**Welcome to Kindergarten!**

Teacher: Caitlyn Schmitigal

*I am thrilled to be spending a wonderful year with you and your child!*

**GENERAL INFORMATION**

School begins at 9:00a and students will be dismissed at 4:00p. Breakfast is served from 8:00a-8:50a for those students eating at school. Our principal is Dr. Sheri McFarlane and the school phone number is (906) 635-6629. My extension is 5619 and my email address is cschmitigal@eupschools.org.

Washington Elementary School has a school-wide behavior plan that includes the following four expectations: **Be Safe, Be Respectful, Be Responsible,** and **Be Ready to Learn.** As students are “caught” following any of the “4 B’s”, they will be rewarded with a “Pawsitive” Behavior Award. Please encourage your child to follow the 4 B’s in all areas of the school and praise them when they do.

**SCHOOL SUPPLIES**

They school system will provide the learning materials required for school, but you may wish to bring the following supplies for the classroom:

* An extra set of clothing in a labeled bag (shirt, pants, underwear, socks – accidents and messes happen!)
* Gym shoes to be left at school (if your child is unable to tie shoes, please send Velcro shoes)
* Headphones (over the ear please, no earbuds)
* A backpack
* Ziploc bags (snack, sandwich, quart, or gallon size)
* Black Expo dry erase markers
* Pencils (not mechanical, please!)
* Kleenex
* Clorox wipes

These supplies are greatly appreciated and may be brought in anytime during the first few weeks of school.

**ATTENDANCE**

Your child needs to be at school by 9:00a or they will be counted as tardy. If you child is going to be absent or has an appointment, please contact myself or Mrs. Stephanie Ranta, our secretary, in the office. If your child is later than 9:15a or picked up prior to 3:45p without a valid and legitimate doctors note, he or she will be marked for an unexcused half day absence.

If your child needs to leave school early or is leaving by a means other than what is typically planned, we **must** have a written note or a phone call to the office. If we don’t hear from you by the end of the day regarding a change in transportation plan, the usual plan for that day will be followed.

**ARRIVAL**

School begins at 9:00a. If families need to drop their child off earlier than the start time, Washington School is offering before school supervision that starts at 7:30a located in the gym. Breakfast is served from 8a-8:50a and **if your child eats breakfast, you will be charged for breakfast.** Upon arrival, please drop your child off at the front door entrance. Your child will enter the main entrance and go straight to the gym if they are eating breakfast and/or going to before school supervision. If your child is dropped off after 8:30a and he or she is not eating breakfast, they will still enter the building through the front doors and then go straight outside the doors that are located on the south side of the building (kindergarten wing) to the playground. A recess supervisor will be outside with the children until school starts at 9:00a (weather permitting). **Students are not allowed to go down to the classroom until I pick them up outside when school begins at 9:00a.** When the bell rings, all students will line up outside at the south end of the building and wait for their teachers to get them before entering the building. Please do not walk your child down to the classroom in the morning. If your child is late, please walk with your child into the office to sign them in.

**DISMISSAL**

School ends at 4:00p. At the end of the school day if you are picking your child up, please wait for your child at the south doors by the kindergarten wing. I will walk your child outside to you. Please let me know that you have your child or ask your child to say goodbye to me before taking them for safety purposes. Children walking home will leave the building through the main front doors. Bus riders and after school program students will go to the gym to wait for the bus. If you pick your child up early, please go to the office rather than our classroom to sign them out and our secretary will call down for them. If there is a change in plans for how your child is getting home, please send a note to school. If you child is already at school when the change of plans, please call the office to let our secretary know. **Please do not email me with same-day changes, as I may not see it before the end of the day.**

**STAY TUNED**

Please ask your child what he or she is learning in school and **check their backpack for a red take-home folder.** This folder is vital for home and school communication. In it you will find newsletters and informational notes and completed work. Please be sure to check this daily, remove the contents, and send it back to school every morning. You can send lunch money, notes about absences or transportation changes, and more back to school in this folder. I empty the folders every morning and will be sure the contents are properly taken care of.

**NEWSLETTERS**

I will be sending home a weekly newsletter which includes information on the upcoming week at the first day of every week. This newsletter will help you keep up with important happenings in our classroom, as well as an insight as to what your child is learning each week. **It is extremely important that you take the time to read over the newsletter each week so that you know what is going on with your child both in the classroom and the school.**

**CLASSROOM RULES AND CONSEQUENCES**

The 4 B’s will be in effect both in our classroom as well every other area of the school at all times. If you child chooses to break a rule, the following consequences will take place:

1st time: a warning

2nd time: walking ticket (this will ensure that your child gets his or her much-needed recess time, but they will be walking the track instead of playing)

3rd time: parent contact and/or sent to the principal’s office

**HOMEWORK**

I do not assign homework as I firmly believe in the importance of spending time as a family in the evenings after school. If you do chose to work on things at home, 20 minutes of reading a night is scientifically proven to help with your child’s literacy development – reading to your child, your child reading to you, any kind of reading and exposure to text/print helps. Sight word practice is also something that can be worked on at any time; you’ll find every week’s sight words in the weekly newsletter, and a full list of the year’s sight words on the back of your child’s red folder. Our online resources (Smarty Ants and Happy Numbers – FREE) would also be great practice.

**ONLINE RESOURCES**

Our school license gives students FREE access to both Happy Numbers (math) and Smarty Ants (English language arts) outside of school hours. Both of these programs are individualized and use personalized instruction to meet your student at his or her current level. Both programs have an app that can be downloaded on to your smart phone or tablet.

To access Smarty Ants at home, go to **play.smartyants.com** and enter your child’s login information. To access Happy Numbers at home, go to **happynumbers.com**, click the “I’m a Student” button, and enter your child’s login information. All of your student’s login information is on the cover of his or her red folder.

**RECESS**

We always go out to recess unless its below -10 degrees with a wind chill. **Your child will need to always dress appropriately for the weather!** No children can stay inside unless they have a doctor’s note.

**HANDLE WITH CARE**

If your family is experiencing difficulties at home, I would like to provide additional support at school. I understand that you are not always able to share details, and that’s okay. If your child is coming to school after a difficult night, morning, or weekend, please email/message me “Handle with Care”. Nothing else will be said or asked. This will let me know that your child may need extra time, patience, or help during the day.

**SCHOLASTIC BOOK ORDERS**

Book orders will come home each month and ordering is optional. A note will come with each order so that you have instructions on how to order if you so choose. You may order online, which is preferred, or you may send in a check made out to Scholastic. Our class code is RCCYC.

**SNACK**

**\*If your child has any allergies that I should be aware of, please let me know as soon as possible.**

Your child may bring **1 healthy snack** to school every day and a bottle of water. Snack time will be mid-afternoon. Please label any water bottles sent to school with your child’s name.

**HOT LUNCH ACCOUNTS**

All hot lunch and breakfast is free to students this year! This also includes a milk. If your child brings a lunch from home and needs a milk, he or she will be charges 70 cents.

**CLOTHING**

Please label ALL jackets, shoes, gloves, boots, snowpants, etc. Many things can be easily misplaced or mistaken. Please also send your child in clothing that is warm enough for the weather. Recess is very important for your child’s body and mind. If possible, please send a pair of tennis shoes that can be worn and used for gym and that can remain at school so they’re always on hand.

**BIRTHDAY CELEBRATIONS**

You may send a treat for your child’s birthday that we will eat at some point during the day. This treat must be pre-packaged from the store. If your child is having a birthday party, I ask that you please do not pass out invitations at school - please save that for outside of the school.

**ITEMS FROM HOME**

It is absolutely best if students leave toys and other items from home, at home. There is not a time when they will be permitted to take them out to play with, and we do not have a show-and-tell time. Personal items tend to get broken, lost, or potentially stolen. Please keep these items safe at home.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

I am looking forward to an incredible year and a smooth transition into kindergarten with you and your child! If you have any questions, concerns, or comments, please do not hesitate to contact me at any time. Thank you so much for your support.

* Miss Schmitigal