

September 2, 2020

Dear Families,

Welcome to Kindergarten! I am excited to partner with you to meet your child's social, emotional, physical, spiritual, and intellectual needs. In order to have a productive school year, we must work together as a team. This includes encouraging positive behavior at school, ensuring your child completes his/her work, and reading with your child on a daily basis.

Enclosed in this packet is information that is supplemental to the Parent and Student Handbook you received at the beginning of the school year.

Kindergarten Expectations

- All students are expected to follow the classroom rules to maintain a positive and safe classroom environment conducive to learning.
- All students are expected to complete classwork to the best of their ability.
- All students must wear masks in the school building.
- All students must maintain social distance while in the school building.

Classroom Rules & Disciplinary Procedures

1. Follow directions.
2. Pay attention.
3. Exhibit self-control.
4. Respect yourself and others.
5. Be a hard worker!

Please discuss your child's behavior, both positive and negative, at home every day. Positive behavior in the classroom increases learning, and reinforcement from home is the most effective way to increase positive behavior!

Classroom Procedures

1. Arrival: Students must arrive to class by 8:00. At 8:01, they will be marked tardy. On distance learning days, live instruction starts at 8:30am. Students who are late for a class period are marked tardy. Students who are not present for a class period will be marked absent. Late arrivals negatively impact students' learning and routine.
2. Snack and Water: Students must have a morning snack **every day**. Morning snacks must be healthy; suggested items are: fruit, vegetables, yogurt, breakfast bars, or cheese sticks (chips, cookies, and juice boxes are not allowed). Students may keep a reusable water bottle on their desk to drink throughout the day. Students may only use the water fountain for refilling water bottles.
3. Uniform: Students must be in proper uniform every day. Please refer to the Parent and Student Handbook for the uniform policy. On Thursday, students must wear their P.E. uniform.
 - o St. Ambrose polo shirts must be tucked in at all times. Your child should be able to do this independently. Please practice at home!

Google Classroom

- All students must have access to Google Classroom.
- All assignments should be completed by the due date. Missing work should be turned in as soon as possible. Please do not turn in assignments via email without prior approval.

Assessment & Homework

- Assessment/Report Cards: Kindergartners are assessed according to the Archdiocese of Washington Kindergarten standards. Students will receive a report card once each semester (January and June). Grades are based on formal and informal assessment procedures, as is appropriate for this particular age group.
- Homework: There will be no homework for the 1st Quarter. We will reassess the situation for the 2nd Quarter.

Schedule & Specials

A schedule of our day is attached. Our specials are on the following days:

Thursday: P.E. & Library

Friday: Creativity (Music/Art)

Communication

- **Yellow Parent/Teacher Communication Folders:** These folders should be emptied daily and sent back to school the following morning. Notes and office communication should be placed in this folder.
- **Thursday Folder:** Thursday folders are currently virtual.
- **Label, label, label!** Please ensure that everything you send into the classroom is labeled with your student's name, including uniforms, outerwear, supplies, containers, and money. Students will be responsible for their own belongings! The Lost and Found box is located near the office.
- **Contact Information:** E-mail is the best method of communication. Please contact me with any questions or concerns you may have at esullivan@stambrosecatholicsschool.org
 - Mrs. Young, Teacher's Assistant: myoung@stambrosecatholicsschool.org
 - Ms. Dunston, Physical Education: kdunston@stambrosecatholicsschool.org
 - Mrs. Andrews, Creativity (Music & Art): kandrews@stambrosecatholicsschool.org
 - Mrs. Porcari, Library: hporcari@stambrosecatholicsschool.org
 - Mrs. Rowe, Technical Support: lrowe@stambrosecatholicsschool.org
 - Mrs. Baker, Principal: tbaker@stambrosecatholicsschool.org
 - Mrs. Conto, Office: cconto@stambrosecatholicsschool.org
 - Mrs. Sims, Finance: msims@stambrosecatholicsschool.org

Mrs. Young and I are looking forward to a great year of growth and learning! We cannot succeed without your support. Please contact me with any concerns, questions, or suggestions you may have.

Partnering with you,

Mrs. Emily Sullivan