

## LITTLE FROGS & POLLIWOGS – KINDERGARTEN ROOM HANDBOOK

**WELCOME TO KINDERGARTEN!** If your child is dropped off prior to 7:00am, they will be cared for in our Nursery room. Please greet the caregiver and place your child's labeled items in the appropriate locations. Any special messages should be written and handed to the teacher. At the end of the day, please look at our "What We Did Today" board for a summary of the day's happenings. A caregiver will be glad to talk with you. Please take home any soiled clothing (caregivers are not allowed to wash items, per State Law) and empty dishes. It is important to empty your child's folder daily, as it will contain artwork and the like that your child has created as well as the occasional communication from your child's teacher and the center

**MEDICATION:** All medication must be in its original container. You MUST complete one of our Medication Slips, located in each room, for each day. Please hand the Medication Slip and the medication to a teacher. After administering the medication, the caregiver will sign the slip. The slip will then be placed in the child's classroom file. Here are a few suggestions – 1) Give your child all medication at home whenever possible, 2) Have any prescription filled in two labeled containers (so you may leave one here), 3) Take extra Medication Slips home and complete in advance to return. NOTE: The above procedure is followed for all prescriptions, non-prescriptions and topical substances. (i.e. Diaper rash cream, chap stick etc.)

**MATERIALS TO PROVIDE:** A complete set of labeled, weather appropriate clothing needs to be provided and maintained at all times. DO NOT leave any special items, as they can be misplaced. **IMPORTANT** – During the winter months, be sure to have extra socks, warm coat, boots, hat, mittens and ski pants and in the summer months a swimsuit, towel, labeled sunscreen, bug spray and a water bottle. Please provide a crib sheet and blanket for rest time. These items will be sent home on Fridays for cleaning and will need to be returned on Mondays.

**NUTRITION:** Included in the tuition are morning snack, milk with lunch and afternoon snack. Morning snack consists of toast and juice. Afternoon snack is served after nap and consists of fruit and crackers. When packing a lunch please be sure lunch boxes are labeled and include an ice pack. Food should be ready to heat and serve. Microwaves are available for warming food. Please include a good variety of foods, as we encourage good nutrition. NO soda, candy, peanut products or products with traces of nuts are allowed with lunches or snacks. Lunch dishes will be returned with your child's leftovers so that you can see how well your child ate that day.

**REST TIME:** All children are required to rest quietly on a mat for a minimum of one hour, per State Law. Nap is scheduled for after lunch and will last for one to two hours. Each child is assigned a numbered mat. Children do not have to sleep, however must remain quiet to allow other children to fall to sleep. After a quiet period of 30 minutes, children remaining awake will be allowed to have books or another quiet activity. Appropriate music will be played and the room darkened to encourage relaxation.

**PHYSICAL HEALTH:** This is encouraged through good hygiene such as – washing often, drinking plenty of water, exercise and lots of outside play. We also ask that if your child is going to be out for any reason that you contact the center and provide us with information on the child's illness. If your child's illness is contagious we will post it for other guardian's information (no names will be posted).

**EMOTIONAL HEALTH:** Drop off time can be difficult for you and your child. Caregivers are willing to help your child when it is time for you to leave. They will comfort the child to the best of their ability. Please feel free to say "good-bye" to your child and use the two-way mirrors located in the hallway. You may call to see how your child is doing, please feel free to discuss any concerns that you may have.

**COMMUNICATION:** Guardian's are welcome to use our two-way mirrors, or enter and participate. Daily conversation should take place when it does not interfere with class activities. Refer to the "What We Did Today" board for a description of the day's activities. Arts and crafts are proudly displayed in the room or may be found in your child's wall pocket. The Director is available or you may schedule a conference with the teacher whenever you like. Progress Reports are sent home twice a year. The mail slot between the two front doors is a great place to leave messages for the office, health forms, evaluations and payments. Please feel free to share suggestions with a teacher as well. Our Password System is important and must be used whenever anyone out of the ordinary picks up your child. Please notify us in writing if possible when someone else is picking up your child – at a minimum we MUST receive a phone call from a guardian. Be sure this person knows the password, and we require a picture ID.

**DISCIPLINE:** We all respect the rights and property of others. Curriculum, role modeling, kindness and consistency help to reinforce acceptable behavior. Inappropriate behavior is handled with redirection and healthy conversation first and quiet time away from the group secondly (if necessary). Children are taught acceptable modes of behavior and are encouraged to follow them by positive reinforcement. The Director will only be called when redirection and time away is unsuccessful.

**CURRICULUM:** The curriculum is presented in a manner that allows students of all different learning styles and intelligences to learn properly; students who have a positive attitude towards learning and/or are eager to learn, will benefit the most. Students will work both independently and in groups. Worksheets are given to students that cover the material being taught, in the attempt to gain more knowledge through practice; this is also good practice as to what they will be required to do in the first grade. Through the use of the *Word Wall Words* (w.w.w) students will learn five new set of sight words each week, every other month (Sept. Nov., Jan., Mar., May); this is done to help students with their reading skills. Every Friday the students will be asked to perform a written assessment to determine whether the students know the words. Parents are asked to help their child in studying these words. Students will be making flash cards in helping with the memorization/learning process. Students will learn a total of 100 w.w.w by the end of the school year. There will be occasional to light homework that the students will be ask to complete at home and return the next day; class work that is not completed promptly is to be completed as homework.

Morning meeting (also known as *Circle time*) consists of the following: greetings, pledge, calendar, straw counting, weather, announcements/reminders and lesson review. On Mondays we go over jobs for the week, morning message and weekend share in addition to what we regularly do for Morning meeting.

In regards to behavior, everyone is to respect the rights and property of others; inappropriate behavior is handled with redirection and healthy conversation first, and time away from the group secondly. Children are taught simple ground rules. The office is used only when redirection and time away are unsuccessful and then the office is only a place where a child can go to regain control.

The "What We Did Today" board will tell you exactly what activities went on that day; sample worksheets and stories read for each day will be displayed on the trapezoid table

Parent-Teacher conferences will be scheduled twice a year when progress reports come out in January and June.

We try to have at least four field trips in the school year, which often times cost no more than \$5. Drivers (must have a valid driver's license and car insurance) are needed in order to transport the children to and from the location of the outing; announcements for field trips are made four to five weeks in advance.

**Kindergarten Monthly Themes (brief overview)**

<b>September</b>	Wonderful Me, Emotions	<b>March</b>	Health/Nutrition, St Patrick's Day, Easter
<b>October</b>	Community Helpers, Christopher Columbus	<b>April</b>	Outer Space, Bubbles, Balloons, Weather
<b>November</b>	Animals, Indians and Pilgrims	<b>May</b>	Planting, Bugs, Mother's Day
<b>December</b>	Christmas Around the World, New Years	<b>June</b>	Sea Life, Father's Day, Recital/Graduation
<b>January</b>	Dinosaurs, Martin Luther King	<b>July</b>	Summer Curriculum
<b>February</b>	Senses, President's Day, Valentine's Day, Groundhog Day, Black History	<b>August</b>	Summer Curriculum

**Kindergarten Room Goals (brief overview)**

<b>Language</b>	<ol style="list-style-type: none"> <li>1) Participates in class discussion</li> <li>2) Speaks clearly</li> <li>3) Uses adequate vocabulary</li> <li>4) Prints name with capital and lower case letters</li> <li>5) Follows three-step directions</li> </ol>
<b>Number Development</b>	<ol style="list-style-type: none"> <li>1) Counts by rote to 30</li> <li>2) Recognizes numbers to 20</li> <li>3) Writes numbers one through 10</li> <li>4) Identifies basic shapes</li> <li>5) Understands hourly time</li> <li>6) Recognizes coins</li> </ol>
<b>Physical Development</b>	<ol style="list-style-type: none"> <li>1) Uses pencil/scissors correctly and controlled</li> <li>2) Dresses self</li> <li>3) Physically active – good large muscle control</li> <li>4) Shows preference for left or right</li> </ol>
<b>Social/Emotional</b>	<ol style="list-style-type: none"> <li>1) Plays/works well with others</li> <li>2) Shares and takes turns</li> <li>3) Displays self-control</li> <li>4) Shows confidence</li> <li>5) Respects rights and property of others</li> <li>6) Knows personal data</li> <li>7) Copes with frustration and opposition</li> </ol>
<b>Reading/Reading Skills</b>	<ol style="list-style-type: none"> <li>1) Recognizes full name</li> <li>2) Recognizes alphabet</li> <li>3) Associates sounds with letters</li> <li>4) Blends sounds into words</li> <li>5) Hears rhyming words</li> <li>6) Works left to right</li> <li>7) Writes letters</li> </ol>
<b>Additional Goals</b>	<ol style="list-style-type: none"> <li>1) Eager to explore art media</li> <li>2) Shows enthusiasm for music</li> <li>3) Duplicates basic rhythmic beats</li> <li>4) Observes rules and regulations</li> <li>5) Follow directions promptly</li> <li>6) Works neatly</li> <li>7) Works well independently</li> <li>8) Values own work</li> <li>9) Uses materials appropriately</li> <li>10) Seeks help when needed</li> </ol>

**Guardian participation is always welcome and encouraged.**

## Little Frogs & Polliwogs – Kindergarten Registration

<b>Today's Date:</b> ____/____/____			
Child's Full Name:		DOB: ____/____/____	Gender: <input type="checkbox"/> F <input type="checkbox"/> M
Street Address:		Start Date: ____/____/____	
City:	State:	Zip:	Home Phone: (____) ____ - ____
<b>Guardian One Information</b>			
Full Name:		Relationship to Child:	
Street Address:		Social Security # ____ - ____ - ____	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Employer: Employer Address:		Currently in Military: <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Work # (____) ____ - ____	Cell # (____) ____ - ____	Email _____	
<b>Guardian Two Information</b>			
Full Name:		Relationship to Child:	
Street Address:		Social Security # ____ - ____ - ____	
City:	State:	Zip:	Home Phone: (____) ____ - ____
Employer: Employer Address:		Currently in Military: <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Work # (____) ____ - ____	Cell # (____) ____ - ____	Email _____	
Which guardian should be contacted first? _____			
Special instructions? _____			
<b>List three emergency contacts in the event that you cannot be reached.</b>			
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	<input type="checkbox"/> Yes or <input type="checkbox"/> No
Name:	Home #	Cell #	Authorized to pick-up:
Relationship:	(____) ____ - ____	(____) ____ - ____	<input type="checkbox"/> Yes or <input type="checkbox"/> No
<b>List All Food Allergies:</b> _____			
<b>Reaction:</b> _____			
<b>List All Allergies To Medication:</b> _____			
<b>Reaction:</b> _____			
<b>My Child's Password Will Be:</b> _____			
I give the center permission to post my child's' allergies, with photo in the classroom. Signature: _____			

**Developmental History**

Does your child have any attachments or fears:  Y  N and if so, what? \_\_\_\_\_

Was your child at a previous caregiver?  Y  N and if so, was it a  Childcare center  Private home  
Were you pleased?  If not, why? \_\_\_\_\_

Is child a good eater?  Y  N

Is child adopted?  Y  N

Why did you choose this center? \_\_\_\_\_

**Medical History**

Pediatrician Name: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Last Physical Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

With Whom? \_\_\_\_\_

List all medications taken regularly: \_\_\_\_\_

List all surgeries or disabilities: \_\_\_\_\_

Is your child prone to ear infections?  Y  N and if so how do they react? \_\_\_\_\_

Does your child run a fever easily or often?  Y  N

Comments: \_\_\_\_\_

**Sleeping Habits**

How long is a regular nap? \_\_\_\_\_

Security blankets, very small stuffed animals and other security items will be kept in the child's cubby or backpack.

**Toileting**

Typically children entering this classroom are potty trained. However accidents do happen so please send in extra-LABELED clothing. If your child is having a hard time in this area please let us know.

Does your child have diarrhea or constipation problems?  Y  N

If yes, how do you treat it? \_\_\_\_\_

**Medical Emergency Statements**

**Statement One (must be signed, per State Law)**

"In the event I cannot be reached, or when delay could be dangerous – I hereby give my permission for any staff of Little Frogs & Polliwogs to transport my child to a hospital or medical facility and give medical treatment."

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Guardian One Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Guardian Two Signature*

**Statement Two (optional)**

"If I cannot be reached or have not yet arrived at the hospital/doctor's office, I give permission for my child to receive anesthesia for treatment."

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Guardian One Signature*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Guardian Two Signature*