

MPS

DGF Rota Elementary School  
PSC 819 Box 19  
FPO, AE 09645-0019

# Welcome to Kindergarten



## **Mission**

The mission of Rota Elementary School is to provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment

## **Vision**

At Rota Elementary School, we will provide a standards-based educational program in a safe, caring and respectful environment. We are working to develop lifelong learners and responsible citizens.

Naval Station Rota,  
Spain  
August 2011

## Welcome



Welcome to the 2011-2012 school year! Congratulations! We know that you are happily looking forward to placing your kindergarten student into our capable hands on August 30th. This transition marks a time of independence and growth for you as parents of a school age child. Your child will complete one of the most important milestones of his or her life-the first day of school.

We want you to have an idea of what to expect from kindergarten.

Ms. Norris, Ms. Rambo and Ms. Wade are going to provide your young student activities that involve enriched play; emphasis on the social skills people need throughout life; practice in explaining and following up on one's needs and ideas; a variety of fun literacy skills; and opportunities to become deeply involved in math, science, art, music, and other valuable interest areas.

We are fortunate to have para-professionals, (aides), in both classrooms. The aides are excellent. They are essential to the smooth transition to school.

All three classes receive Foreign Language (FLES) instruction, daily. Ms. Peris is our FLES teacher and she works closely with our classes.

You are going to love this year.

## Continuous School Improvement

**GOAL 1:** All students will increase in communicating and understanding effectively in all curricular areas.

**GOAL 2:** All students will increase in higher level thinking skills.

This will be a wonderful  
and positive year for your  
kindergarten student.

## **Volunteering in the Classroom**

We thrive on parent participation. Think about setting aside a morning each week to come in and help out in the class. Stop by the main office to follow instruction prior you start your volunteer services. You will love it.

## **School Organizations**

**We love to have you as a part of our school community.**

Our school offers a variety of ways to get involved. We have the PTSA, Parent Teacher Student Association and the School Advisory Council, SAC.

- The PTSA works to support students and the teaching staff in a variety of ways. They manage various fund raisers that provide resources for special programs at the school.
- The SAC is a committee of parents, teachers, and administrators. The elected members act as a channel of communication which allows community members to voice concerns on issues that affect school policy. SAC can make recommendations to the school principal.

## **School Opening**

The first day of school is Monday August 29th. Our orientation is held on that first day. You and your child come to school from 1:45 to 3:00 PM. There will be no bus services that day. The first 15 minutes you get to show your child around. Then we send the children to the gym with the aides. At that time, we can schedule home visits and talk a little about the kindergarten routine.

## **Home Visits**

During the first two weeks of school our children have a chance to ease into the full day school routine. August 30th—September 2nd the children leave at 11:30. September 6th—9th school is out at 12:30. During these first two weeks we will have the opportunity to visit you and your child in your home. Monday September 5th is Labor Day. There will be no school on that day.

Early childhood specialists have found that visiting children in their homes can help to build a strong bridge between school and home. We use this time to do short assessments and talk to you personally about our routines and answer any questions you might have.

Please do not feel it is necessary to go to any trouble for these visits.

## Beginning of School Schedule

**August 29 1:45 PM-3:00 PM**

August 30th-September 2nd dismiss at 1130 (no lunch)

September 5th **Labor Day No School**

September 6th-9th dismiss at 12:30 (lunch at the school)

## Second Day of School

Bus riders will be dropped off at the bus stop in front of the kindergarten classrooms and will be met by the aides. Parents are responsible for informing the teacher of each child's routine for returning home.

School begins at 8:55. Parents may accompany their children into the classrooms and help them get their day started.

For the first two weeks walkers will be picked up by their parents at the classroom. Bus riders will be picked up near the kindergarten classrooms during the first two weeks of school.

## Policies and Procedures

### Enrollment

Kindergarten students who wish to enroll for the current school year must be 5 years of age by the 1st of September. DoDEA does not consider waivers to this policy.

### Student Skills and Independence

Our goal is to promote independence and self-awareness. Kindergarten students should be independent in toileting and dressing skills. They should know their full name and age.

## Progress Reports

Progress reports are issued every nine weeks. After the first nine-week period, a conference is held with each family.

We will be talking about progress throughout the school year. You may ask for a conference at any time in the school year.

## Dressing for School

Children should wear comfortable clothing which allows them the freedom to participate in all activities. Some of our art activities can be quite messy. We play outside everyday. We like children to participate freely without concern for their clothes. Sturdy tennis shoes and socks are essential for PE and outdoor play.

**To minimize loss please label all jackets, sweaters, book bags and other items that may be easily lost.**

## Backpacks and Supplies

Your child will need to bring a **large** back pack to school every day. The backpack is our connection to you. Books, papers, and important art work will be coming home daily.

We send messages and completed work and important news through the back pack. **Please check the backpack every day.**

Each teacher will provide a list of supplies according to the classroom needs. Please provide a change of clothes for your child. We use them in case of accidents.





## Study Trips

Kindergarten will participate in field trips throughout the school year. Each teacher will inform parents of planned study trips as the year progresses. There is always a need for volunteers to help chaperone. Siblings are not allowed to ride the bus on school sponsored field trips.



## Health and Attendance

We have a mandatory attendance report due to our administrative office each morning. It is in place as a component of base-wide security. When your child is absent we ask that you must call the office at #727-4185/7 or 956-824185/7 or sent an email to the teacher.

It is your responsibility to keep your child home at the first sign of illness and until they are no longer contagious and completely recovered from illness. If your child has a fever, diarrhea or vomiting, he/she should not be sent to school under any circumstances. This policy is intended to ensure that other children and staff are not exposed to contagious germs. If you are not sure, please follow the advice of your physician or our school nurse.

The office should be notified 2 weeks prior to a PCS move.

## The School Day

### Arrival and Dismissal

At DGF, as well as other DoDEA schools, it is our policy to provide adult supervision for kindergarten students throughout the school day. Children who do not ride the bus should arrive at school at 8:55. That's when our classroom doors open. Students are dismissed at 3:30.

To ensure our students safety, children must be picked up and dropped off by an adult. You should always send a note to the teacher if your child is to be picked up by anyone other than a parent. **Teachers will never change your child's routine based on a student's request.** All changes must come from the parents and be coordinated with the bus office (phone #727-4184 or 727-4219).



### Instructional Day

After the first two weeks of school, the instructional day will begin at 8:55 and end at 3:30. A time for snacks, formal instruction, centers, lunch, rest, and physical activities are part of every kindergarten day. We strive to present meaningful learning experiences for students.



## Specialists

Kindergarten students receive instruction in art, music, physical education, and Spanish culture provided by our team of specialists. We meet with each of the specialists on a rotating schedule that will be sent home.

## Library

We have weekly lessons with Ms. Vlahakis, our Media Specialist. Students are permitted to check out one book at a time from the school library. The book must be returned before he/she can check out another book. As parents, you are also allowed to check out books. You would need to speak with one of the Media Center staff members.

## Support Services

Rota Elementary School has a number of professionals prepared to provide additional services to our students and their families. English as a Second Language (ESL), Learning Impaired (LI), Speech and counseling are some of the services available to students. We also have a school nurse and a school psychologist.

Social skills are a major focus in kindergarten. The school counselor is available to support the teachers' daily efforts to promote cooperation, fair play, and problem solving.

## Nutrition and Rest



**Snack time** is a part of our everyday routine. Young children need a healthy snack during the course of the day. Each class has slightly different routines for snack. It's useful learning time in the kindergarten classroom. We learn about healthy eating and manners.

**Lunch** is also a part of our learning day. Children may bring their own lunches or bring in lunch tickets to buy a hot lunch. The lunch tickets may be purchased at the Navy Exchange. The lunch room staff does not take cash. We suggest that you send in the entire book of lunch tickets. We will alert you when the pack is almost finished. Most



kindergarteners eat very little of the hot lunch. With bagged lunches you are able to pack foods that you know your child will eat. You might consider your child's eating habits and check the weekly lunch schedule when deciding what type of lunch you want your child to have.

**Rest time** Pediatricians recommend a minimum of 10 hours sleep per night for 4-6 year olds. The National Sleep Foundation states that "Sleep is a vital need, essential to a child's health and growth. Sleep promotes alertness, memory and performance. Children who get enough sleep are more likely to function better and are less prone to behavioral problems and moodiness" ([www.sleepforkids.org/html/sheet.html](http://www.sleepforkids.org/html/sheet.html)). DoDEA has a policy of 30 minutes rest time per day. Each class implements this time a little differently. This will be discussed at the Open House on August 29th.