**The ABC’s of Kindergarten**

**Mrs. Cox’s Class**

I am looking forward to this school year and I hope that it will be an educational and enjoyable year for your child. Please feel free to contact me with any concerns or questions by calling the school at 361-2442. You may leave a message or ask to be transferred to my classroom – extension 2106. You may also email me at [jcox@berlin.k12.wi.us](mailto:jcox@berlin.k12.wi.us) . The following information will help you with frequently asked questions about kindergarten.

**A**

**Absences** – If your child is absent, you must call the school office by 9:00 that morning. The school number is 361-2442. If the school does not receive a call about an absence, a secretary will call you at home. If you know in advance of a doctor or dentist appt. please send a note.

**Arrival -** Students start school at 8:15. If they arrive in the morning before 8:15 they hang up their backpacks and go to the playground. The whistle will be blown by the playground aide at 8:10 so students have time to come in and get ready for school to start. If you drop off your child in the morning please do not drop off before 7:45.

**Art-** We will go to art class once week. Mrs. Rademann is our teacher.

**B**

**Birthdays –** Birthdays are wonderful! Treats may be sent to school on your child’s birthday. Birthday treats are appreciated but certainly not expected. If your child’s birthday falls in June, July, or August, we will have a day for them during the last few weeks of the school year. Our PTO gives each child a birthday book on their special day and I will provide a birthday hat, bracelet, and pencil.

**Breakfast –** School breakfast starts at 7:30 a.m. in the cafeteria. When students finish their breakfast they head outside until the whistle blows to come in.

**Buses –** All buses drop off and pick up in the parking lot between Clay and the High School. Students will be assisted to and from the buses each day. If your child’s bus schedule or bus # changes please let me know.

**C**

**Chaperones –** We will have several field trips throughout the school year where parents will have the opportunity to chaperone. There is a form that must be on file with our office before you may chaperone a field trip.

**Circle Drive** – The circle drive is used for drop off and pick up. Please use the parking lot if you plan to stay for a longer period of time.

**Clayton –** Clayton is our school mascot. We have a Clayton the Cougar costume that will be worn by staff on special occasions.

**Code Red –** We will practice code red drills 3 times throughout the year. During this time we lock our door, turn off the lights, shut the blinds, sit on the carpet, and I read a short story in a whisper.

**Conferences –** Conferences are held in the fall and winter. A spring conference is optional. You will be contacted about specific days and times in advance.

**Computer Lab-** We will go once a week to the computer lab with Mrs. Johnson or Mrs. Cox.

**Cougar Way –** The Cougar Way at Clay Lamberton is mainly: Be Safe, Be Respectful, and Be Responsible. We teach the students how to behave in the classroom, halls, bathrooms, cafeteria, special events, bus, and on the playground. Everyone follows the same rules and they are taught the same rules. We also have Body Basics, Voice Basics, and Line Basics. We go over these things often.

**Cougar Paws –** Teachers give out Cougar Paw to students that are following the Cougar Way. Paws are paper shaped paws for the students to sign and put in their Cougar Paw envelope. Students are able to pick a prize from the prize box once they have accumulated 10 Cougar Paws. Drawings are also held weekly and students are awarded prizes if their name is chosen.

**Cougar Way Celebration –** At the end of each trimester we have a school wide celebration.

**D**

**Dismissal –** Students will be dismissed at 3:15. Students taking a bus home will exit out our back door that leads to the bus loading zone between Clay and the High School. Students that walk or get a ride will exit Door #1 where they are picked up. Please be prompt when picking up your child. If your child will be going home a different way than usual could you please write a note.

**Discipline Referral Form –** A student will have a discipline form written up if they have a major behavior violation. A copy of the discipline form is sent to the parents and a copy is kept on file in the office. Parents will also be contacted the day of a major behavior problem by a note, phone call, or email. Mr. Bartol will make the decision on what type of consequences the student will receive. Examples of major behavior violations would be: theft, inappropriate language, physical aggression, fighting, property damage, and continual defiance.

**Doors –** Doors to the school are unlocked until approximately 8:30 a.m. After that time only door #2 is open. Please use this door to enter the school.

**E**

**Early Release –**There are also some scheduled early dismissal days for teacher in-service training. These happen approximately once a month on a Wednesday. Students will eat lunch at school and then be dismissed at 12:15.

**Email –** I can be reached by email at [jcox@berlin.k12.wi.us](mailto:jcox@berlin.k12.wi.us).

**F**

**Family –** I am married to Tim who is the Advance Learning Coordinator for the Berlin Area School District. We have lived in Berlin for 25 years and have 4 children, 2 son-in-laws and 1 grandchild.

Molly Demrow (30 Years) – graduated with a degree in elementary education from UW-Green Bay and has a master’s degree in administrative leadership from UW-Oshkosh. She is married to Eric and they live in Plover, Wisconsin. She is a principal for the Stevens Point School District at Jefferson Elementary School. Her husband is the aquatics director and head swim coach at the Stevens Point YMCA. Their son, Lucas, will be 3 years old in October!

Jacob (27) – graduated with a degree in Camp Management and Youth Programming from UW-Stevens Point. He is currently the director of teen programming for the Commerce City Parks and Recreation Department in Colorado.

Erin Gilson (23) – graduated with a degree in Human Development from UW-Green Bay in May and got married to Jeremy in June. They live in Green Bay. She works for Innovative Services where she cares for disabled and mentally handicapped children and adults. Jeremy is a foreman for Great Lakes Septic and Sewer Co.

Emily (20) is a junior at UW-Oshkosh pursuing a degree in Human Resources. She works at CVS Pharmacy in Oshkosh.

I love spending time with my family, gardening, watching sports, and taking care of our pets. I am looking forward to working with all my kindergarten families to make this a wonderful and memorable year for everyone.

**Field Trips –** We will go on a few community walking field trips and other field trips such as Little Farmer, Oshkosh Opera House, and the school forest. A note and permission slip will be sent home closer to those trips. For some of the trips we will need parent chaperones.

**Fire Drills –** Your child will participate in fire drills throughout the year. We will practice the procedures before our first fire drill so that your child will be prepared.

**Folder** – A plastic green folder was provided for your child from the PTO. Please note the 2 sides for “keep at home” items and “return to school” items. Check the folder each night for notes from me and/or the office and any projects or work that your child has completed. Please return it each day. If you have any notes for me, please put them inside in the “return to school” pocket and I will see them.

**Fundraisers –** Our school does participate in fundraisers throughout the year. The PTO committee meets and decides on the best fundraisers for our school. All students are given fundraising info but not all students choose to participate. The PTO uses the money made from our fundraisers to better our school. Smartboards, playground equipment, and technology are a few examples of how fundraising benefits our school

**G**

**Guidance –** Our school counselor, Mrs. Achterberg, will come in to our classroom once every other week to conduct guidance class. She will be addressing such things as feelings, friendships, and conflict resolution.

**H**

**Homework-** Your child will receive homework in a red folder on Tuesdays. This homework is designed to help practice skills that we are learning in class. Please return the folder by Monday so new homework can be sent home on Tuesday.

**Hours –** The school day goes from 8:15 to 3:15. The playground is supervised starting at 7:45 a.m. The school office is open from 7:30 a.m. until 4:00 p.m.

**I**

**Illness –** Please do not send your child to school if he/she is ill or has a fever. You must call the school office at 361-2442 before 9:00 to report that your child will be absent. If the school does not receive a call from you then the secretary will call you to make sure your child is home sick. If your child becomes ill at school, you will be called to come and get your child.

**Independence –** Encourage your child to be independent. They should be able to come into school by themselves, put on their outdoor clothes, put on and take off their gym shoes, and be able to use the bathroom on their own.

**iPads –** We are fortunate to have 8 iPads in our classroom for student use.

**J**

**Jobs –** Your child will get the chance to help do our classroom jobs. Some classroom jobs include… calendar helper, weather helper, milk helper, snack helper, teacher helper, line leader, and turtle feeder.

**K**

**Kindergarten –** Your child will grow tremendously in the coming year. It will be a memorable and challenging year in many ways. As a team we will make it a successful and happy year for all.

**L**

**Learning Centers –** We will use learning centers in the classroom for math and literacy. This is a great time for parent volunteers to help out in the classroom.

**Library Books –** We will have library checkout once a week on Monday. The book your child checks out should be returned by the following Monday so a new book can be checked out. The children are allowed to select ANY book from the kids section, so if they come home with strange books or the same one every time, know that they’ve picked it out themselves. Feel free to talk with them about which kinds of books you’d like to see come home.

**Lunch-** We eat lunch at 10:50 to 11:15. You are welcome to join us for lunch any day. Students taking cold lunch may purchase a carton of milk for 35¢ or bring their own drink from home. Students go outside for a 20 minute recess after lunch.

**Lunch Money –** Students taking hot lunch may bring in their payments in an envelope marked with their name and ‘Hot Lunch’.

**M**

**Math-** Our school uses Math Expressions. You can find more info on our math curriculum at *www.eduplace.com/math/mthexp*

**Medication** – If your child needs to take any medication following an illness, the office must have a signed consent form from you before being allowed to administer any medicine. You will need to send the medication in the original container. This even includes cough drops. Call Mrs. Mauel, our school nurse, with questions at extension 3003.

**Milk Money –** Milk money is paid at the beginning of the year for snack break. Money can be given to the office. You may pay for the whole year, ½ year, or monthly.

**Money** – Please put any money that is sent to school in an envelope marked with your child’s name, teacher name, amount, and what it is for.

**Mr. T** – Mr. T is our classroom pet. He is a painted turtle that my son found while in college near a river. He has been in my classroom for 5 years.

**Music-** We will go to music class 2 times a week. Mrs. Breza is our teacher.

**N**

**Newsletter** – I will send home a newsletter each Friday in the take home folder. It will contain information about our unit of study, classroom activities, announcements, and upcoming school events. I will also send our newsletter out as an email for those parents wishing to receive it that way.

**Notes –** Any notes for me can be put in the green take home folder.

**O**

**Outside –** Your child will have outside time every day, weather permitting. Please dress your child appropriately for the weather. If your child is too sick to go outside then he/she is probably too sick to be at school.

**P**

**Pals Testing** – Kindergarten and 1st grade students are given a Phonological Awareness Literacy Screening (PALS) 3 times a year. This screening is statewide in all public schools. The screening provides information on what areas your child may need additional help and also where their strength may be. The PALS testing will be shared with parents at conferences.

**Parent Involvement –** We LOVE parent involvement. Please let me know if you want to be involved!

**Parties** – We will have a Halloween, Christmas, Valentine’s and Spring parties during the year. I will be looking for volunteers to send treats for the parties. Our parties will be from 2:00 – 3:00 in the afternoon on the scheduled day.

**Physical Education –** We have scheduled gym class 4 times a week. Please make sure that your child wears socks on those days (or has a pair in their backpack). Velcro shoes are preferred unless your child is a very independent shoe lace tier. Mr. Massen is our teacher.

**Principal –** Mr. Bartol is our principal.

**PTO –** Our Parent-Teacher Organization meets once a month in the library. They can use any help or new ideas you may have. They do such wonderful things for our students, so if you get a chance to go to a meeting, I’m sure they’d appreciate it. If you’re unable to spare your time, you can support PTO by sending in Box Tops from General Mills products, and soup labels from Campbell’s. Market Day is a fundraiser the PTO is sponsoring – the flyers come home once a month and there are some yummy looking things in there! The pick-up for Market Day is after school in our cafeteria once a month. Try it!

**Q**

**Questions –** Please contact me if you have any questions or concerns regarding your child’s education. I will make every effort to meet with you and discuss your concerns.

**R**

**Read –** Read to your child daily and let your child see you read daily.

**Reading Buddies-** Every other Friday we will meet with our 3rd grade Reading Buddies (Mrs. Draves’ room). In the beginning of the year they will be read to us and as the year goes on we will also be reading to them.

**Recess** – Your child will have outside time every day, weather permitting. Please dress your child appropriately for the weather. In warm weather, your child may wear flip flops to school, however, they will not be allowed on the climbing playground equipment. In winter months, children must have boots and snow pants to go off the black top into the snow.

**Report Cards –** Report cards will come home three times a year. The first report card will come home in early December. The second report card comes home in March and then the last one comes home on the last day of school.

**Restrooms –** Your child will be allowed to go to the bathroom when needed. We are fortunate to have a bathroom in our classroom. Unfortunately, accidents may happen, so if you feel this might be a problem send in an extra pair of clothes in your child’s backpack.

**Rest Time-** We will have a daily rest/quiet time after our lunch / recess. We will listen to a story at this time and just relax. No blankets or mats are needed for rest time.

**S**

**Safety –** Your child’s safety is one of my top priorities. I take every precaution while your child is here at school. Please let me know if you have any concerns.

**Secretaries –** Our secretaries in the office are here to help. When you call the school they will answer. Their names are Mrs. Putzke, Mrs. Finger, and Mrs. Behnke. They will relay messages to your child’s teacher for you.

**Snacks –** Once a month you will get a calendar sent home with your child’s snack day listed. I do have a refrigerator/freezer and a microwave available for anything that needs to go in there. We have our snack in the afternoon at 1:30.

**Snow Days –** Due to inclement weather in the winter, sometimes school will be delayed, let out early, or cancelled. Please check out the local stations on television or listen to the radio for closings. An all call will also be placed.

**Star or Student of the Week –** Your child will have an opportunity to be the star for a week. I will send home a poster for you to complete in advance of your child’s week.

**Stay On Green –** This is the behavior system we use in the younger grades at Clay. Everyday students start out on green. Green means they are “Ready to Learn”. If they receive several warnings about their behavior they are on yellow which means “Think About It” and will be required to have a short 5 minute time away from the group. The next step is the student is moved to orange which means “Teacher’s Choice” where the teacher chooses to do a time out or have the student miss recess or choice time in the classroom. Kindergarteners have a 5 minute timeout. Continual misbehavior or a serious discipline issue (such as physical aggression on the playground) will result in the student being moved to red which means “Parent Contact”. This is another timeout and parents are notified by a phone call or an email. Students do have the opportunity to move to better than green. A Student could be moved to blue which means “Great Choices / Good Day”, purple means “Role Mode / Great Day” and colored stars\*\*\* mean “Outstanding / Star Student”. See your child’s green folder each day to see what color they were on at the end of the day.

**T**

**Tennis Shoes –** Your child should have a pair of tennis shoes that stay at school for gym class. Velcro shoes are the best if your child cannot tie their own shoes.

**Tornado Drills –** We will have 3 practice tornado drills throughout the year. Students kneel and bend forward and cover their head with their hands.

**U**

**Unnecessary –** Please do not allow your child to bring unnecessary toys, pens, games, electronics, stuffed animals, cards, etc. to school. They become a distraction and it is difficult to share with an entire class.

**V**

**Visitors –** We encourage visitors in our classroom. Please make sure that you sign in at the office before you come to the classroom. Also please let me know when you plan to visit.

**Volunteers –** We are always happy to have parent volunteers in the classroom. Please contact me if you would like to volunteer in our kindergarten classroom.

**W**

**Website –** Our school district website is [www.berlin.k12.wi.us](http://www.berlin.k12.wi.us) You may get to the Clay Lamberton’s website from the main website. School closings and delays will also be posted on here. There is also a handy list our favorite elementary websites and links to these sites on the Clay site. I also have a classroom website you can get to from the district site.

**X Y**

**Z**

**Zzzzzzzz’s –** Your child should get plenty of rest each night. Set a bedtime and be consistent.