

**WOCS**  
**KINDERGARTEN**  
**HANDBOOK**

**Important information for  
parents and students**

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CLASS VERSE:

**“You are the light of the world. A city  
on a hill cannot be hidden.”**

**Matthew 5:14**

# IMPORTANT INFORMATION

School start time: **8:20**    Dismissal: **3:10**

## Our Daily Specials

- Monday Morning Computers and Afternoon library
- Tuesday Morning PE and Afternoon Music
- Wednesday Morning Computers and Afternoon Art
- Thursday Morning PE and Afternoon Art
- Friday Morning PE and afternoon Music



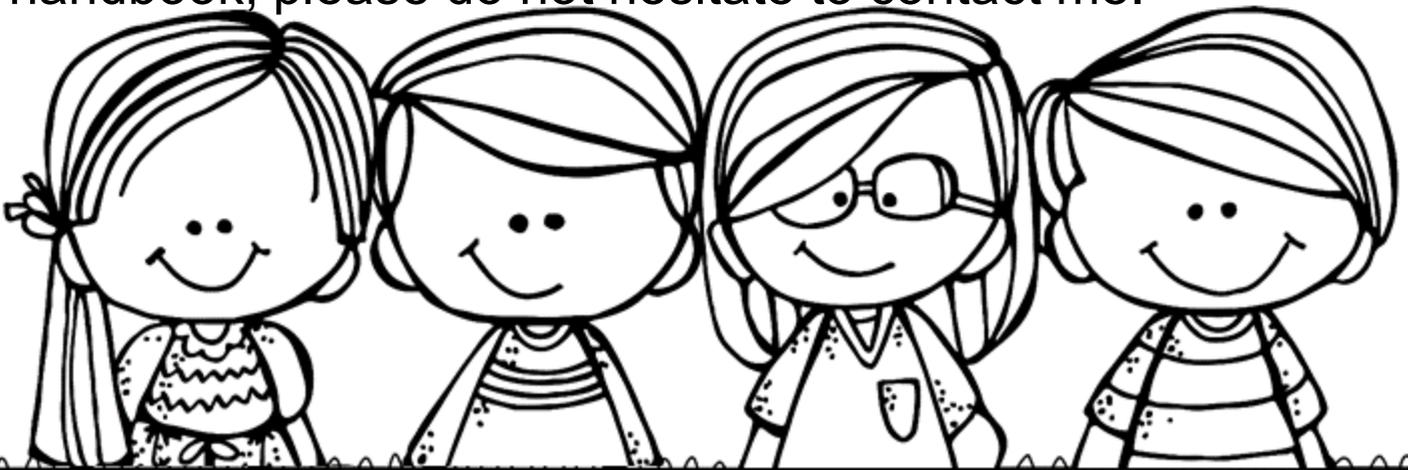
# OVERVIEW

## Policies and Procedures

In this handbook you will find important information that you may need to reference throughout the school year. The following topics are covered.

- Behavior Plan
- Rest Time
- Snack
- Birthdays
- Class Parties
- Communication
- Field Trips
- Grades

The information contained within should provide you with useful information, but I realize that after reading this information you may be left with a question or two. If you find that you do have a question about the contents of this handbook, please do not hesitate to contact me.



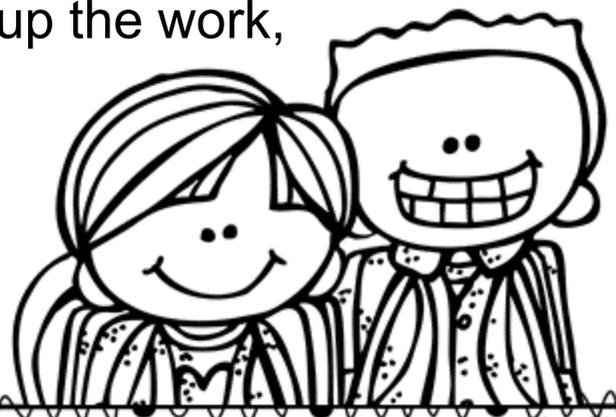
# Absences

## Policies and Procedures

Regular attendance is a big factor in student success. When students attend school regularly, they do not miss out on valuable instruction and/or practice of new skills. However, life happens and sometimes absences are unavoidable.

If your child is absent from school, please be sure to send in a note upon his/her return so that the absence(s) can be excused. Prearranged absences must be coordinated with the school office.

When a student is absent, his/her make up work will be set aside for him/her to complete at home. Students will have the same number of days to make up their work as the number of days they were absent. So, if a student is absent for one day, he/she will have one day to make up the work. If a student is absent for two days, he/she will have two days to make up the work, and so on.

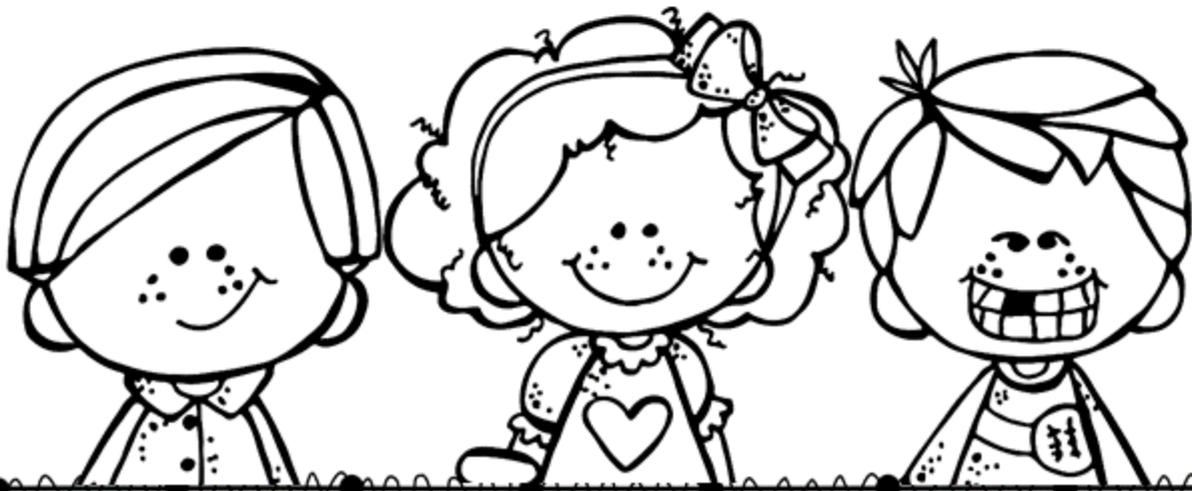


# CLASS RULES

Following the rules is important. By implementing a set of classroom rules, students are better prepared for the real world where they will be expected to follow established rules and laws.

My expectations are that my students work hard, be polite and kind, work neatly, and follow the rules. Our classroom rules are:

Looking Eyes  
Listening Ears  
Quiet Mouths  
Walking Feet  
Helping Hands  
Loving Hearts



# BEHAVIOR PLAN

## Policies and Procedures

I believe that a healthy classroom and learning environment for your child involves age-appropriate rules and consequences. Some of the consequences you can expect throughout the year. I want to work with your children as much as possible, for the purpose of order in the classroom; however, students who are displaying disruptive behaviors will be given appropriate consequences at the discretion of the teacher. This includes breaking the regular classroom rules or any other behavior that is harmful and repeatedly disruptive to other students. I do absolutely understand that they are small children and will occasionally have difficult days. I will reach out to you if there is anything that I believe needs to be addressed.

I utilize a clip up/clip down chart in class. Each child starts at green(Ready to learn) every day, they get clipped up for good behavior and they clip down for disobeying, disruptive, or harmful behavior. If they clip to the top of the chart before the end of the day they get a special prize. Clipping down; I generally give them at least one warning before clipping down. If they clip to yellow we talk about it and discuss the behavior, once clipped to orange they will miss out on part of a recess, specials class ( PE, Computers, Library) or a fun activity such as centers that we may be doing in class. If they clip to red they will miss an entire recess, specials class or activity, if it is a continuing behavior they will see Mrs. Thomas and I will contact you.

I emphasize to the kids that they can be moved up or down the clip chart throughout the day. If they clip down they are not stuck there for the day. I emphasize that we can change our behavior at any point in the day and can make the decision right now to begin making better choices.

# BIRTHDAYS

Birthdays are special days. As such, I will recognize each student's birthday as it occurs throughout the year (even those whose special day occurs during the summer months). Students will be recognized in chapel on their birthday with a praise, song and then prayer. Then given a small gift in the classroom.

Students are allowed to bring treats to school for their birthday. We will celebrate them during snack time. We have 10 students in our class.

Birthday invitations may ONLY be distributed at school if ALL of the students in class are being invited. If you are only inviting a select group of children, please find an alternative method of delivering said invitations.

Thank you in advance for respecting and following the established birthday policy.



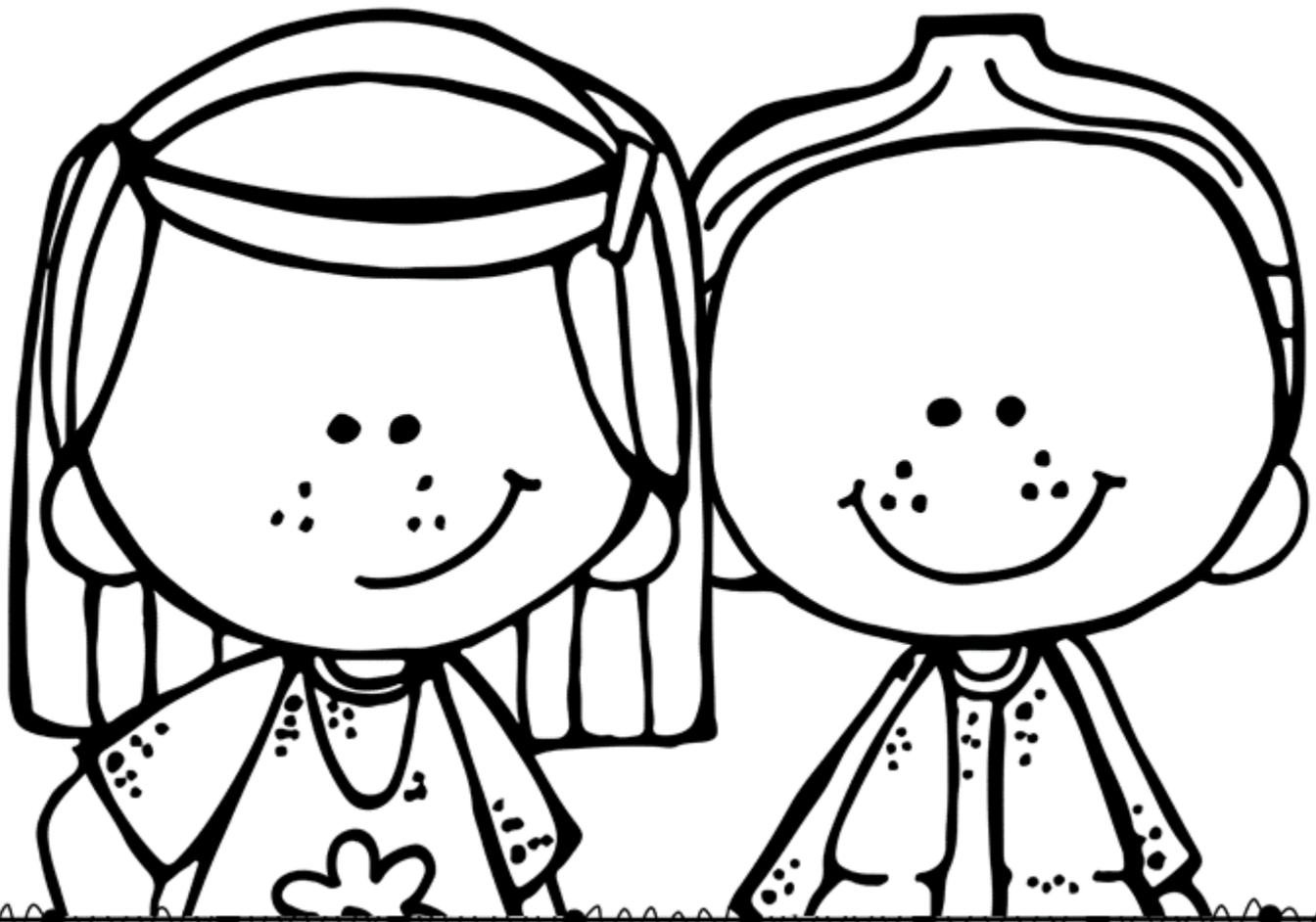
# CLASS PARTIES

We will have three school wide parties this year. Each class will have their own celebration that day. Parents will be in charge of planning and organizing each party. I will have a sign up sheet at our first parent teacher conference. All parents are welcome to attend all parties.

Christmas Party- December 19<sup>th</sup>

God's Love Party- February 13<sup>th</sup>

Resurrection Party- April 2<sup>nd</sup>



# BEHAVIOR PLAN

## Consequences:

### **When I obey the rules:**

1. Able to participate in all activities that are offered.
2. Sticker or candy prize
3. Note home to tell your parents how awesome you are!

### **When I do not obey the rules:**

1. Warning
2. Talking with the teacher to make a better choice.
3. Missing out on center time or other activities - if I continue to make unwise choices.
4. Follow through with talking to the parent if student chooses not to participate appropriately in classroom activities continuously.

### REST TIME:

Rest time is 12:30-1:30, children are not required to sleep but they do however have to lay quietly on their mat during rest time. We have several that do sleep. I realize that this can be a long time to lay still for those who do not sleep, generally after 20-30 minutes the ones who fall asleep will be asleep and I offer a quiet activity to those who are not sleeping. This activity is a privilege and can be taken away if they are being disruptive.

### SNACK:

We have two snacks each day one in the morning and one in the afternoon. Each parent is responsible for sending their child with snacks for each day. You may send bulk snacks to keep at the school, I will let you know when those are getting low. I also ask parents to please send a water bottle labeled with your child every day.

### Communication:

Every Tuesday your student will come home with a blue folder. This folder contains important information that should be looked over carefully. **You will need to return the folder the next day, Wednesday.**

I will be using the GroupMe app for all communication. Please let me know if you are not receiving notifications from our thread. Also please be sure to interact in the GroupMe even if it is just “liking” a message in the thread or the app will remove you from the group.

### Field Trips

We will have a field trip every nine weeks. When going on field trips, every child will need to bring their own car seats. The State of Oklahoma requires that children under the age of 8 ride in a “child safety restraint system”. If you cannot accompany your child and someone else needs to drive him/her, we will require that you bring his/her booster seat for us to use that day.

### Grades

The students will receive satisfactory, needs time, or needs improvement grades for the 1<sup>st</sup> nine week and then they will switch over to A, B, and C. These will be based on participation, their ability to perform different skills, and ability to recognize colors, letters, bible verse and listening time, and numbers we studied. I will be going over the expected skills with you during parent- teacher conference.

# **CLASS BIBLE VERSE**

**"YOU ARE THE LIGHT OF THE  
WORLD**

**A CITY SET ON A HILL  
CANNOT BE HIDDEN**

**MATTHEW 5:14**

