**Welcome to Transitional Kindergarten (TK)!**

I want to take this opportunity to welcome you and your child to West Hollywood Elementary School. I am looking forward to meeting and working with you throughout this year to make your child’s first year at our school a success. Please feel free to contact me via email at [benyaminy@westhollywoodelementary.net](mailto:benyaminy@westhollywoodelementary.net) or via the class website at [www.mrsbtk.weebly.com](http://www.mrsbtk.weebly.com).

Sincerely,

Mrs. Benyaminy

**TK Classroom Handbook 2017-2018**

**The Beginning Days**

The beginning days of school will be exciting and may be scary for your child. There may even be some tears. I promise that your child is in good hands and that I have an extraordinary day (and year) planned for us! Your child may bring a picture of the family or a doll to share with the class as comfort to ease the separation for the first week of school. You are welcome to enter the classroom for a short time on the first day of school. I will have a small activity with parents and students that will help ease the separation. After the first day of school, please say your goodbyes **before** entering the classroom. The quicker this is, the easier the transition will be for all of us. Thank you!

**Morning Greetings**

Ms. Garcia and other Teachers’ Assistants (TA) will be in the kindergarten yard beginning at 8 am to watch students who would like to come before the first bell. The TAs, Ms. Garcia and/or I will meet and greet families a few minutes before the bell rings. Please have your child here at school **at 8:12 am** to avoid being tardy. At 8:12, the first bell will ring and Ms. Garcia and I will meet students at the back door of Room 6 (the door on the Kindergarten yard). During this morning transition, students are ready and full of energy to begin their day. In order to help smooth this transition, please say your goodbyes at the door before entering the classroom and limit discussion. Thank you for understanding!

**Dismissal**

All students are dismissed at 2:45 p.m. Monday through Friday with the exception of Tuesday in which they are dismissed at 1:45 pm. I want to make sure all students are dismissed to their designated after-school program or pick up. In order to keep track of all students, please wait outside the front door to Room 6 (the hallway door). I will ask you which child you are picking up (until I learn your faces) and dismiss one child at a time. Please pick your child up on time. Remember, there is a lot of traffic and it may be hard to find a parking spot, but it is important to pick your child up on time since many children become worried when their parents are late. Thank you for your patience. Star and Boys and Girls Club will be picking up students from the classroom. Please also take note that the classroom is cleared by 3:00 pm and any children who have not been picked up will wait in the office. Thank you for your cooperation.

**Emergency Contacts**

If your child is going home with someone other than usual, please write a note or send me an email indicating that s/he has your permission to do so or I cannot release the child.

**Tardies**

If you arrive past 8:17 am, you will need to get a tardy slip from the office and turn it in to me when you arrive in the classroom. If you, or your child, does not have a tardy slip from the office, I am required to send you (or the child) back to the office to get it.

**Absences**

If your child must stay home, please call the office to let them know. Then, send a note to school upon your child’s return and indicate the specific reason for the absence. I will need to collect this note from your child **(within 3 days of the absence)** in order to document the absence in our school system. A hard copy of your letter is more preferred than email so that if there is any confusion in the office, I can prove and clear the absence with that document. Absences that are excused are: illness of your child, medical appointments, or a death in the family. Thank you for your communication.

**Communication**

Since the success of a child depends on the parent-teacher partnership, it is very important for me to keep the lines of communication open with you.

* TK Daily Folder

Your child will bring home a folder each day containing important notices, homework information, and other important communications. Please review your child’s folder and remove papers daily. Please return the folder back to school the next day in your child’s backpack.

* Friday Folder

Your child will bring home a yellow manila folder containing his or her work from that week every Friday. Please return the folder back to school every Monday.

* Other modes of communication will be through the classroom website at [www.mrsbtk.weebly.com](http://www.mrsbtk.weebly.com) and by email at [benyaminy@westhollywoodelementary.net](mailto:benyaminy@westhollywoodelementary.net).

If you need to contact me, please don’t hesitate to send a note in your child’s folder, email, or leave a phone message at 310-274-5313. Please contact me if you have any questions or concerns during the year or if your child has a problem (whether academic, social, or emotional). If the latter is the case, then we will work together to discover the cause and remedy the situation. It is very important that your child has a positive first learning experience at our school.

**Meals**

Please separate snacks and lunches for your children into two different types of bags, both labeled with your child’s name. One way is to put snacks in a brown bag and lunches in a soft-sided lunch box.

Students are encouraged to bring their own snack, as the allotted snack time is limited and may interfere with playtime.

If your child is buying lunch, please send your child’s lunch money ($3) in an envelope or Ziploc, labeled with your child’s name. You can register and pay for lunch in advance on the FOWHE website at <http://www.fowhe.org/lunch-breakfast-menu>, in the cafeteria, or before and during school hours. Please make sure to let your child know s/he is buying lunch.

**Water Bottles**

You are encouraged to send a water bottle with a lid to school with your child. It should be taken home at the end of each day. Please ONLY water will be available for children to drink in the classroom.

**Daily Behavior**

I am a firm believer of positive reinforcement. In my classroom, students have many opportunities to be “Caught Being Good”. We have a “Caught Being Good” poster with a picture that changes with our themes. When a child has been “caught” following the classroom rules, Ms. Garcia or I will tell them to stamp his or her finger in ink and stamp the poster.

If a child does not follow the rules, that child will first get a warning. After the warning, that child will be directed to go to the cool down spot where s/he will start the timer and think about or draw what could be done next time. Once the timer runs out, that child will be able to join the class. If this type of behavior happens often, then the child will miss some recess or free choice and there will be a phone call home.

West Hollywood Elementary has a school-wide behavior plan that rewards students for positive behavior (when they are Respectful, Responsible, and Safe) with Bee Bucks. The Bee Bucks can be entered in a weekly raffle every Friday.

**Clothes & Headphones**

Label Everything: Please label all of your child’s clothing (shirts, sweaters, jackets), backpack, lunch box, and snack with his or her name in Sharpie. If you do not, it will be difficult to return to your child if lost or misplaced.

Uniforms: School policy is that boys shall wear a white or navy blue collared shirt and navy blue pants or shorts. Girls shall wear a white or navy blue collared shirt and navy pants, shorts, skirts or jumpers. Shoes should be closed toe and have a rubber sole. All students are to refrain from wearing hats and caps while indoors.

Bathroom Accidents: Because accidents happen, please turn in a gallon baggie of emergency clothes with **your child’s name labeled on the bag and on each piece of clothing in Sharpie.** If a student brings this bag home one day, please refill it with another set of emergency clothing and send it back in the next day. Emergency clothing includes: a shirt, pants/shorts, underwear, and socks.

Headphones: Please bring in a pair of headphones for the IPads in a gallon baggie and label both the headphones and the baggie. **Tip:** Ear buds tend to be uncomfortable and less sturdy.

**Money**

Please place any money that is coming to school in a Ziploc baggie, labeled with the following information: Child’s first and last name, Teacher’s name, Amount enclosed, Purpose of money (fundraiser, lunch, etc.)

**Homework**

The purpose of homework in TK is to help establish the home-school connection. There will be some enjoyable projects, show and tell assignments, and a lot of reading (either from you or the child). Homework will be stated in the weekly newsletter via email and on our class website at [www.mrsbtk.weebly.com](http://www.mrsbtk.weebly.com).

**Report Cards and Grading**

TK standards blend the California Preschool Foundations, the California Content Standards and the Kindergarten Common Core Standards. Your child will receive a report card three times during the year (November, March, and June). We will also make time during the year to meet and discuss progress and set goals together during a parent/teacher conference in November. If you’d like to meet at any other time, feel free to schedule an appointment. The most important work habit in our classroom is that we all “do our best”.

**Birthdays**

Birthdays are fun to celebrate! Since TK is a special year in which everyone’s birthday is in the same three months, we will celebrate birthdays on Fridays between 2:15-2:45 pm. Please let me know a few days in advance of a birthday celebration, ideally the Friday before the birthday. This way I can let you know if there are a group of parents you need to coordinate with who also have a child with a birthday the same week. You can begin setting up on the kindergarten yard tables at 2:00 pm and an excited group of students will meet you there at 2:15 pm.

On your child’s birthday week, you may provide simple birthday treats for the class. Cookies, cupcakes and wrapped treats work best since they are easy to hand out. **Everything must be store-bought and no treats containing nuts or nut products will be allowed.** If one parent is already in charge of the treat, you are always welcome to have a small party bag or plates and napkins for each child.

**Volunteering**

I enjoy having volunteers come to school to help our students learn. We need support with party planning, bulletin boards, classroom projects, field trip chaperones, cleaning the classroom, and clerical work. Parent volunteers make a huge difference in the education of our little ones! Please get a TB shot and fill out forms in the main office before you volunteer.

**Scholastic Book Orders**

Book orders will be sent home periodically. These orders help us earn free books and resources for our classroom. Please place orders online at clubs.scholastic.com/ and enter our Class Activation Code: **NTZNM**.

**Wish List**

Items needed in the classroom will be posted on the classroom’s website at [www.mrsbtk.weebly.com](http://www.mrsbtk.weebly.com). Please check it periodically for updates. If an item is needed soon, I will send a list in the weekly newsletter via email.

**FOWHE and the Wizard Wire**

The Friends of West Hollywood Elementary (FOWHE) is a 501(c)(3) organization that supports the educational programs for our students at West Hollywood Elementary. Please visit their website at <http://www.fowhe.org> for more information about our school.

Sign up for The Wizard Wire, a weekly communication from FOWHE about events happening at our school. You can sign up at <http://www.fowhe.org/wizard-wire-newsletter>.