

Niles Adventist School

KINDERGARTEN

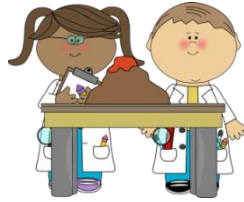


Class Handbook

-A Guide for Kindergarten Families-

Mrs. Jenni Coffen
269-683-5444 jcoffen@misda.org

Curriculum Highlights



The Kindergarten curriculum is called Stepping Stones. This curriculum was developed by Adventist early education teachers and is unique to our beliefs and philosophy for the young learner. It covers all the subject areas in thematic units which include: Off We Go!, Let's Be Friends, Who's My Neighbor?, Deep in the Forest, Giving Gifts, We Are Family, Brrr! It's Cold, Wonderfully Made, Moving On, and I'm on a Mission.

KEY AREAS OF ACADEMIC FOCUS

BIBLE: Monthly themes, Bible stories, weekly memory verses, crafts, lots of songs including classic hymns and praise songs

LANGUAGE ARTS: Phonemic awareness with emphasis on blending and segmenting, letter names and sounds, correct letter formation, word decoding, read-aloud stories, comprehension, vocabulary, speaking, listening, high-frequency words, opportunities for independent reading and writing as students are ready

MATH: Number sense, sorting, classifying, sequencing, subitizing, reading and writing numbers 1-20, counting to 100, comparing number of objects, organizing objects into groups of tens and ones, addition, subtraction, months of year, days of week, graphing, estimating, 2D and 3D shapes, measurement

CENTERS: There are six main center areas where students may choose to play. Within each center, students will find numerous options, with new materials added throughout the year. Our six center areas are:

Building Center	Construction blocks, Duplos, waffle blocks
Art Table	Art materials, coloring pages, stickers
Library	Books, literacy games, listening station
Dramatic Play	Loft, dollhouse, kitchen
Theme Area	Games, puzzles, and activities related to our monthly theme
Math & Technology	Math manipulatives, iPads

BASIC SKILLS: Fostering respect and care for others, becoming aware of one's own emotions, making responsible choices, being part of a group, developing practical skills including following directions, sharing, listening, cutting, pasting, coloring, tidiness, and cleaning up

PLUS WEEKLY ART AND MUSIC!

Learning Goals

1st Quarter

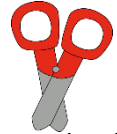
Bible: Jonah, Zacchaeus, Jesus' Miracles, Creation
Themes: Pets, Friendship, Forest
Hymn: What a Friend We Have in Jesus



- Rules & procedures
- Getting along with others
- Name writing
- Counting & writing numbers 0-10
- Comparing numbers 0-5
- Counting to 20
- Knowing taught letter names & sounds
- Beginning to blend & segment taught letters & sounds
- Drawing a person with details
- Dictating a sentence about a given topic

2nd Quarter

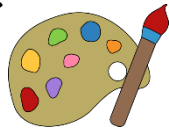
Bible: Elisha, Jesus' Birth
Themes: Neighbors, Communities
Hymn: This is My Father's World



- Completing assignments neatly & completely
- Regulating behavior in the classroom
- Comparing & decomposing numbers 0-10
- Beginning addition
- Counting to 50
- Knowing taught letter names & sounds
- Writing taught lowercase letters correctly
- Blending & segmenting taught letters & sounds
- Knowing taught sight words
- Answering questions about stories
- Retelling the main events of a story

3rd Quarter

Bible: Moses, Daniel
Themes: Polar Animals, Human Body
Hymn: 'Tis So Sweet to Trust in Jesus



- Finishing work in allotted amount of time
- Beginning to write last name
- Beginning subtraction
- Counting & writing numbers 0-20
- Counting to 75
- Fluently recalling all letter names & sounds
- Blending & segmenting CVC words, phrases, & sentences
- Writing all lowercase letters correctly
- Learning -all, -oll, -ull, & -ck sounds
- Knowing the meaning of periods, question marks, & exclamation marks
- Identifying the setting, characters, problem, & solution in a story

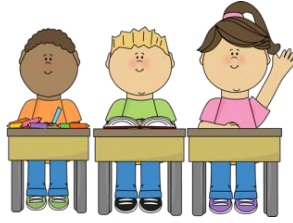
4th Quarter

Bible: Abraham, Early Church
Themes: Pioneers, Rainforest
Hymn: I Have Decided to Follow Jesus



- Increasing in independence
- Writing first and last name
- Beginning to understand place value
- Identifying 2D & 3D shapes & their attributes
- Fluently writing numbers 0-20
- Measuring & comparing objects
- Counting to 100
- Learning sh, th, ch, wh, ph, ng, nk digraphs
- Introduction to long vowel sounds
- Increasing fluency with beginning reading
- Writing all lowercase letters correctly & fluently
- Conveying ideas through pictures, dictation, and/or writing

Classroom Management



Our classroom rules are centered on respect for God, each other, and ourselves. Rules are stated in a positive way so that students know what behaviors are expected of them. We discuss each rule and its importance. Students know what each rule “looks like” and have practiced following them.

OUR CLASSROOM RULES:

1. We follow directions quickly.
2. We respect people and their things.
3. We keep hands, feet, and things to ourselves.
4. We listen when someone is speaking.
5. We work and play quietly.
6. We raise our hand and wait to be called on.

MANAGEMENT PLAN:

I use a proactive approach to classroom management that builds its base on clear expectations and an active, student-centered environment. When students know what is expected and are engaged in learning, they are less likely to act out. Kindergarteners are encouraged to make appropriate behavior choices through positive reinforcement such as smiles and words of affirmation. Students who are making inappropriate choices are guided to make better decisions through nonverbal reminders such as proximity, verbal reminders, and redirection.

DISCIPLINE PLAN:

I will talk with students who continue to make poor choices and we will develop a plan for improvement, including logical consequences and practice of the desired behavior. Parents will be notified and involved if inappropriate behavior continues. Should the problem continue or in serious cases, the principal will be notified and involved.

SOCIAL/EMOTIONAL LEARNING:

We will be using a child-friendly social/emotional learning curriculum to help students learn and practice common social skills. We will focus on helping students develop positive relationships with their peers, understand and process emotions, problem-solve when conflicts arise, regulate their behavior, persist in difficult challenges, and practice responsibility.

Our Kindergarten Day



Time	Activity	We Are Learning
8:00–8:20	Morning Bins	Students greet each other and practice fine motor, language arts, and math skills through hands-on STEAM activities with classmates.
8:20–8:45	Worship/Bible	We sing songs, listen to Bible stories, engage in interactive activities to reinforce the Bible story, memorize Bible verses, and pray.
8:45–9:35	Language Arts	Students learn pre-reading and reading skills through explicit, multi-sensory instruction. Correct letter formation and beginning writing skills are also learned. We use a variety of learning materials, songs, and games to make learning fun and hands-on.
9:35–9:55	Recess	Students engage in outdoor or indoor interactive, unstructured free-choice supervised play and build gross motor skills.
9:55–10:15	Story Time	Students enjoy stories and activities related to our theme. Science, social studies, comprehension, and vocabulary concepts are taught in the context of our theme.
10:15–10:50	Math	Students use math manipulatives, games, and paper/pencil activities to gain number sense and learn math concepts.
10:50–11:15	Choice Time	Students practice social skills as they interact with classmates in free-choice play in a variety of classroom centers.
11:15–11:30	Clean-up/ Closing Circle	Students learn to work cooperatively to clean up and take responsibility for their classroom. We end the day by focusing on social/emotional learning and with prayer.

Policies and Procedures



ABSENCES

Thank you for keeping your child home when they are sick. Please text/email me or let the school office know when your child is sick. Note that when your child is absent, I will put the work they missed in their communication folder so that you can complete it at home. You do not need to return this work to school, unless noted or desired.

AFTER SCHOOL CARE

We are pleased to offer After School Care from 11:30 a.m.-4:30 p.m. for an hourly charge. From 11:30 to 3:00 p.m. After School Care will generally happen in the Kindergarten classroom, with an emphasis on outdoor play. From 3:00-4:30 p.m. it will be outdoors or in other classrooms. If picking up your child at a time other than 3:00 p.m. you will need to park in the driveway, ring the school doorbell, and pick them up from the classroom. Note that our After School Care provider always welcomes donations of snacks!

ATTENDANCE

Please help your child arrive at school on time. Getting to school 5-10 minutes before the official start time of 8:15 a.m. is ideal as it gives your child time to put away their jacket and enter the classroom and get settled. When your child arrives, they will greet the teacher, indicate if they are going home at 11:30 or staying for After School Care. If they are staying for After School Care, they will indicate their lunch choice by putting their “apple” in the correct place, and begin their assigned task. Arriving early also gives your child an opportunity to use the restroom and get a drink before our school day begins.

BAKE SALES

The 8th graders hold bake sales periodically to raise funds for their class trip. Sale dates are posted in the school newsletter. Items are usually priced at 50 cents. Before dismissal students who have brought money will have a chance to purchase baked goods which will be sent home rather than eaten at school, unless your child is staying for After School Care. You are also welcome to come into the school to purchase baked goods.

BIRTHDAYS

Students are welcome to bring in a simple treat to share with their classmates on their special day. Please let me know if you are wanting to do this so we can plan accordingly. Those with summer birthdays may pick an “un-birthday” or “half birthday” date during the year to celebrate their birthday in the classroom. If your child has a food allergy, please let me know and we can make arrangements to keep safe options available for them. Please note that if you plan to send party invitations via the school, please be sure to include all classmates.



BOOK ORDERS

From time to time, book order forms will be sent home. Should you care to order books, register at www.scholastic.com with our class activation code of L4NRF and pay on-line with a credit card. Books will be delivered to the school and I will send them home with your child, unless you want me to give them directly to you. Please use your discretion when selecting books to order as not all books are supportive of Christian values.

COMMUNICATION

Close communication between parents and the teacher is essential. I realize that it is not always possible to get together or talk during the school day. If anything comes up, please don't hesitate to write a note, e-mail, text, or call me. Communication received after 7 p.m. will be answered the following school day.

During the school day I am not always able to respond to texts immediately so *if you have an urgent matter, please call the school office at 269-683-5444.*

DISMISSAL/PICK-UP

Thank you for being prompt in picking up your child. Dismissal time is 11:30 a.m. Students who are not picked up by 11:40 p.m. will enter After School Care which costs \$4 per hour. On days when NAS has half-days and dismisses at noon, we will still dismiss at 11:30. Should your child have siblings in other grades, you may pick up your Kindergarten child at noon on half-days. Note that After School Care is NOT provided on half-days.

When picking up your child, you may pull up in a line in front of the school and your child will walk to your vehicle or you may park and pick up your child inside. Thank you for waiting to take your child until the students are lined up by the front door. Students are to let a teacher or staff member know when they leave.

Students who attend After School Care until 3:00 p.m. will be dismissed to the parking lot when you arrive. Parents may drive up and your child will walk to your car under the supervision of faculty or staff. If you are picking up your child between 12:00-3:00 p.m. or after 3:10 p.m. you will need to park and come into the school to pick up your child.

FIELD TRIPS



A variety of field trips will be taking place throughout the year. For field trips involving the whole school (such as our annual winter tubing trip), we generally use the school bus. For field trips involving our class, we rely on parents to drive. Your willingness to chaperone during them will be appreciated. There is required volunteer paperwork. Additionally, the office will need a copy of your auto insurance for you to drive and certain insurance coverage limits are required. Please note that if we are traveling by personal vehicles your child will need a car seat. When we travel on the bus, car seats are not needed.

When possible, please have your child wear their NAS school shirt on field trips. It makes it easy to spot our group and promotes our school in public. School shirts typically arrive in October.

FOOD ALLERGIES

Please let me know if your child has a food allergy. You are encouraged to send in a stash of safe snacks for your child for times when we may have an occasional treat or activity in the classroom that involves food.

HOMEWORK

Family time is important and I want your child to have time to play, so I do not assign homework. However, I highly recommend that each child spend time (a minimum of fifteen minutes five days a week is suggested) reading or being read to at home. This could be in the form of a “read-aloud” book that you read with your child, a special book the child has selected, a book with cd, a children’s magazine such as “Ranger Rick Jr.”, or any other printed material. Research shows that children who are read to become better readers and achieve more in school.



KINDERGARTEN/KINDERGARTEN +

Each child develops at their own rate. Some children will benefit from an extra year in Kindergarten before the rigors of first grade. Giving your child the gift of time will help them experience success! Remember, childhood is a journey, not a race. We are very blessed to have a two-year Kindergarten option for families. Kindergarten + reviews and builds on skills learned in Kindergarten and gives students an extra year before entering first grade. Thematic focuses change from year-to-year to give variety for students who are in the classroom for two years.

LUNCH COUNT

Each morning students who are staying for After School Care will be asked whether they are purchasing hot lunch from the school or eating a lunch packed by you. Please make sure your child knows whether they are getting hot lunch or bringing lunch. If they are getting hot lunch, you will need to purchase a lunch card through the school office or online. A card currently costs \$32 and provides 8 meals.

Please note that our hot lunch program runs Monday through Thursday. On Fridays, students should plan on bringing their own lunch.

MEMORY VERSES

We have a weekly memory verse that we learn and practice in class. Students are not tested on these verses formally, but I include the memory verse in our weekly newsletter so that you can know what we are learning.

MUSIC PERFORMANCES

Students are given opportunities to perform throughout the school year. Students are asked to wear black and white dress clothes for music performances, unless otherwise notified by our music teacher. There is typically a Christmas concert and Spring concert. Additionally, each class performs special music for one or more of the church services at some point during the year.

ONE CALL NOW

The school utilizes an automated calling system to send reminders and alert you of school closings. You can opt to receive texts, rather than phone calls, by texting ALERT to 22300.

HUNDRED DAY COLLECTION



Celebrating the 100th day of school is a BIG deal in Kindergarten. As part of our celebration, each student is invited to bring a collection of 100 items. This can be as simple or as elaborate as you wish, but I wanted to let you know early so you can plan for this. The 100th day of school usually falls at the end of January or beginning of February.

PARENT INVOLVEMENT

We'd love for you to consider sharing your time and talents with our class. A form with volunteer opportunities will be given to you. Please note that there are a number of things that can be done at home if it doesn't work for you to help in the classroom. I always happily welcome extra hands for cutting things and helping prepare special projects! I also welcome any photos you take throughout the school year of our class events. I'd love for you to text or e-mail them to me so I can use them in our end-of-the-year slide show.

PRAYER

Thank you for keeping our class in your prayers! God loves each one of these children so much more than we do and we want to give Him permission to work in their hearts and lives.

READING CALENDARS

Each month a reading log will come home with your child. Your child can color an object for each book read or for each day they read and return it. Reading with your child is one of the best ways you can help ensure their academic success!

Participation with the reading log is optional, however, students who complete their reading log will be given the opportunity to pick out a book to keep as a prize. Because of the busyness of May, we will not have a reading calendar for that month. *Please note that students at this level will mostly likely be read to, rather than doing the reading on their own.*



THURSDAY FOLDERS

Each week, on Thursday, a folder will come home with important information from the classroom as well as the office. If your child does not come home with a folder, please ask for it or check their locker. I will always let you know if for some reason a folder is not sent home on a Thursday.

Please take a few moments each week to review the folder and its contents. It will contain completed school work which you may keep, the weekly school newsletter (News Around School), our classroom newsletter, and other pertinent information. Please return the empty folder on Friday or Monday morning.

TOYS

Thank you for keeping toys and personal items at home. We want to encourage a learning environment and prevent toys from getting lost or being broken. Toys will not be allowed in the classroom or during recess/free choice time.

WATER BOTTLES

Your child is welcome to bring a water bottle to school. Water bottles should be labeled with your child's name and will be kept on the sink counter. I will send them home periodically to be cleaned.

WEBSITE

Our school's website is: www.nilesadventistschool.org. You can find current issues of the school newsletter, the school handbook, school calendar, and other helpful information. There is a Kindergarten/Kindergarten+ page, as well, with information I hope you will find useful.

WISH LIST

I keep a class wish list on Amazon which may be accessed by scanning the QR code below. Please don't ever feel obligated to use this list, but it is there for those who may wish to purchase something for our class to enhance our learning environment. Any and all donated wish list items are greatly appreciated.



<http://a.co/02gHGR6>

Thanks for sharing your wonderful children with me! It is truly my honor and privilege to partner with you in their education!



STUDENT INFORMATION

Please help me get to know your child better.

Child's Name: _____ Nickname (if any): _____

Family members at home: _____

Favorite things to do as a family: _____

My child likes to: _____

My child is good at: _____

Allergies I should know about: _____

Does your child read on his/her own? _____ How high can your child count? _____

Favorite type of books: _____

Academically or socially, I would like to see my child work on: _____

Is there anything else I should know about your child? _____



HOPES AND DREAMS



Date: _____

Dear Parents:

It is very important for me to know your hopes and dreams for your child this year. Your child is a gift from God and I take the trust you have placed in me very seriously.

Please tell me the special things you see in _____ that you would like me to see, too. Please share what you hope your child will learn and experience this school year—spiritually, academically, socially and emotionally. (Feel free to attach another sheet of paper if necessary.)

Please return this form as soon as possible. Thank you!



I'D LOVE TO HELP!

Many hands make light work! Please check any activities that you would be interested in helping with. Thank you so much!

- Send home work for me! I can color, cut, glue, staple, and organize work for the class.
- If scheduled in advance I'd love to come in and read to the class.
- I'm willing to share about my career.
- I'm interested in chaperoning on field trips.
- I'm interested in helping plan a field trip.
- I'm able to help give the classroom a thorough cleaning once a quarter.
- I'd like to send in a treat for seasonal parties.
- I'd like to plan a craft for seasonal parties.
- I'd like to do a bulletin board in the hallway.
- Other: _____

Name: _____

Phone: _____

E-mail: _____

Preferred method of contact: _____ In person _____ Text _____ Cell _____ E-mail