

ABC's of

**A**

Attendance - A successful school experience is the responsibility of the children, the parent, & the school. Your child’s progress, both academically and socially, is influenced to a great extent by daily participation. Regular attendance without tardiness is the key. If your child is absent from school for any reason, you need to send a note with your child on his/her return to school. Please date the note and briefly state the reason for the absence, then sign your name. Distance Learners will be required to participate in daily class time to be counted present.

Arrival & Dismissal - The kindergarten entry doors open at 7:15 a.m. & close at 7:29 a.m. Announcements begin promptly at 7:30. Students entering the school/class after 7:30 are considered tardy. Parents will be required to come in to help their child obtain a tardy stamp for his/her agenda from the front office.

Allergies - Please let me know of any allergies that your child may have, especially for food.

Agenda – An agenda will come back and forth to school daily. It will be housed inside of a 3-ring binder. It is very important that you check and initial this agenda daily.

**B**

Backpack - Each child will need a backpack to bring back and forth between school and home. Because space is limited, we ask that you not purchase rolling backpacks. These will not fit in cubbies with rest mats & jackets. Please have your child share the contents of the binder/agenda and backpack with you daily. Please keep a change of clothing in your child’s backpack for accidents.

Birthdays – Your child will receive a birthday crown to wear at school on the day of his/her birthday. Only pre-packaged goodies may be sent to comply with Covid regulations.

Book Orders - Occasionally I will send home Scholastic Book Order forms. They represent an excellent opportunity for you to order quality books for your child at a greatly reduced rate. This is a great opportunity to build your home library. They also make excellent gifts. This optional purchase may be made on-line or by check to the book company. Cash payment cannot be accepted.

**C**

Calendar - Each month you will receive an Activity Calendar. This calendar will include activities for the month and days in which your child must wear tennis shoes for gym & music classes. Please keep the calendar in your child’s agenda notebook for easy access.

**D**

Dress - We work and play hard in kindergarten and we sometimes get dirty! Please dress your child in comfortable play clothes. Of course, there are days when you may want to dress up, such as school picture day. The school handbook has information about the dress code.

**E**

Educational Assistant – Mrs. Sharon is our classroom assistant and works with us daily! Mrs. Patty is also a kindergarten assistant that will spend time with us this year.

Email - You can contact me via email at [robinsonst@rcschools.net](mailto:robinsonst@rcschools.net). This is an effective way to reach me during the day since we do not have access to phones in our classrooms. If you choose, you may call the office and leave a message for me. I will return your call as soon as possible, but sometimes messages are not delivered/received until the end of the day or the next morning. You can also message me on Seesaw!

Extra Clothes - It is helpful for you to send an extra set of clothing in case of a bathroom accident, messy spill, etc. We do not want to have to bother you at work or home for extra clothes. Clothes can be placed in a gallon size zip lock with your child’s name & kept in his/her backpack at all times.

**F**

Field Trips – Hopefully, kindergarten classes will get to attend field trips that are both fun and educational. We often need parent volunteers on the field trips. Chaperones will be limited on some trips due to space. Chaperones are required to drive or carpool. Also, this is your kindergartner’s time, so we ask that you not bring siblings on field trips. Permission slips are required for all students to attend.

Footwear - Comfortable play shoes are the best! Shoes that are new, awkward, or loose may lead to tripping and slipping. We do a lot of walking “to and fro” not to mention playing outside. Students need sneakers for physical education and music classes. Those days will be indicated on the monthly calendar. **Now is the time to start practicing tying shoes if your child is still having trouble!**

**G**

Guests - All guests who come to Barfield are required to go to the office and show a photo ID. It will be scanned through the Raptor system and you will obtain a sticker. This sticker must be visible to the staff while you are in our building. **\*Due to Covid-19 restrictions, guests will not be allowed in the building until further notice.**

**H**

Hands-On-Learning - I feel that the best way to help children learn is to make learning fun and relevant to them. Important concepts can be learned by engaging in meaningful hands-on activities. There are times when seatwork is necessary and required. Our classroom will be an active learning environment.

Homework - Occasionally your child will be bringing home “family work” in the form of a project to work on together (examples: decorating a turkey or finding pictures for our family tree). Please practice and review these! I would encourage reading to your child every night as a daily homework assignment. So much can be learned from reading a book!

**I**

Illness - The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. Children function more effectively in the classroom if they are healthy. It is important, however, to keep your child home if he/she is ill (example: running a fever or experiencing loose bowels). A child must be fever free for 24 hours WITHOUT having medication before returning to school. This helps to make them more comfortable and prevent others from becoming ill. Also, if he/she is too ill to play outside for recess, then he/she is too ill to come to school. We have no way of supervising that child while we are outside.

**J**

Jackets - We try to go outside every day, weather permitting. If it is cool, please send a jacket/sweater with your child. I recommend that you label all articles of clothing that your child will be putting on/taking off. We have a lost & found section at Barfield that stays full!

**K**

Kindness - Students in our classroom are encouraged and expected to treat all members of our class & school with kindness and respect. Hitting, fighting, name-calling, making fun of others, and bullying will not be permitted or tolerated.

**L**

Library - We will go to the library during our related arts rotation. Kindergarten students will begin checking out books soon after our 1st visit. Please return your child’s library book as soon as you have read it. We will keep them in a special spot in our classroom until our next library visit.

Lunch - A lunch menu can be found on the school website. Children may bring a cold lunch from home anytime that they choose. Students can also buy milk from the café if needed to go with their lunch from home. You may come eat with your child at any time, just remember to sign in at the office and wait in the lobby for our class. You will not be permitted to bring outside food into the cafeteria. Your child will need to eat a lunch from home or the cafeteria. There is a special spot to eat with your child at lunch called “Parent’s Corner”. You might want to surprise your child on days that you can come eat with them, rather then tell them that you will be coming. This will help prevent sad feelings if for some reason you are unable to come when they are expecting you. **\*Due to Covid-19 restrictions, guests will not be allowed in the building until further notice.**

**M**

Medications - Any medication that your child may need at school will have to be brought in by you to the front office. You will be required to fill out paperwork obtainable from our school nurse. Our nurse is the only person in our school who may dispense medication.

**N**

Nurse - We are very fortunate to have a nurse at Barfield. I will take care of minor hurts, such as scratches and scrapes, but I will send a student to the nurse for serious injury or illness. There are times she will not be available due to the extent of her duties. Please be sure to send in any change or addition of contacts so that the nurse or I may contact you in the event of illness or emergency. Any medications that your child may need at school will have to be brought in by you to the nurse and you will have to fill out the necessary paperwork. She is the only one who can dispense medication. Children will only be sent home for illnesses through the nurse. She will call if your child is ill at school.

**O**

Office - Please remember to sign-in in the office anytime that you visit our school. Our secretary is Samantha Shook. If you need to contact the school for a change in your child’s dismissal, call early to ensure that I receive the message in time. **Our office if a very busy place!** The number is 615-904-3810.

**P**

Parties - There are 4 main parties each year: Halloween or Fall/Book Character Parade, Christmas or Winter, Valentine’s, & Easter Egg Hunt or Spring party. All parents will be asked to contribute to these parties. An informational letter will come home prior to each event. You will also receive a Sign-Up Genius via email to sign up for needed items. **Due to Covid-19 restrictions, guests will not be allowed in the building until further notice.**

**Q**

Questions - If you have any questions, please feel free to contact me. You can email me, call the office, or send a note in your child’s notebook/agenda. Remember, I check notebooks/agendas each morning. I believe that communication is the cornerstone of a successful year!

**R**

Report Cards/Conferences - Kindergarten students will receive a report card each nine weeks. Rutherford County Schools will have two scheduled parent conferences. These are short meetings but will give us a chance to talk about your child. Conferences may be requested in addition to the scheduled ones

Restrooms - Encourage your children to go to the bathroom before coming to school. We do have a restroom in our classroom that may be used at any time. Students are asked to just let me know when they need to use this restroom so that I can keep track of where they are. This is especially important in case of fire or emergency.

**S**

Seesaw – You will be receiving information to sign up & join our class Seesaw page. Class news, photographs, reminders, homework, and classwork will be posted in Seesaw!

Skills at Home – Your child not only learns at school, but also at home. Please work with your child on the following things: homework, reading, sight word practice, tying shoes, saying birthday, phone #, address.

**T**

Technology - We have multiple computer labs here at Barfield. Kindergartners will begin going to the lab regularly during their related arts rotation. A class set of iPads & laptops are also available for our use. We have three iPads and three student computers in our classroom. Technology is utilized daily in large & small group instruction. Please give us a couple weeks to set this up.

Toys - Children are asked **not** to bring toys from home to school, unless in the busy bag that will be sent home soon. Directions will be on the bag. We have lots of things to play with here and personal toys can be very distracting. I can not be responsible for broken toys or hurt feelings.

**V**

Volunteers - Please give me a few weeks to get to know your child & for your child to learn the school rules before attempting to volunteer. Parent volunteers are needed & welcomed. We have a teacher workroom for our volunteers to work in. This minimizes distractions within the classroom. **\*Due to Covid-19 restrictions, guests will not be allowed in the building until further notice.**

**W**

Website - Barfield Elementary has a website which can be accessed at <http://bar.rcschools.net/>

Check it out regularly to find information about curriculum, special events, and school news. You will be able to access our class website here also!

**Y**

Younger Siblings - It is in our best interest that parent volunteers be available without younger children in tow. This not only allows your full attention to be focused on our class, but also allows for your kindergartner to feel that some special time has been devoted to him/her. Exceptions can be made depending on the circumstances or event. If your little one can sit quietly, for example, while you are helping at the volunteer table, then that is acceptable. Siblings are not permitted at any time though on field trips. See me if you have a question regarding volunteering and little one(s).

**Z**

ZZZZZZZs - Make sure that your child gets plenty of rest. Setting and keeping a bedtime is a wonderful gift that you can give your child. It will help him/her to be alert and ready to learn every day!

Zip-Lock Bag - When sending money to school, please put in a zip-lock baggie or an envelope with your child’s name, what the money is for, and my name. These should be placed in the binder/agenda which I will check each morning. This helps to ensure that the money gets to school, and I know what to do with it. Checks do not have to be in a baggie if you include the student’s name & what the check is for at the bottom of the check.

**…and now you know the ABC’s!**