

Information Sheet

School Schedule: 8:50-3:05

Basics:

In the best interest of your child, please have them at school on time everyday. Kindergarten will begin promptly at 8:50 and conclude at 3:05. If they arrive to school after 8:50, your child will be marked tardy and will need to go to the office to sign in. If there is a change in dismissal information, please contact your child's teacher and the office. It is best to use email the day before or a written note in the morning. Please keep in mind that we cannot always check email during the student day. Please do not contact the office or teacher in the afternoons with dismissal changes unless it is a genuine emergency.

Contact Information:

In case of an emergency, we need to have the most up-to-date information on file. If there is a change in your phone number or address, please notify the office immediately with the changes.

Parent/Teacher Communication:

Please place any written communication or forms in your child's take-home folder. The take-home folder is the two pocket folder identified on the school supply list. This folder should have your child's name clearly labeled on it. **If there are important notes that need to be brought to our immediate attention, please paperclip these notes to the front of your child's folder.** The take-home folder will also be a way we will be communicating with you, so **please check and clean out this folder daily.**

**We may also be contacted through e-mail or phone. We will try and respond as soon as possible, but please allow a 48 hour response period.



Arrival Procedures:

Walkers or Car Riders

All children walking or driving to school need to line up at the front of the school each morning. (Please note that this line-up location may change due to construction demands. We will notify you of any changes.) The first week we will meet the children there and escort them into their classroom at 8:50. Beginning with the second week of school, the fifth grade patrols will be escorting them in. In addition, the fifth grade patrols will provide supervision for children beginning at 8:35. **If you arrive with your child prior to this time, you will need to stay with them until patrols are present.** In the case of inclement weather, the students will form a line in the hallway outside their classroom.

Bus Riders

All children that ride the bus to school will be met at the circle as the bus arrives and walked to the front of the school by the fifth grade patrols.

Westmoreland's Children Center (WCC)

All children that attend before school care will be dropped off in the front of the school by a designated WCC fifth grade patrol.

Dismissal Procedures:

Walkers or Car Riders

All children will be dismissed in front of the school each afternoon at 3:05. We will only permit your child to leave with a parent or a person identified on your emergency contact list. ***Please make sure to send a note in the *morning* for any change in dismissal procedures.**

Bus Riders

All children that ride the bus will be escorted to their specific bus by the fifth grade patrols at the end of the day. **Westbrook staff do not ride the bus and we do not know what stop each child should get off. We will ensure the children get safely to and from the bus at school. We recommend introducing your child and yourself to the bus driver on the first morning and afternoon to help the driver become familiar with your child and the correct stop.** ***Please make sure to send a note in the *morning* for any change in dismissal procedures.**

Westmoreland's Children Center (WCC)

All children that attend after school care will be picked up at their classroom door by WCC staff at the end of the day.

Lunch:

The children may choose to pack or buy from the cafeteria. If your child is packing we strongly recommend that you send items that are easy for your child to open. Though they will have some assistance, we encourage the children to practice being as independent as possible. Also it is important to be mindful of the time the children will have to eat (30 minutes). All children will have an account through the cafeteria and a pin number to use when purchasing a school lunch.

*Please practice independence in learning their pin number. Children will have the opportunity in the classroom to practice using their pin number. Materials will be sent home.

Drop Off Table:

Please utilize the drop off table located outside the media center to place any materials that your child may have forgotten at home and that need to be "dropped off" at school. This may include lunch boxes, clothing, backpacks, etc. The children will be permitted to visit the drop off table to pick up their materials when it is appropriate and convenient for the classroom.

Classroom Volunteers:

Throughout the year there will be opportunities to volunteer within and outside of the classroom. Please stay tuned for volunteer opportunities and information to come home in your child's take-home folder early this fall.

Clothing:

Each child will have a cubby assigned to them and a hook to hang their book bag and jacket. Children are encouraged to wear covered shoes to ensure safety throughout the day. It is highly recommended that your child wear comfortable clothing that will allow them to move about and learn free from distractions and discomfort. If needed, children may wear snow boots or rain boots, but regular shoes should be sent to wear during the school day.

We encourage independence in clothing management, but in case of an accident your child should have a spare set of clothing. This should include a pair of pants, shirt, socks, and underwear. Please place this in a large Ziploc bag clearly labeled with your child's name. If

there happens to be an accident, we will notify you and ask that you send in another set of spare clothing.

*Please practice independence in taking on and off clothing.

Backpack:

Please provide your child with a backpack that will fit folders, books, and other supplies with ease. We encourage you to save the small, commercialized backpack for home use. A backpack should be sent with your child each day in order to efficiently transport materials between home and school.

*Please practice independence in zipping and unzipping book bags.

Birthdays:

Birthdays are a special day for your child. Unfortunately, we do not have time within our daily schedule to have treats or special parties, but we will recognize and celebrate your child's birthday through song and crown.

Toys

Please DO NOT send any toys to school.

