



# School Readiness Handbook

This handbook is designed to introduce the School Readiness experience to you, the parents of a four-year-old. It contains information about School Readiness routines, policies, and the things your child will be doing during the program.

Our class hours are 8:00 AM-3:00 PM; with one group of students attending on Monday/Wednesdays/Fridays and another group attending Tuesdays/Thursdays. You will be notified if there are any time or schedule changes.

**School Supplies:** Velcro shoes for gym, roll of paper towel, backpack-no wheels, 2 large Elmer's glue sticks, 2 large packages of snack crackers, napkins, Kleenex, Dixie cups 4 oz. or over.

(Towards the end of the year there maybe a request for additional snacks and a 3 ring binder.)

Please see information brochure for information on **program options and cost**. For early out days for professional development an

additional day will be added at the end of the school year. For preschool screening and snow-days additional days will be added to the end of the school year. Tuition is still paid for days your child is absent due to illness, family vacation, etc. Scholarship and sliding fee scale information is also available upon request.

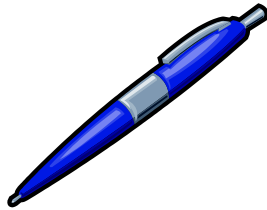
Over the summer a letter will be sent with information about what days your child will be attending School Readiness, school supplies, first day information and school calendar.



Each child should go **directly** to the place that you have designated on the Transportation Form after school and may not go to a different location unless I have a note from a parent informing me of a change. This is **very important** as children often become confused about where they should go at dismissal time. If you need to pick up your child early or intend to take your child home rather than ride the bus, please take time to step into the classroom and directly inform us that you're taking your child.



Send your child to school in clothes-for-learning. Since we do a lot of painting and some "messy" projects, wash and wear items are best.



Print names on all clothing that your child might take off at school (sweaters, caps, mittens, boots, scarves, etc.). Use a permanent felt-tip pen that won't come off in the wash.

Anytime you have a question, feel free to call me. The School Readiness telephone number is (507) 423-5164 ex. 1131. The elementary secretary phone number is (507) 423-5164 ex. 1110. My e-mail address is [Tiffanyteske@lakeview2167.com](mailto:Tiffanyteske@lakeview2167.com) If your child will not be attending school for any reasons please call the School Readiness room or the elementary secretary.





Please keep your child at home if he or she is ill. Recovery will be quicker at home and others in class will not become infected. Please call the school to notify us if you plan to keep your child home. Being sick in school can be a very scary scenario when it is difficult to reach parents. **If your child has the flu, diarrhea or fever within a 24 hour period, it is against school policy to send your child to school.** Please help keep us healthy!

One activity we do in School Readiness is an **All About Me bulletin board**. This activity recognizes each child as a special, unique individual. Each child will have an opportunity to do this activity. The child has an opportunity to share pictures, special toys, awards, etc. The items should tell about him or herself, family, hobbies, etc. Information will be sent home telling you when we will be honoring your child and asking you to help find items to send to school.



Birthdays are a very special event for the child in School Readiness. We will be celebrating each child's birthday as close to the date as possible. If your child has a summer birthday, we will celebrate it on a special day in the spring. On the day your child is celebrating his or her birthday, you are welcome to send a birthday treat if you wish. We ask that you comply with school policies and send store bought treats.



Periodically, I will send home **book orders**. There is absolutely no obligation to purchase any of these books. However, it is an opportunity to purchase good children's literature at a relatively inexpensive price. This also provides you, as a parent, a resource of books to use to take time and read to your child. Please make checks out to Tiffany Teske. I will then send one large check to the companies.



All money sent to school for any reason should be in an envelope marked with the child's name and purpose for which it is intended.



Every other week your child will bring home a note from me; and at the end of each month your child will bring home a new calendar. Please read them and share the information with your child. This will help you communicate more specifically about school with your child. Be sure to thank your child for being a good messenger. Please post the monthly classroom calendar in a prominent place!



Physical Education will be part of your child's day and is a great way to boost gross motor skills. **Velcro Gym shoes** will be needed. I will be teaching music in our classroom.

## Parent/Teacher Conferences

We will be having a fall and a spring parent/teacher conference. Conferences will be held during the school day and your child will not be attending school on those days.

## Discipline Policy

Our discipline policy goes as follows:

1. Verbal warning
2. Sit in the peaceful place for 3 min.
3. Talk with Mrs. Teske in the next room
4. Call parents

\*There maybe some exceptions depending on behavior.

\*If hurtful behavior happens more than three times, a parent/teacher meeting will need to take place for your child to continue programming.

These are some things your child will study and learn in School Readiness...

- \*Bus, fire and personal safety
- \*Calendar, weather, and seasonal facts
- \*Families, feelings, and "me"
- \*Good nutrition and good health habits

- \* Counting, number concepts, colors, shapes, introduction to the alphabet
- \*Nursery Rhymes
- \*Five Senses
- \*Too Many to List Them All!
- \* Personal and Social Skills

Here are some helpful things for your child to know which will enable him or her to have as good of a start as possible in Kindergarten...

1. Tying, Zipping, Buttoning, and Snapping
  2. Recognize his or her name in print
  3. Counting from 1-20
  4. Recognize and name the following colors:  
red, blue, yellow, green, black, purple,  
brown, gray, pink, and white
  5. Recognize numerals from 1-10 in print
- \*\* We will be working on these skills at school as well\*\*

### It's Parent Education Program!

\*Contrary to belief that raising children comes naturally, there is growing recognition that being a parent is extremely demanding and difficult work.



\*It requires learning new skills and focusing on children's needs, and it is facilitated by the support and help of family, friends, and community.

\*Research shows that early childhood programs involving both parents and children are more effective than programs focusing exclusively on children.

\*Involving families in school experiences encourages parents to play an active role in their child's learning from birth well into the elementary years.

### **The Purpose of Parent Involvement is to:**

\*Recognize that parents are their child's first and most significant teacher.

\*Promote positive relationship between home, school, and community.

\*Increase parental support and confidence in their parenting role.

\*Give parents an opportunity to see how their child reacts to a school setting.

\*Promote parental understanding of realistic expectations in order to anticipate and meet the developmental needs of their children.

\*Parent participation allows parents to discuss parental concerns first hand with School Readiness staff.

### **"Parents Can-"**

1. Attend the "School Readiness Together Time Nights." We will meet on the second Tuesday of each month (there is no charge for these events, for the SR child only)

\*If there is a date change, I will send a note home.

2. "Volunteer" in the classroom

Volunteers are asked to pre-register for a time and task and to please sign-in when arriving and exiting the room. School Readiness is a grant program and funding is dependent of parent participation. Thank you for your support!



Most children have had handwriting experiences by the time they come to school. Parents have taught or are teaching their child to write his or her name and each child brings that unique way with him or her. To help your child, I

have a written example of the way I will teach your child to write his or her name in the D'Nealian style. I will be teaching from the Handwriting Without Tears curriculum.

I want to inform you that I believe that it is of utmost importance to instill a love for learning! I also believe in a fun and comfortable school environment for your child. Each day is a wonderful learning opportunity for your child and I hope to fill the days with endless possibilities. Keep in mind your child is four only once and enjoy each teachable moment with your child.

Sincerely,

Tiffany Teske -School Readiness Teacher /S. R.  
/ECFE Coordinator

Dawn Arends -School Readiness Teacher Assistant

Karen Meiners-Community Education Director