

Western Avenue School Kindergarten Handbook



Please keep this handbook as a handy reference!

Kindergarten Teaching Team

Mrs. Helmlinger...classroom teacher

Mrs. Jeralds.....classroom teacher

Mrs. Miller.....classroom teacher

Mrs. Hecker..... classroom assistant

Dear Parents,

Hello and welcome to the new school year! My name is Brooke Helmlinger. I have a bachelor's degree from Illinois State University a master's degree in Reading from Concordia University and. I taught full-day kindergarten in Huntley for 8 years and this is my sixthth year working here in Geneva at Western Avenue School.

My husband Scot and I live in St. Charles and we have one daughter (14, Abigail) and one step-daughter (22, Lindsey). Abigail is freshman at St. Charles East High School. Lindsey is student teaching this year and graduates in December. We love when she visits on holiday breaks. They both keep us very busy but very proud.

I look forward to getting to know you and your child. I will do my best to make your child's time in my class a fun-filled learning experience. I believe all children can learn and thrive with the right support and tools. I also believe that the more we work together as a team the more your child will succeed. I anticipate a fantastic school year!



Sincerely,
Brooke Helmlinger

Attendance and Punctuality



Please help the kindergarten classrooms get their day off on the right foot by observing the following school hours:

8:00 a.m. - 2:15 p.m.

It is very important that your child attends school and arrives at the scheduled time. Every day missed is a day of learning that is lost! **In the instance that your child will be absent, please notify the office by calling (630) 463-3501.**



Transportation



All bus riders will receive a

bus tag on the first day of school with their route number on it. This will reflect the route that your child will be taking home! The tag should be attached to your child's backpack at all times. **Please help by replacing any broken tags or pins.**

If your child will be riding in a car, you will need to pick him/her up at the designated parent pick-up area.

If your child will be going home in a way other than usual, it will be necessary for you to write a note explaining the change, and send it with your child in the morning. If an emergency occurs and a change in transportation needs to be made midday, please contact the office before 1:30pm. The office will notify classroom teachers of these changes. If the teacher is not notified, your child will be sent home as usual. **(Do not email teachers of transportation changes... as they don't always have time to check before everyone leaves.)**

Specials



- P.E. -- 2 times a week for 30 minutes with Coach T.
- Music - 2 times a week for 30 minutes with Mrs. Schaden
- Art - 1 time a week for 60 minutes with Dr. Waterstreet
- Computers - 2 time a week for 30 minutes
- Library - 2 time a week for 30 minutes

Nurse

We have a full-time nurse on staff. If your child needs medication during the school day, please contact the nurse.



Snack

Each day your child will have the option to bring one healthy snack to school. Your child will have 10-15 minutes to complete his/her snack and drink. Please do not send any snacks that need to be heated or refrigerated to school. Please keep in mind that individual snacks must be of the healthy variety. We promote fruits and veggies!!! Some examples of healthy snacks are: carrot sticks, cheese, yogurt or crackers. **Cookies, candy, chips, and other things of that nature will not be considered a healthy snack and can interfere with your child's ability to focus and participate in his or her learning.** Please put your child's snack in a labeled separate bag from their lunch. It becomes very confusing, especially at the beginning of the year.

Healthy Snack Ideas



Developed with the help of the children!

Cheese

Go-Gurt

Yogurt

Grapes

Melon

Breadsticks

Apples

Bananas

Granola Bars

Oranges

Carrots

Strawberries

Popcorn

Cherries

Celery

Pretzels

Green Peppers

Watermelon

Applesauce

Craisins

Blueberries

Red Peppers

Cheez-Its

Raisins

Birthday



If you are having a party for your child, I will gladly hand out invitations (providing all the class or just all the boys or all the girls are invited). If you are inviting just a select group of children, it will be necessary for the invitations to be mailed. This policy is in effect to eliminate hurt feelings. **Please stress the importance of not talking about the party at school so those who are not invited do not feel excluded.**

Due to District-wide policy, **edible birthday treats are not allowed.** You may send in non-food items, goody bags or donate a book to the classroom library.

Volunteer Services



Throughout the year, we will welcome your assistance with various classroom projects, during literacy instruction, and to be a guest reader. If you would like to volunteer to come in, please keep an eye out for emails from SignUp Genius (the online program I use to coordinate parent volunteers) that will direct you in choosing days to come into the classroom. We will also be taking field trips throughout the school year. Prior to the trip, classroom teachers will send out notes requesting help. Parent involvement in the classroom helps all the children be successful in their learning, models to the children how important and worthwhile school is, and your child will be so excited to share his/her kindergarten world with you!

Change of Clothes

Please send in a change of clothes (shirt, pants, underwear, and socks) in a large Ziploc baggie that is clearly labeled with your child's first and last name. Accidents happen and we would like to be prepared!



P.E. Shoes

Your child will always need to wear sneakers to P.E. A separate pair of shoes to be kept at school is not necessary if you choose to instead always send your child in running shoes on P.E. days. ***If your child can not tie his or her own shoes, please send in slip-ons or shoes that fasten with Velcro!***



Classroom Jobs



Each week students will be helping with special jobs around the classroom, including messenger, morning greeter, line leader, etc. We will learn about responsibility as we work together to make our classroom run efficiently. Jobs will change on a weekly basis. Everyone will have the opportunity to choose each job.

Scholastic Book Orders



Periodically you will receive Scholastic book orders. Scholastic provides great reading material at reasonable prices. The club also allows us to earn free books for our classroom! If you would like to order, please order online! 😊 Our classroom code is **GQQ6G**.

Holidays



We will celebrate many different holidays throughout the year. If you do not want your child to participate in a specific celebration, please let me know in advance.

Paperwork & Parent To Do's

Please fill out and return **ALL** paperwork during the first week of school. Forms include:

- Kindergarten Student Profile
- School Directory Opt out form if desired
- Sign up for REMIND app
- Follow the provided instructions for downloading and accessing our classroom Dojo.
- Email the teacher from all address you would like to have on the mass message distribution list.



Questions

If you have additional questions after reading through the packet, please email me at Bhelmlinger@geneva304.org or 630-463-3512

Classroom Management Plan

Expectations

I believe that when students take part in developing classroom expectations, they are more dedicated to following them. On the first day of school, the students and I will create a short set of expectations for our class to follow throughout the year. I will encourage students to create rules that reflect the following principles:



- **Be Safe**
- **Be Respectful**
- **Be Responsible**

Once we have created the classroom expectations, we will discuss why they are important. These principles will help make our class run smoothly and help us to have the best year possible!

Rewards and Consequences

This behavior management program focuses on modeling and re-teaching positive behavior. It is based on a 5-step system.

1. Verbal Warning- The teacher will remind good behavior
2. Warning- child moves to yellow on displayed chart as a visual reminder.
3. Consequence- Oops note will be sent home (child moves to red on displayed chart)
4. Child will see Mr. Zeman if warnings exceed Red visual and oops note.
5. Students may also move up for great behavior - from green to blue- super job.
6. Students will start over fresh at the beginning of each day.
7. Students can move from blue to purple to "WOW" behavior! Rewards are listed below.

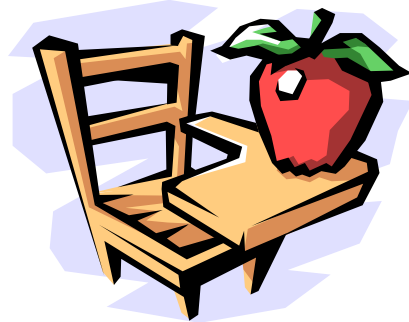
I believe that students should be rewarded for good behavior. I have the following positive behavior reinforcements working in my classroom.

- Class Dojo - Class Dojo is an interactive behavior management tool. Students can be rewarded points for positive behavior, as well as lose points for negative behaviors. Students and parents will receive a log in code to view points and to change avatars. Class dojos are rewarded for blue and purple at the end of each day.

- Green = 1 point, Blue = 2-point, Purple = 3 points.
(10 total points= treasure chest)
- Students that have moved to yellow or red will lose points accordingly throughout the day at the time of the behavior or warning. However, the chart is fluid and the children may move back up to green, blue or purple by demonstrating good learning behaviors.
- Students that end on green strive to move up! But, please remember Green = Good

It is important for our classroom to be a safe, positive learning environment. Please talk to your child about their behavior at school. Your interest shows your child that the teacher and parents are working together to make the classroom a better place! Thank you for your support. If you have any further questions, please call me at school (630) 463-3512 or e-mail me at bhelmlinger@geneva304.org.

Thank you,
Brooke Helmlinger



Philosophy of Kindergarten

We truly believe each child should be encouraged to grow socially, emotionally, and physically at his/her own pace. We will encourage your child to reach his/her fullest potential through developmentally appropriate activities.

We don't believe children should be classified as average, above average, or below average. At the beginning of the year, we assess where each child is at academically and help them to grow as efficiently as possible. This is done in small steps, each skill building on the one before.

Goals

1. Intellectual Development
2. Descriptive Information
3. Concepts
4. Perceptual Motor Skills
5. Memory
6. Getting Along with Others
7. Social Responsibility
8. Creativity
9. Independence



Methods of Teaching/Learning

1. Large Group
2. Small Group
3. Discovery
4. Learning Centers
5. Guest Speakers
6. Field Trips



Fine Motor Skills



Fine motor skills are very important to your child's kindergarten day.

The following list will help you to improve your child's fine motor skills.

1. Help your child hold a pencil correctly.
2. Practice making straight lines and curves.
3. Encourage neatness. Praise all efforts!
4. Have writing supplies accessible to your child at all times.
5. Encourage your child to draw pictures for you or a friend each day.
6. Practice writing child's first name. The first letter should be uppercase and the rest of the letters should be lowercase.
7. Have your child use scissors frequently. Cutting pictures or coupons from magazines is a fun way to practice.
8. Provide your child with chalk, paints, and play dough to build fine motor skill muscles.
9. Remember that your child needs to feel that you appreciate the fact they are trying to write or draw. It is important that your child has fun while doing these activities.

* Please keep in mind that the average time span for an activity with a 5 or 6 year old is 10-20 minutes.

Parent-Teacher Communication

Each child will need a take-home folder. Please be sure to check the folder and clean it out **EVERY evening**. Please make sure all notes for the office or teacher are placed in this folder and **instruct your child to leave those notes in the folder when he or she arrives at school**. I will go through each folder personally. The folder needs to be returned to school on a **daily basis**! There will be a weekly newsletter sent to you via e-mail to keep you updated on what is taking place in the classroom.

The best way to reach me throughout the day is by e-mail: bhelmlinger@geneva304.org. This is the fastest and easiest way to communicate with me.

In case of an emergency please contact the office and they will notify me.

All calls to my phone go directly to voicemail during the school day.

Western Office: (630) 463-3500

Voicemail: (630) 463-3512

