical time working on their reading skills. Please arrive on time!**

Breakfast

Breakfast is very important for students! **PPPCS has free breakfast for every child from 7:30 AM-7:50 AM.** Students who eat breakfast at school should be dropped off at the cafeteria entrance on Baltimore St. There is a designated staff member to walk the kindergarten students from the cafeteria to meet their teacher & class at the front of the building. **It is very important that students eat breakfast before the day begins at 7:50am.** We discourage eating breakfast in the classroom, because it disrupts our morning schedule. We will allow students to eat their breakfast in the classroom if they need to, but we do not allow this to be a routine practice.



Lunch

All children are eligible to receive free lunch. Families do not need to sign-up to eat school lunch - lunch is available to every child everyday. The children eat their lunches in the cafeteria and then go to the park for recess. If you pack a lunch for your child, please limit the number of snacks or desserts you give your child. Young children often eat the snacks first and are not able to finish their lunch.

Snack Time

Snack is not provided by the school, but we love to have snack each day! **We rely on donations from families.** We appreciate your donations! If you would like to provide snacks to the class, please provide healthy snacks that can be stored in our classroom. Each Kindergarten class has **24 students. Snacks do not need to be individually wrapped.** Animal Crackers, Goldfish, Cheerios, Graham crackers, and granola bars (nut free varieties) are the most popular snacks.

***** Please let the teachers know if your child has a food allergy. *****

Water bottles

Please consider sending your child to school with a water bottle. It makes our transition from recess much smoother, when all of the students already have water in the classroom.

Parent Square & Home-School Communication:

Please sign up for Parent Square! All PPPCS staff & teachers use the digital app Parent Square. Through this platform, you will be able to send a message to your child's teacher, see upcoming dates on the calendar, and receive updates from the school. The school will provide you with information on how to access this resource. Please make sure you utilize this tool! **It is the best way to communicate with your child's teacher.**



Please send your child's teacher a message on Parent Square if you have a question, would like to set-up a meeting or phone call, need to check-in about something in the future, or to let the teacher know about an upcoming absence. **Try to use this communication method first, before contacting the front office.**

We will do our very best to respond promptly. We will check ParentSquare between the hours of 7am-5pm (Monday-Friday). If you reach out to a teacher over the weekend, please expect to get a response Monday morning.

If you have a change of plans during the day (early dismissal etc.) or you have a general school question, please call the front office:

Patterson Park Front Office: 410-558-1230

*****Hand-written notes, notes from a doctor/dentist, or printed notes** are required for an absence. If you do not send in a written note explaining the absence, district policy states that it **must** be marked as unexcused.***

Family-Teacher Conferences

Conferences are scheduled several times during the year. These days occur in the middle of each quarter to allow us to discuss your child's progress.


You are always welcome to schedule additional conferences through ParentSquare or sending a note with your child.



Behavior Support & Social Emotional Growth

We are committed to creating classroom environments where all students can be successful. We know that students present a range of behaviors each day. The intention of our behavior system is to support our students in making safe and kind choices. Our students are 5 & 6 years old and an important part of Kindergarten is learning & making mistakes. It our commitment to support students in their growth.

Our classrooms use a visual colored chart system to help children monitor their behaviors and promote positive social engagement. To simplify the communication between families and teachers, we use a behavior calendar that stays in each student's folder and is changed monthly. Each day, all children begin on green. Each day your child will come home with a calendar that details their behavior. If they ended on:



September

behavior log

week of:	monday	tuesday	wednesday	thursday	friday

behavior codes

1. I was super respectful to my teacher and friends	3. I had trouble following directions.	1. Fui muy respetoso a mis maestras y amigos.	3. Tuve problemas eligiendo direcciones.
2. I was an all-around superstar!	4. I had trouble keeping my hands to myself.	2. Yo era una estrella resplandante todo el día!	4. Tuve problemas manteniendo mis manos a mi mismo

Blue you will see: 
Green: 
Yellow: 
Red: 

Blue means your child had an outstanding day! He or she went above and beyond. Please do not expect blue every night.

Green means he or she had a great day! Our goal is for students to be on green most days.

Yellow means your child received 2 warnings for their behavior & then 1 consequence. Their consequence may have been reflection time or less time in choice centers.

Red means that your child received 4 warnings & 2 consequences. This means they had 2 reflection opportunities & they did not participate in choice centers. Red is automatic for any behavior that is unsafe.

At the bottom of the calendar there are numbers from 1-4. Some days the calendar may include one of the numbers below to give you more detail on your child's day:

1. I was super respectful to my teacher and friends
2. I was an all-around superstar
3. I had trouble following directions

4. I had trouble keeping my hands to myself

Please initial your child's color, on the calendar, everyday.

We know our students are growing & learning everyday. It is our job to support our students in making positive choices. However, sometimes a behavior requires intervention from an administrator.

An office referral is used to document behavior that physically or emotionally harmed another student or teacher (hitting, kicking, biting, etc.). An office referral means that an Administrator has been informed of the incident and will be a part of the conversation regarding supports & consequences.

Please refer to the School Wide Behavior Plan and Baltimore City's Code of Conduct for policies regarding suspension and expulsion.

Kindergarten Field Trip Policy

We believe field trips are an important part of learning, so we will be planning variety of trips throughout the year to support our learning in the classroom. While we want to learn and have a great time on field trips, our utmost priority is the safety of our students.



For this reason, we will **only** bring students that demonstrate safe behavior in school, at recess, and out of school. If a student has consistently displayed unsafe behavior leading up to a field trip, the teacher will communicate this to the family.

These students are welcome to attend the field trip, however, their parent/guardian or another adult from the family **must either attend with him/her or drive the student to and from the field trip.** This is our policy because it is a liability for us to take students who have exhibited unsafe behavior in school on a field trip. Students must demonstrate in the classroom, at recess, and in school that they can be safe and listen to directions, so that we can work to make sure students have a safe experience on a trip.

Your child's teacher will contact you ahead of a field trip to inform you if your child will potentially be ineligible to come on the trip. In that case, you will have the option to bring them. If you don't wish to bring your child on the trip, he/she will remain at school and will work on activities related to what we will learn on our field trip. Also note that if your child is not eligible to attend the field trip and you keep them home from school instead, that will be considered an unexcused absence. If you have any questions about this policy, please feel free to contact Dr. Kramer.

Field Trip Payment

For field trips at PPPCS, the school commits to contributing \$10 per child per year for field trips. **We ask that parents contribute \$20 per semester (once in the fall and once in the spring) to cover the rest of the costs of the trips.** You can pay either by cash or check made out to "Patterson Park Public Charter School." All the money raised will go towards field trip costs.

Tentative Field Trip Schedule 2019-2020

The trips that we currently have scheduled are:

1. Audubon Adventure in Patterson Park - September or October
2. Clark's Eliaok Farm - October
3. Ice Skating in Patterson Park - 3 times in December

4. Science Center Field Trip - February
5. Arts on Stage Play at Goucher College- March
6. Audubon Adventure in Patterson Park - April/May
7. Farm/Agricultural Center Spring Visit - May

Permission Slips

You will be asked to fill out a permission slip to cover all of the field trips. Information about each field trip will be sent home in folders as well as posted on Parent Square. You may indicate before each trip if you would rather your child did NOT attend.

Chaperones

Teachers will send out requests for chaperones for each trip via Parent Square. We can only take a certain number of chaperones on the bus due to space, but always welcome more family members to join if they would like to drive and meet us. There may also be a small fee for chaperone entrance to certain locations. We love and appreciate any and all chaperones!

Field trips are for Kindergarten students and adult chaperones only. Siblings (babies included) are not allowed to attend field trips with their parent. Additionally, we ask chaperones to be responsible for a small group of students (2-3) during the trips.

Other Important Information

Homework & Folders

Please check the folder and ParentSquare every night. It will give you the most important information about your child's classroom and PPPCS. Please read, complete, and return appropriate papers in this folder.

Your child will receive a packet of homework each Monday. There will be 6 sheets in each homework packet. The goal is for your child to complete 1-2 homework sheets per night. It should only take about 10 minutes per night. Please return the homework the following Friday.

Projects: Projects are an important part of learning at PPPCS.

At the Kindergarten level, these projects are designed to extend our curriculum and should be completed with family support. Please remember that your child should be the main contributor to the projects. If you have any questions about a particular project, please contact your child's teacher.



Rest Time

Kindergarten classes have a 15- 20 minute rest time each day. The child will be able to listen to soft music or a book while they rest at their table. This time helps us prepare for our afternoon by allowing the children to relax and refocus.



Specials

Kindergarten participates in a variety of special area classes that may include Technology/Library, Art, Movement, and Music. The specific schedule for your child's class will be sent home by each teacher.



Dressing for School

Children must dress in their complete uniform every day. Please see the PPPCS Parent Handbook for uniform guidelines; including policies about appropriate sizes for clothing. Children need to be able to fasten and unfasten their clothing independently. Please also know that in



Kindergarten your child will participate in activities that require children to paint, sit on the floor, and students go outside to Patterson Park each day for recess. **Girls who wear jumpers should consider wearing shorts underneath.** In cold weather, please dress your child accordingly (hats and gloves, legs covered by pants or tights) since outdoor activities are planned daily.

Children have a gym 1 day each week; children should wear their P.E uniform to school (including shoes appropriate for physical activity). Occasionally, students will be allowed to come to school out of uniform.

Medications

The school nurse will administer all medications. Please contact the nurse if your child is to be given any medicine during school hours. Some medications also require written permission from the doctor to be given at school; please speak to the nurse if you have specific questions. **Do not send medicine to school in your child's book bag.**



PPPCS Volunteer Hours

Volunteers are very important to our school. If you can volunteer within or outside of the classroom, please let your child's teacher know through Parent Square. There are many tasks for volunteers and we will try to find the one that best fits your needs.



Birthdays

Children may celebrate their birthdays in school! Mini-cupcakes or cookies (1 per student) may be sent as a special treat but they **must be store bought with an ingredient label due to allergies.**



Please let the teacher know at least 1 week ahead of time if you plan to celebrate your child's birthday at school. This will allow us to make any necessary changes to the schedule and help with coordinating if multiple children have birthdays during the month!

If you have any questions, concerns, or appreciations related the material you just read, please feel free to message your child's teacher on Parent Square! We are looking forward to a great year together!