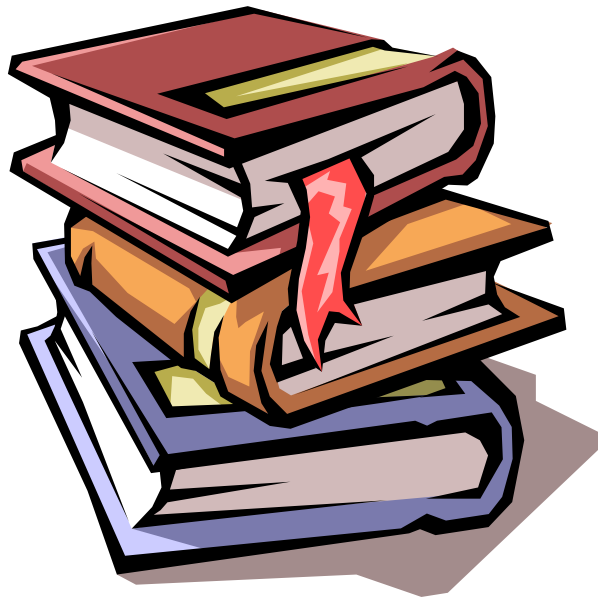


**Bollman Bridge
Elementary
School
Kindergarten
Handbook
2011-2012**



Welcome to Bollman Bridge Elementary School! We are looking forward to a wonderful school year. We have high expectations for our young students and we work hard to make our time together fun and full of learning opportunities.

We are:

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What do I send in with my child on the first day of school?

The first day of school is Monday, August 29, 2011.

1. A **towel**: labeled with your child's name, to use for rest time each day. It will stay at school until Friday, at which time we will send it home to be washed. Please return it every Monday.
2. **Change of clothing**: to stay at school. Please label the bag and each article of clothing with your child's name. We will need long pants, shorts, underwear, socks, and a short-sleeved shirt.
3. **Completed emergency forms** in the backpack.
4. A **healthy lunch**, labeled with his or her name.
5. A **healthy snack**, labeled and nut-free.

What to wear to school?

Please send your child in with sneakers **everyday**. We go outside for recess as much as possible and we have P.E. twice a week. In the classroom, we also do music and movement activities where sneakers are the best option.

Please check the weather and be sure that your child is prepared for changes in temperature. If it is above 32 degrees at 10:45 am, we will go outside. When hats and gloves are necessary, please label everything with your child's name. Our classrooms are usually too hot or too cold, feel free to send in a sweater to leave at school.

What do I need to know about breakfast, lunch, and snack?

Breakfast -- \$1.75

Reduced rate: \$.30

Lunch -- \$2.50

Reduced rate: \$.40

Milk only -- \$.50

If your child is eligible for free lunch, he or she can also receive a free breakfast. If your child is eligible for reduced lunch, he or she is eligible for reduced breakfast. You may choose to prepay for lunch for the entire school year. All forms for these processes will come home on Monday in the backpack. **You may also complete these forms online at www.hcpss.org.** If you already sent in forms requesting free or reduced lunch and have not yet heard a response, you must provide a lunch for your child in the meantime.

If you choose to have your child buy lunch or milk, we ask that you wait until October to do so. All kindergarten students eat lunch in the cafeteria at the same time. The lunch time slot is 30 minutes, including transitions. This only allows about 20 minutes for eating. If 50 students are standing in line to order lunch, this may only allow 5-10 minutes for the children at the end of the line to eat. The process gets quicker as the children become acclimated.

Students come into lunch after recess. To ensure clean hands, we recommend putting hand sanitizer or wipes in your child's lunch box and teaching them to clean their hands before eating.

We have snack time daily at 2:00 pm. Students must come to school with a snack. The school does not provide snack for the students. Please pack your child a **nut-free** snack, separate from their lunch in a labeled Ziploc bag.

Arrival and Dismissal Procedures:

Our school hours are 8:20 am to 3:05 pm.

On the first two days of school, all kindergartners will meet their teachers in the cafeteria and walk down the hall together as a class.

Busers: At 8:20, the first bell will ring, at which time all buses will unload students. On the first day, as they come off the bus, an adult will be there to greet them and attach their bus number to their backpacks. All kindergartners will be guided into the cafeteria where the teachers will be waiting for them. Once all students have arrived, classes will walk down the hall together.

Dismissal: An adult will escort all kindergartners to their buses before the rest of the school has been dismissed. **If you live where a bus can transport your child, please allow them to ride it everyday.** This will free up our parking lot and make the arrival and dismissal procedure run more smoothly.

Car Riders: Please watch for school staff to direct you. Please remain in your car and allow your child to enter the school on his or her own. There will be adults available to escort kindergartners to the proper place.

Dismissal: Teachers will walk car riders out and wait for parents to arrive. **If you live within walking distance of the school, please walk your child to and from school as much as possible.** This will free up our parking lot and make the arrival and dismissal procedure run more smoothly.

Walkers: If you walk your child to school, please look for the signs of how your child should enter the school. Please say good-bye to your child out front and the staff will guide your child into the building.

Dismissal: Please wait at the designated area for your child's teacher to bring your child to you.

What happens when it snows?

If you have signed up for the hcps news, you will receive an email if school is delayed or closed due to snow. Our typical start time is 8:20. If there is a 2-hour delay, we will start at 10:20. If your child typically rides the bus, and that bus comes at 8:05 everyday, it will come at 10:05 for a 2-hour delay.

Schools may need to close early due to snow or other emergencies. Again, if you have signed up for the hcps news, you will receive an email alert. If schools close 3 hours early, we will close at 12:05 pm. Students will be dismissed the way you designate on the early closing form. If your child typically goes to aftercare, that will not be an option. They will have to take the bus home or someone will have to pick up your child.

During weather related issues, please refrain from calling the school as much as possible. This ties up our phone lines and our office staff, which takes away from ensuring the safety of your children.

What to practice at home?

1. Have your child practice eating lunch within 20 minutes and opening the lunch box as well as any packages or containers you may send in.
2. Review proper hand washing skills. This really cuts down on the number of illnesses passed around at school.
3. Practice covering sneezes and coughs with a "bat wing", then washing hands after every sneeze and cough.
4. Talk about using the bathroom before it's an emergency.
5. Create the habit of reading to your child everyday and after reading the story talking about what happened at the beginning, middle and end of the story; who the characters were in the story; where the story took place; what the problem was in the story; and how the problem was solved.

Home - School Communication

1. You may email your child's teacher, send a note in the child's backpack, or leave a phone message anytime. The staff checks for messages regularly, but understand that some days are busier than others and we may not be able to return a message immediately. We will do our best to get back to you as quickly as we can. **Please avoid attempting to have a conversation with your child's teacher when you are dropping off or picking up your child.** We want to ensure that each and every student receives our undivided attention the entire time that they are in school. If you send a note in the child's backpack, please be sure that your name, your child's name, **and the date** are on the note.
2. The school will communicate with you in various ways as well. Please sign up for the school system email. Go to www.hcpsnews.org. Once on the site, click on subscribe and follow the instructions. It's that easy! Mr. Davis sends out the school newsletter bi-weekly as well as any pertinent news.
3. The school website is <http://bbes.hcps.org/> It has helpful information and contact information for all staff members. There is also a link to the kindergarten website and individual teacher websites. Please visit them periodically for updates.
4. Look in your child's backpack **daily**. There may be a note from the kindergarten team or your child's teacher. On Fridays your child will receive a folder full of information from the office. Please review it each Friday and return the folder on Mondays.
5. The PTA website is www.bbespta.net. Please visit that to obtain information regarding upcoming PTA sponsored events.

Special days throughout the year

1. Birthdays: Every child loves to celebrate his or her birthday! We love to celebrate with them! Howard County does **not** allow food at school to celebrate birthdays. Each teacher has a different way of making the child feel special for the day and parents are permitted to send in small tokens for the class if you so desire. These tokens could be pencils, stickers, bubbles, coloring books, etc.
2. Field Trips: We welcome parent chaperones to join us on our field trips. Howard County requires that chaperones ride the bus with the students and siblings do not attend field trips.
3. Parties: Periodically throughout the school year we have parties to celebrate Halloween, winter, Valentine's Day, etc. If you would like, you can donate items to be shared among the students. Volunteering for those events is always helpful.
4. Volunteering: We love to have parents in the classroom to volunteer and we may also need help working on things at home. Please let your child's teacher know if you are able to volunteer in any way!
5. Donations: If you have extra arts and crafts supplies or school supplies, please let your teacher know. We may ask throughout the year for donations for specific projects, as well. We always need glue sticks and tissues! If you happen to come across a good sale, please think of us!

Daily Schedule

8:20 – 8:40 Arrival/ DEAR (Drop Everything And Read) time

8:40 – 9:10 Circle/opening

We will discuss the calendar, weather, number of days we've been in school, the schedule, read the morning message, learn new sight words, practice letter sounds, etc.

9:10 – 9:30 Read aloud

We will read a story with the class and work on comprehension strategies

9:30 – 10:45 Guided Reading Groups/Literacy Centers

Students will work with leveled texts expanding reading strategies.

10:45 – 11:35 Recess and Lunch

11:35 – 12:30 Specials

12:30 – 1:40 Math

1:40 – 2:10 Content

2:10 – 3:00 Snack and Centers

3:00 – 3:05 Dismissal