

# Busy Bee's

Classroom Handbook



## Welcome to the Busy Bee Classroom!

Hello Families,

Thank you for letting me be a part of your child's pre-school experience. My name is Kim Rivoli and I will be the teacher in the Busy Bee classroom this year. I am very excited about the year ahead and about getting to know you and your child.

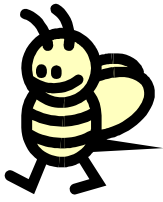
First let me tell you a bit about myself. I have my Associates degree in Early Childhood Education from Clark College and have 24 years experience teaching young children. I have been here at Little Acorn Preschool and Kindergarten for over 8 years. I previously spent 5 years teaching the three year-olds in the Star Class.

I am married and my husband Rob and I have three kids. Travis who is 22, Derek is 19 and in his second year of college and a daughter, Nicole is 14 and in her first year of high school. We live in Ridgefield on a few acres and have two of a kind when it comes to pets. Two horses, two dogs, and two cats. We are involved in our church and like to spend time together watching movies or camping in our RV. I also enjoy playing soccer, baking and being a Mom!

I have found that when parents are positive about Pre-school and let their child know that school is great, the child feels good about coming to class. That makes learning and exploring a wonderful experience. Parents are always welcome in our classroom. I encourage you to ask questions or let me know of your concerns. If there is something you can tell me about your child that will help me get to know them or make them feel more comfortable, please let me know.

I am ready to get started and hope you and your child are ready for a school year full of learning and exploring.

Teacher Kim



## GOAL

To provide a safe, loving atmosphere where children can build self-esteem, learn at their own developmental pace, explore their world, make friends and know that school is great!

## PHILOSOPHY

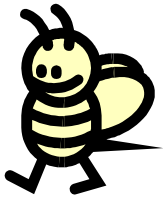
I believe that when children play, they are learning. I have found that figuring out how to problem solve builds self esteem. I also feel that each child is an individual and will learn and grow at their own pace.

## CURRICULUM

Here at Little Acorn we use an "Emergent Curriculum". This basically means that we take the children's lead when choosing what to learn about. Here in the Busy Bee classroom we will start out the school year with a few seasonal themes and then as the children and I get to know each other we will start exploring to find out what their interests are. I have found that children learn to get excited about learning when they can relate it to their own world. Of course, we will be incorporating the skills needed for kindergarten readiness in all aspects of our classroom activities.

## GUIDANCE

We will not be using a "time out" in our classroom. When conflicts arise I like to let the children try and work things out. If they need some help I will step in and offer some ideas on working together to find a solution. I encourage kind and respectful behavior and praise those who use words to resolve conflicts.



## CLOTHES

We will offer painting projects daily and go outside whenever possible. Please dress your child in clothes that can get dirty and are weather appropriate. Shoes that tie-on or Velcro-on are best. Kids of this age generally should be able to put on their own jacket or coat, please send them in one that they can take care of themselves. **All coats should have your child's name in them!** If you would like to leave an extra change of clothes at school for your child, please send them in a large ziplock bag with their name on it.

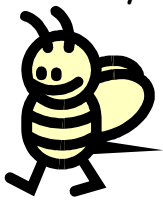
## FIELD TRIPS

We will be going on at least one fieldtrip every other month, possibly more. Fieldtrips are very valuable in teaching kids about their community and gives them an opportunity to experience new things. Transportation and supervision of your child for a fieldtrip is the responsibility of the parent. I will try my best to give plenty of notice about upcoming time/days.

## PARTIES

Children love to have a party! You may bring treats to celebrate your child's birthday. Just let me know in advance. Please no piñatas! We also request that individual birthday party invitations not be delivered via cubby boxes here at school.

We will also have several other Special occasion parties throughout the school year. Watch the weekly newsletters for info as it becomes available.



## SHARING

We won't be having a scheduled "sharing" day or time in our class. I suggest leaving toys at home. Here at school they could get lost or broken. I like to encourage kids to bring in things related to our theme or unit. I will keep you informed of what we are learning about in my weekly newsletter.

## SICKNESS

Please keep your child at home if they are not able to join in our daily activities, or if they have any symptoms listed in the Little Acorn Preschool & Kindergarten Parent Handbook. I appreciate calls or emails from parents if your child will not be at school that day. You may call the school and leave a message.

## CUBBY BOXES

Your child will have their own "Cubby Box" in the hall just outside the door. Please check them each day for newsletters, parent handouts and your child's artwork.

## DROP OFF/ PICK UP

The classroom opens promptly at 9:00a.m. for morning class. Please sign your child in each day on the form outside the classroom and wait until the door is open. It is very important to pick up your child on time. Morning class is over at 11:45. Afternoon class begins at **12:30** and ends at **3:15**. Please sign your child out and wait for the door to open. A parent/guardian needs to be at the classroom door to get their child. Children can become anxious and worried when waiting for a parent who is late. There is also a late fee charged if your child has not been picked up 5 minutes after class has ended. *The late fee charge is \$1.00 per minute and is to be paid upon arrival to the Teacher.*



## PARENT/TEACHER CONFERENCE

Twice a year I will conduct Parent/Teacher conferences. The first one at the beginning of November and then again at the end of January. During conference time we will discuss assessments and goals for your child's school year. In January we will be talking about readiness for Kindergarten and your child's progress. At any time you need to discuss your child or have concerns, I am always available. I value your input and would like to resolve any issues as soon as possible. You can email me ( [Rivmom@msn.com](mailto:Rivmom@msn.com)) or catch me with a quick question before or after class. You may also call the school and leave a message for me and I will return your call promptly.

# CLASSROOM LIBRARY

In our classroom the kids have an opportunity to borrow a book from the classroom bookshelf. They can only choose one book at a time and they must return the book to borrow another. I have book bags available for you to take/bring back the books. This helps introduce responsibility and how to take care of books. This will be started around the second or third week of school.

# VENCOR

Our school is lucky to be right next door to a facility for seniors. Once a month, as a school, we take the classes over to "sing to the Grandma's and Grandpa's". This has been very rewarding to the kids/seniors in the past. We spend about 15-20 minutes singing and then shaking hands or saying good morning. Parents are always welcome to join us!



# Parent Volunteering

Each Family is asked to do some volunteering at our school. This is a great way to build community and demonstrate to your child that their school is important to your family. 2 hours per enrolled child are required and can be done during a fundraiser event, playground clean-up or family fun nights. As a family you may opt out of this commitment by donating \$100 per child.

# Bike Helmets

Here at our school we require that kids who ride bikes or scooters on the playground wear bike helmets. If your child would like to join in this activity during play time they must bring their own helmet from home that fits them correctly. Please put your child's name in it. They can be left here at school on the coat rack outside the classroom.



# Busy Bee Daily schedule

Kids need a routine and to know what comes next. Here in our classroom we will be following a daily schedule that will help establish consistency. Here is a sample of what our schedule may look like. As we get to know kids and what works best it may change.

## **Morning**

9:00.....Classroom opens

9:00-9:20.....Free choice

9:20-9:25.....Clean up

9:25-9:35.....Circle time-(helpers, calendar, weather)

9:35-10:15.....Small group activities

10:15-10:30.....clean up/wash for snack

10:30-10:50.....snack time

10:50-11:00.....Quiet book time

11:00-11:10.....Story circle time

11:10-11:35.....Outside play/playroom

11:35-11:45.....Goodbye song/bookbags

11:45.....Pre-school over

## **Afternoon**

12:30.....Classroom opens

12:30-12:45.....Free choice

12:45-12:50.....Clean up

12:50-1:00.....Circle time-(helpers, calendar,weather)

1:00-1:40.....Small group activities

1:40-1:50.....clean up/wash for snack

1:50-2:10.....snack time

2:10-2:20.....Quiet book time

2:20-2:30.....Story circle time

2:30-3:05.....Outside play/playroom

3:05-3:15.....Goodbye song/bookbags

3:15.....Pre-school over

**\*subject to change as we take the lead of the children**

