



# Crestline Kindergarten Bulletin



2022-2023

## Daily Schedule

<b>7:20</b>	Arriving kindergarten through third grade students will be supervised in the auditorium. Students in fourth through sixth grades will be supervised in the gym. Students may enter the building through the back door beside the gym, through the front door beside the office, or through the doors by the auditorium. ALL other doors to the building will remain locked for the safety of the students and teachers.
<b>7:40</b>	Students in the auditorium and gym will be dismissed to their classrooms. Arriving students go directly to their classrooms. Kindergarten parents may come in the building and bring their children to the classrooms during the first week of school only. After that, please encourage your child to go to his/her classroom independently or with a sibling or friend.
<b>7:50</b>	School day begins for students. All outside doors except the office door will be locked at 7:50. Any student who arrives after the 7:50 bell is considered tardy and must stop by the office to check in before going to his/her classroom. (All outside doors except the office door are locked at 7:50.) Parents who must enter the building to do volunteer work or for any other reason must enter the school through the office and sign in with Raptor (bring Driver's License). Please do not go to the outside doors and knock.
<b>2:00</b>	<b>Kindergarten students will be dismissed at 2:00 from Aug. 10th through Aug. 13th . You may come to the classroom to pick your child up on the first day of school. On the remaining days the teachers will walk the children out the playground door or the Elm Street door, according to the information you give us about dismissal. Be sure to enter the building through the office door.</b>
<b>2:45</b>	Car riders and bike riders are dismissed. <b>The first full day for kindergarten students is Monday, August 15.</b> Kindergarten students will exit the building with a teacher through the double doors that lead to the playground, between Mrs. McGuire's and Ms. Spurlock's rooms. Car riders will walk with a teacher to the lunchroom for front of school pickup or the gym for Elm St. pickup. The safety patrol teachers will help children who have not met their ride. At 3:00p.m., students will be walked to the front office and parents will be called for pickup.
<b>2:50</b>	Walkers are dismissed. Teachers will walk students through the playground doors and the Elm Street doors.

**ABSENCES:** Please log your child's absence on the Crestline webpage>Parent Quick Links>Report an Absence. Send an email to [cesabsences@mtnbrook.k12.al.us](mailto:cesabsences@mtnbrook.k12.al.us). Please Cc. the teacher as well. A signed doctor's excuse or signed parental excuse must sent to school in order for an absence to be excused. Failure to submit an absence with a signed excuse will result in an unexcused absence.

**AFTER SCHOOL PROGRAM:** The Extended Day program is provided by Crestline Elementary from 2:50 p.m. - 6:00 p.m. each day school is in session. Please call the school office for details, 871-8126.

**BACKPACK:** Always send a backpack with your child's take-home folder for him/her to transfer notes, papers, and announcements to and from school. Please check your child's take-home folder daily! It will be sent home at the end of the first day of school.

**BICYCLES:** Racks are available at the school. Children should be aware of bicycle safety rules. Bicycles must be walked, not ridden on school grounds. Bicycle helmets are required by the law.

**BOOK ORDERS:** (If your child's teacher sends them): All book orders must be paid online. Book club orders allow the teachers to purchase books for the classroom.

**CHECKING OUT OF SCHOOL EARLY:** If your child must leave school early, the student must be checked out in the school office by a parent. Please send the teacher a note if you must check out your child early so the child can be packed up and ready to go. Go to the front door of the school. Sign in with your Driver's License. Please wait for your child in the porch area. *Avoid checking your child out of school early except for very important appointments which cannot be made at another time, for example, doctor or dentist office visits.*

**DISMISSAL:** On the first day of school you may enter the building through the office door and meet your child outside of his/her classroom. (Please do not come to the doors on the kindergarten wing and knock. All doors except the office doors are locked after 7:50 AM for the safety of students and teachers.) During the rest of the short days, the kindergarten students will exit the building with their teachers from the door in the kindergarten hall that faces the playground, between Mrs. McGuire's and Mrs. Spurlock's rooms. Students who meet a ride or walk home behind the school, by Elm Street, will exit through the door by the Gym with a teacher. Beginning August 15, kindergarten students will be dismissed at 2:50 p.m. Please let us know where your child needs to meet his/her riding group so we will know where to send him/her. *Keep your dismissal consistent. Always send a note to the teacher when your child is to go home with a friend or relative.*

**ENVELOPES:** Please send all cash and checks in a sealed envelope labeled with the child's name, teacher's name, purpose of the money, and the amount. Place the envelope in the child's take-home folder, sliding it under the clip.

**FIELD TRIPS:** Students and teachers will be riding Mountain Brook school buses to all our trips. Parent chaperones will follow in private vehicles. We need a certain number of chaperones for each trip, so please volunteer! Please do not bring siblings on our field trips. The field trip should be a special time for you and your kindergartner. (You paid for the field trips last spring when you registered your child for school.)

**FORGOTTEN ITEMS:** Bringing forgotten items to school is discouraged. We find that children will develop responsibility more quickly when they experience the natural consequences of forgetting. Example: If they forget their lunchbox, they buy a school lunch instead. (Eyeglasses, snack for the class, or any essential item should be brought to the school office where they will be delivered by school personnel.) Parents or guests should not interrupt the instructional process by bringing items to the classroom.

**HELP US:** Your child needs to know his/her full name, address, telephone number, birthday, parents' names, and how to tie shoes. Please reinforce these skills at home. When your child writes his/her name, please encourage the use of capital letters and the correct pencil grip. Lower case letters are taught in January.

## **HEALTH:**

Illness: When a student becomes ill during school hours, he/she will be taken to the Health Room and a parent will be notified of the illness by school personnel. Parents must come to the school office and check out the student before removing the student from school grounds. A student must be fever-free without fever-reducing medication for 24 hours before returning to school. For questions related to COVID-19, please see the Mountain Brook Schools webpage.

Medications: Prescription medicine must be brought to the school nurse by the parent. Only prescription medicine such as Ritalin or other medication prescribed for ADHD, or medicine requiring more than 3 doses in a 24-hour period will be administered at school. Then, only one dose will be given by the nurse during school hours. Your child's physician will need to complete a form for each prescription (Resources>For Parents>Nurse>Medications at School). Medications must be brought in the prescription container with a note indicating the time that the medicine must be given during the day, dosage, and the length of time the medicine is to be given (one week, etc.). Medicine given both at home and at school should be split by the pharmacist into 2 bottles and both bottles labeled. Children with a history of severe allergies or anaphylaxis may have medication kept at school for emergencies upon written request of the child's physician. Inhalers for children who suffer from asthma or related problems may be kept in the office for use by the student. Clear written instruction about the frequency of use and the "usual" usage if the student is wheezing are required.

**Be sure to personally notify the teacher ASAP if your child has a health problem that requires extra care.**

Over-the-counter medicines such as Tylenol may be brought to the school nurse by the parent. Please use the OTC Medications form from the school nurse for each medication (Resources>For Parents>Nurse>Medications at School).

**LABEL EVERYTHING:** Especially be sure to label lunchboxes and outer garments such as sweaters, jackets, hats, and gloves. Lost and found items are donated to charity several times during the school year.

**LUNCH ACCOUNTS:** Cash or checks will be accepted and may be brought to the school office or given to the classroom teacher by the students. Checks should be made payable to **Crestline School**. Please write your child's lunch account number on the check. One check may be written to credit the accounts of all children in your family. (If you do this, please send a note giving each child's name, teacher, lunch account number and the amount each is to receive.) You may also add money to your child's account through PayPams on the school website (Resources>For Parents>Lunchroom>PayPams). If a student's account is below a zero balance, he/she is only allowed to purchase a sandwich and a drink.

**LUNCH:** Lunches will be delivered daily by the school cafeteria.

Students may:

1. buy a hot lunch (one entree) \$3.00
2. bring a lunch and buy a drink for \$0.75.
3. bring a complete lunch including a drink



We will ask the children to tell us their choices in the mornings, so that we can send our order to the lunchroom. The menu online will indicate the lunch for each day. If your child only likes one item on the plate lunch, please send a lunch from home that day. If you plan to let your child buy lunch, discuss this with him/her so that the decision can readily be made at school. It is important that your child is able to open and close all of his/her lunch items to reduce the spreading of germs, as well as promote independence. Teachers will not be able to help students open lunch items.



**PHYSICAL EDUCATION:** Each child will attend a daily 30-minute P.E. class with other Kindergarten classes. Please send your child to school with rubber-soled shoes that are appropriate for running on the field. No clogs, crocs or sandals please. Kindergarten students are not allowed to bring shoes to school and change. **Students who are not yet proficient in tying their own shoes should wear shoes without laces. Teachers will not be able to assist in tying shoes.** Girls should wear shorts under dresses.

Kindergarten students also have supervised play on the playground with their class daily. Please be sure to dress your child for the weather.

**SHOW-AND-TELL/SHARE TIME:** Please help your child to select items related to the unit/alphabet letter we are studying. Follow the show and tell schedule that will be sent home by your child's teacher.

**REST TIME:** Each day, kindergarten students will rest quietly. Students are expected to remain on their mats and no talking is allowed. Later in the year, students read from book boxes during rest time. Rest mats were purchased during registration.

**SNACK:** Each child in the class will bring a personal snack each day. Children may bring a leak-proof bottle with water each day. Sports drinks, juice, soda, and other drinks beside water are not permitted. Refills will be made at the filtered water fountain.

**SUPER STAR/TOP DOG/HONEYBEE OF THE WEEK:** Every child will be recognized during a special week. During this week your child needs to bring in a few pictures from infancy to the present. Please include family members and pets. Teachers will provide more information on this at Parent Orientation.

**TAKE-HOME FOLDERS:** Each student is asked to bring the take-home folder to school daily. This is a plastic folder that you purchased with your child's supplies. The teachers will label the folders and send them home with your child on the first day of school. Please check your child's take-home folder daily! If a note is in the folder, please send your reply to the teacher in the folder.

**VISITORS:** All parents and visitors must report directly to the office to receive a pass to visit in the school building. Please do not knock on and try to enter through other outside doors.

**VOLUNTEERS:** Parents and neighbors of Crestline School volunteer more than 4,000 hours during the year. Help is needed in a variety of ways and new volunteers are always welcome. Please send a note to the attention of PTO if you are interested in helping or have questions. Teachers welcome help from home this year! Please let your teacher know your best days for helping with simple preparations for your child's classroom.

**EXTRA CLOTHES:** Please pack at least one pair of weather-appropriate clothes for your child in case of accidents. These can remain in a student's backpack or locker. The school does not provide extra clothes for students so parents will be called if a child needs clothes and does not have extra.



Even more information will be provided during **VIRTUAL Parent Orientation/Welcome Back Night** on Wednesday, August 15 from 6:00-7:00. There will be an overview of the Kindergarten year, important dates, routines and procedures, and opportunities to have your questions answered.