

# WELCOME

# KINDERGARTEN

# ORIENTATION 2023-2024

**Please print this and bring it to our meeting on August 14<sup>th</sup> which is our Parent-only orientation night.**

## OUR MISSIONS STATEMENT

*The Classical Academy exists to assist parents in their mission to develop exemplary citizens equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.*

**Prior to School, please read the TCA Elementary**

**[Click here for Handbook](#)**

## **TONIGHT**

1. Fill out emergency card for teacher
2. Sign up to volunteer in the classroom
3. Sign up for literacy testing: **August 24<sup>th</sup> & 25<sup>th</sup>** - Teacher will notify you with a link
4. Review supply list & specific items. Spalding Phonogram cards are for practice at home. The fee for Spalding Phonogram cards will be available on *Infinite Campus* once fees have been applied in July/August. On the fee page, scroll down to the optional payments and add Spalding Phonograms to your cart.

**NOTE: Important school information must be completed by the first day of school.**

A. **IMPORTANT DATES:**

- **August 14th** - Orientation night: **Parents only** meeting with your child's teacher. ***This meeting is much too long and difficult for the little ones to attend.***

AM Class- 5:00 to 6:00 PM

PM Class- 6:30 to 7:30 PM

Mrs. Bauer - Room 106

Mrs. Cantwell - Room 110

Mrs. Crochet-Hoyt - Room 107

Mrs. Griffeth - Room 107

- **August 16th First Day of School - For Parents and Kindergartners**

**(Please, no siblings). On this day you will bring supplies.** You and your child will get to see the classroom, teachers, students, and other parents in your class. Parent(s) will stay with their child.

\*A.M. 8:15-9:45

\*P.M. 12:15-1:45

- **September 7th - Parent Required Spalding Training - For parents only** - This training is important for you to attend. Much of what you will learn this evening is pertinent to our kindergarten program.

5:30-7:30

On this night, please bring paper for notes, a thin sharpie (to make notes on Spalding cards), and *post-it* notes for marking in your book.

- **October 5th & 6th - Parent Teacher Conferences:**

Your teacher will email sign-up invitations to you.

- **Fall Break - Oct. 9th -13th.**
- **Thanksgiving Break - November 20th - 24th**
- **Winter Break - December 18th - January 3rd**

**B. SUPPLIES** - Click [HERE](#) for a copy of student supply list.

***\*Please buy specified brands on the supply list and please sharpen all pencils.***

**PLEASE LABEL ahead of time and bring these items to our First Day of School.**

- \* Scissors (rounded tips)
- \* **Prang** watercolors
- \* Paint Shirt Name **BOLDLY** across front and back. Adult size old, **white** cotton **t- shirt.**  
(Please, NO dress shirts...T-shirt works best).
- \*Backpack – **Standard size please (not pre-school size and no rollers).**
- \*Extra uniform clothing inside large Ziplock baggie for accidents.
- \* Label crayons & all color markers with sharpie, no labels on tools. Do not label expo markers or pencils. On the Orientation night the teacher will discuss supplies.

**C. TAKE HOME FOLDER**

Each day the **plastic** folder (with brads & pockets) will come home in your child’s backpack. This is our way to communicate with you daily.

Please:

- CHECK FOLDER DAILY (Sometimes a quick response is needed)
- EMPTY out contents for the next day

**D. PARENT-TEACHER COMMUNICATION**

You can communicate with me through:

- E-Mail \_\_\_\_\_
- TCA phone number \_\_\_\_\_

**Kindergarten has a weekly Newsletter. It is our way of keeping you informed with the daily routines and needs in your child’s classroom. It is important to read weekly. Below is the link.**

Click: [Grade level information Kindergarten-newsletter](#)

The website for TCA East Kindergarten has useful information throughout the year to help you. Please become familiar with it and **bookmark the link.**

Drop off time is not a good time to discuss things. Our focus is on the children and getting ready for the day.

**E. SCHOOL TIMES**

	<u>Classroom Opens</u>	<u>Class Begins</u>	<u>Class Ends</u>	<u>DELAYED START</u>
AM	8:05	8:15	11:30	10:15-12:30
PM	12:05	12:15	3:30	1:15-3:30

**F. CARPOOL FOR SAFETY REASONS:**

You may drop your child off at the carpool lane or park and walk them up. **If you are late, you MUST park and walk them up. You must then stop by the office for a late pass. NEVER send your kindergartener to class alone if they are late!!**

- When dropping off, have your child exit the car on the passenger side of the car. Please inform others who are picking up your child of this procedure.
- Have your child in a car seat so they can exit quickly. You may need to teach them to get in and out of the car safely and quickly.
- If a child is going home with someone other than their parents, you **MUST** add them to Infinite Campus as an emergency contact.
- We will give you a car tag with your child's last name & teacher's name on the tag. You will put it on the passenger's side (windshield) when you are driving up for carpool. It helps us identify your car so we can quickly hand off your child.

**\*\*\*\*\*PLEASE BE PROMPT AT PICK-UP TIME\*\*\*\*\***

**G. VOLUNTEERING IN CLASSROOM & Field Trips- please do this the first week of School!**

**All volunteers must complete a volunteer packet on our website.**

**[Click here: Visitors and volunteers](#)**

- Grandparents will have additional forms to complete along with a background check. It may take longer to process.
- You may sign up tonight on the clipboard or on a later day that is convenient.
- Please do not bring siblings when volunteering in the classroom.
- You may also volunteer to do "busy bee" work at home. (Cutting, etc.).
- You will be required to sign a STATEMENT OF CONFIDENTIALITY form before you volunteer in the classroom – **Please complete the form online.**
- For security reasons you will need to sign in at the office and get a VOLUNTEER BADGE before coming to the classroom. Parents are required to enter & exit through the front building where you sign in.  
\*\*\*There are also opportunities for parents to share their knowledge/expertise/experiences, which would be beneficial educationally to the students. Please inform me if this would be of interest to you. \*

**Descriptions of Volunteers needed:**  
**Your classroom teacher may have additional needs.**

**Volunteer packets please complete ASAP even if you are not sure you will be able to come in.**

- **Room Parents**- Helps the teacher from time to time with specific needs. Some duties may include creating a phone tree or making calls for a special need or passing on important short notice information. Assists the teacher for class functions.
- **Library Assistant/ Art Assistant**- Someone to assist during our class specials time. A parent volunteer will be needed each week for each class Library and Art time.
- **Group Time /Reading**- Multiple Parents/Grandparents who help in small groups for a given activity.
- **PE Volunteer**- assists the coach in playing games.

**Important Dates/ Special events** - throughout the year

Check the kindergarten website for dates on special events. Our weekly newsletter will also have important information & details each week. Your classroom teacher may send out additional information prior to upcoming events.

**H. FIREDRILLS/LOCKDOWNS/LOCKOUTS/SEVERE WEATHER**

We will practice these monthly. Please familiarize yourself with these procedures by checking our website and handbook.

**I. ABSENCES**

**Illness** - Please call the school office (719-282-1181) to let them know that your child will be out. Absences not called in will be unexcused.

• **PRE-ARRANGED ABSENCE**

Pre-arranged absence forms - Please fill out and submit the form at least two weeks in advance. The form is on our website. *Please try to plan family vacations when school is not in session nor during any testing days.*

**J. UNIFORMS**

Click Here: [Uniform/Dress code](#)

- See TCA website for regulations - Look for Elementary wear.
- Boy & girl kindergarteners **DO NOT** need to wear belts.
- Girl kindergarteners **MUST** wear shorts under dresses.
- Sweaters/sweatshirts worn in class **MUST be the official wear** and have a collared shirt underneath.
- **Hair accessories & Socks must match uniform colors.**
- Shoes should not have characters/lights/wheels and should be safe for the playground.
- Please keep an extra set of clothing (including underwear) in Ziploc bag in child's backpack.
- **Please label all clothing** your child might take off (sweaters, sweatshirts, jackets).

**K. Bathroom**

During class the signal for the bathroom is holding up the index finger to quietly indicate their need. Practice at home and **please encourage your child to wash their hands each time they use the bathroom and tuck in their shirt.**

**L. SPECIALS SCHEDULE FOR THIS YEAR (Subject to change)**

	<u>Day</u>	<u>Time</u>
<b>Library</b>	_____	_____
<b>Art</b>	_____	_____
<b>PE</b>	_____	_____
<b>Music</b>	_____	_____

**M. LIBRARY**

Please make sure your child brings their library book back by library day so that she/he can check out another one. The students get very sad when they forget their book and are unable to check out a new one!

**N. CELEBRATIONS**

- Birthdays: Your teacher will discuss how birthdays are celebrated in your child’s classroom.
- Student Birthday Invitations may be distributed by the teacher/tutor at school only if all girls/all boys or the whole class is invited.
- Tooth Loss - This is a huge deal to kindergarteners. Let us know if your child loses a tooth during the school year so we can put it on our tooth chart/graph.

**O. SNACKS Please no lunch boxes**

- Your classroom teacher will discuss details on orientation night.
- Please put **one snack** into a Ziplock baggie for easy closure.
- NOTE: We do not have a refrigerator in which to store food/snacks.
- If your child has Food ALLERGIES, please let your teacher know.

**P. FIELD TRIPS**

- We usually take two field trips. One of our field trips will be off-campus in the early Fall and one on-campus in the Spring.
- Student fees are due at the beginning of the year and paid online.

## **Q. MISCELLANEOUS**

**\*Medications:** Please familiarize yourself with the procedures on the TCA website if your child needs to take medicine.

### **\*Home Practice**

TCA tries to respect family time. We will have home practice throughout the year, Spalding (phonograms, writing) 5 to 10 minutes daily. We will also send baggie books for reading and practice sheets for spelling words. Most importantly, we ask that you read to your child each night. Times may increase based on the needs of your child. If you are spending more than 30 minutes a night on practice (not including your reading time), please let your child's teacher know.

**\*Discipline** - Each teacher can address during orientation.

### **\*Scholastic Book Orders**

You will get more information from your teacher.

### **\*What's in the Bag?**

When assigned, your student will bring an object that starts with the letter of the week. The child gives three clues, and the class tries to guess the object. We will send more information to you when we begin.

### **\*Baggie Reading Books**

Baggie books are reader booklets that your child will take home to practice their reading. This usually starts Nov/Dec. You will receive more details from your teacher. Also, know there is a damage and lost book fee we will talk about during our orientation.

We do require children to participate in our reading groups when we send home books.

**\*Snow Days Link - Scroll down to the bottom of the page for East information.**

### **Delayed start for kindergarten**

AM Classes start 10:15am to 12:30pm

PM Classes start 1:15pm to 3:30pm

Watch for cancellations if the weather is questionable. We follow D-20 except **for Kindergarten on delayed starts, we do attend school - follow the above TCA delayed start times.**

### **\*Report Cards**

Kindergarten report cards come out 2 times a year.

**\*No toys** - Please remind your child that they should not bring any play items to school.

**Thank you, parents!** *The Kindergarten Team*