

## DEAR PARENTS & GUARDIANS,

I am pleased to have your child in my class! We are ready to start this year with enthusiasm and success, but in order for us to reach our goals it is important that your child understands our rules and procedures. I am here to facilitate your child's success and monitor their progress. Consistency, routine, and practice are a huge part of your child's learning experience. I encourage my students to take responsibility, which gives them a sense of independence.

Please take the time to review this with your child. Once you have reviewed my expectations and your child understands, we can start accomplishing our goals! Thank you for your time, support and cooperation.

Sincerely,  
**Ms. Ramos**

## PARENT COMMUNICATION

- As a reminder, mornings are always a busy transition time. For brief questions, messages, or concerns, feel free to write a quick note, email me, or call the school. I don't want to forget any verbal messages. Thank you for understanding!
- If you would like a parent conference, please let me know so we can schedule a time together.
- As your Kindergartener arrives, please help them to become independent and say a quick goodbye. I know it is hard, but it is even harder on them if you linger.
- We try to keep parents informed on a regular basis through your child's homework binder. Remember to check this regularly.

Contact me:  
[Andrina\\_Ramos@notes.k12.hi.us](mailto:Andrina_Ramos@notes.k12.hi.us)  
808-638-8777

Welcome to  
**Ms. Ramos'**  
Kindergarten Class



The Parent  
Handbook  
Rules, Guidelines, and  
Procedures

## PROCEDURES

- Doors open at 7:50. When students arrive in the morning, they will turn in their homework binders, put their lunchboxes in the bin, and put away their backpacks in their cubbies.
- At 7:55am, students will listen to instructions and promptly begin their morning work/activities.
- At the end of the day, our class will be dismissed at the door. It will be their responsibility to walk from the classroom to the front of the school. From there, they will need to wait by the flag pole, go to A+, or catch the school bus.

## THINGS TO REMEMBER

- Make sure your child gets plenty of rest and eats breakfast before coming to school. It makes a difference.
- Do not send toys, candy, or gum to school. These items tend to distract the learning environment in the room.
- Birthday "treats" need to be discussed prior to the celebration due to allergies.

## CONSEQUENCES & REWARDS

I do not have a behavior chart and typical rewards system in my classroom. I expect students to be great citizens and if they fall short, we will work together to fix it. I want to focus more on developing relationships with each child, without the use of a behavior chart. I do not have rewards in my classroom because I want students to be intrinsically motivated to do good because I believe it will help them throughout their lives. Instead of giving out stickers, toys, or rewards from a treasure chest for good behavior, they will get my attention and love in the form of hugs, high fives, and kind words. This will be our "treasure"—the kind that will last for years 😊

## LUNCH and SNACKS

Your child may buy milk, school lunch, or bring a healthy lunch from home. If you choose to buy milk or lunch, please prepay in the office. I strongly encourage students to bring in a healthy snack and a water bottle to keep at their desk.

## LATE PICK UP & ABSENCES

We trust you will be prompt dropping off and picking up your child daily. If you are running late or your child is unable to attend school please call the office at 638-8777.

## HEALTH & SAFETY

If your child is not feeling well, please do not send them to school if he/she has:

- Fever
- Green runny nose or excess mucus
- Vomiting
- Itchy, draining rash
- Eye discharge or Conjunctivitis
- Bad cough
- Ukus (Lice)

We want to make Kindergarten a positive experience for everyone. Keeping your child home when he or she is sick prevents the spread of germs to other children. If your child shows any of the symptoms above or becomes ill during the day, we will notify you to come pick them up. If you cannot pick up your child, we will contact the people on your emergency list. Please do not send them back to school until they have been clear of symptoms for at least 24 hours.