

# Pre- Kindergarten 2024-2025 FAQ Sheet

## Admin Team:

Head of Campus: Katie Banks: [kbanks@mka.org](mailto:kbanks@mka.org)

Assistant Head of Campus: Gretchen Ievers: [gjevers@mka.org](mailto:gjevers@mka.org)

Associate Director of Admissions: Helen Makahon: [hmakahon@mka.org](mailto:hmakahon@mka.org)

Dean of Students: Kelley Arau: [karau@mka.org](mailto:karau@mka.org)

Director of Technology: Helen Noble: [hnooble@mka.org](mailto:hnooble@mka.org)

## Pre-K Green Advisors:

Caylie Marden: [cmarden@mka.org](mailto:cmarden@mka.org)

Sarah Vasquez: [svasquez@mka.org](mailto:svasquez@mka.org)

## Pre-K Blue Advisors:

Kathy Sasena: [ksasena@mka.org](mailto:ksasena@mka.org)

Erica DeTrollo: [edetrolio@mka.org](mailto:edetrolio@mka.org)

## Q: What supplies does my child need?

- Backpack
- Water bottle (labeled with name)
- Lands End Concert Shirt
- Rain Boots
- A family photo (5x7)
- A smock (large t-shirt)

## CLOTHING

## Q: What is the school uniform?

- There is no official **dress code** for Pre-K. Please dress your child in simple play clothing in any durable fabric.
- Pre-K students are not required to follow the Primary School Code of Attire except for concerts when they are required to wear a white short-sleeved polo shirt with navy MKA logo.
- Field Trip T-Shirt
  - A Field Trip T-Shirt will be given to each student by the classroom advisor
  - There will be a \$10 charge billed to your account.
- Students must wear shorts (or in the winter, tights or leggings) under dresses or skirts.

- Closed-toe rubber-soled shoes, sneakers are preferred

**Q: Should my child bring a change of clothes?**

- Please send in a large labeled Ziploc bag filled with pants/skirt, leggings, long sleeve shirt, short sleeve shirt, socks, and underwear.
- A smock (an old, oversized T-shirt works best).
- A pair of rubber rain boots to be kept at school all year (you might want to buy a half- or full-size larger than your child's current size so that the boots can be used for the full year.)
- Please be sure to label all clothes and boots sent in to school.

**Q: Is my child allowed to bring toys, personal items, and/or gaming devices/watches to school?**

- No, we ask that items such as these stay at home.

**Q: Should my child bring a smock for art class?**

- Please send in a large t-shirt, labeled with your child's name, that can be used as a smock during art class.

**Q: Does my child need snow clothes/boots?**

- We will send out an email as the winter season approaches to send in snow clothes, which we prefer to stay at school. However, if you do not have an extra pair, we can certainly send snow clothes home.

**Q: What is Friday Spirit Day?**

- On Fridays, students are allowed to wear "Spirit Attire," which consists of any MKA Cougars apparel. (Check out the online bookstore)

**SPECIAL OCCASIONS**

**Q: What is New Student Orientation Day?**

- New Student Orientation Day is for all parents and students new to MKA. Plan to spend about an hour on campus the morning of September 3, 2024. More detailed information will be provided in August.
- It's an opportunity for children and their parents to come into the classroom, take a tour, meet their new teachers, and hopefully begin to feel a bit more comfortable before the first day of school.

**Q: How can my child celebrate a birthday at school?**

- Each child will have the opportunity to celebrate their birthday in school this year. On the date of their celebration, children can bring birthday snacks. All birthday snacks must be approved by the school nurse to check for allergies in the class. Summer birthdays will be celebrated towards the end of the year. Please provide the same snack (i.e. all vanilla cupcakes or all chocolate).
- Please contact your child's teachers to select a day for your child's birthday celebration in school.
- On this day, you will have the opportunity to read your child's favorite book and join us for the celebration

**Q. Whom do I notify if my child has allergies?**

- Notify your child's teachers and Primary School nurse Rachael Masters ([rmasters@mka.org](mailto:rmasters@mka.org)) of any allergies prior to the start of the school year.

**Q. Are there opportunities for parents to visit the classroom?**

- Yes. There will be several opportunities to visit the class:
  - Birthday Reader
  - Surprise Reader
  - Morning Meeting guest
  - Reggio Project celebrations
- Watch for sign-up in late September via google sign ups

**SNACK AND LUNCH**

**Q: What do the children eat for snack?**

- Our dining services provider, DPG, will provide a daily snack to students in individual single servings. The snack menu is being developed.
- If you are concerned your child may not like the school snack, feel free to send in a snack with your child each day.

**Q: What are the procedures for lunch in Pre-K?**

- Students may bring lunch from home or opt into the school's dining program via DPG. (Families will have the option to opt into this in late August.) If students opt into the school's dining program, pre-ordered, individually packaged lunches will be delivered to classrooms. Pre-K students eat their lunch in their classrooms. Please note that the Primary School campus is nut-free if you choose to send lunch from home.

**Q: Should my child bring a water bottle to school?**

- Students are encouraged to bring a water bottle to school each day. Please label this water bottle with your child's name. They will have opportunities throughout the day to fill their water bottles at the water station.

**TRIPS AND TRANSPORTATION**

**Q: Will Pre-K go on field trips throughout the year?**

- A few field trips will be planned during the year.

**Q: What are the morning drop-off procedures?**

- Pre-K and K students and their first-third grade siblings can arrive in the car line each morning starting at 7:30 am. Faculty and staff members will be positioned at numbered stations to help students from their cars. Students will be supervised in the gym while waiting to walk to their classrooms at 7:50 am. All students are expected to arrive at school by 7:50am.

**Q: If my child is signed up for Extended Play and Enrichment (EPE), where will he/she go?**

- Teachers and members of the EPE team will support students in going to designated locations outside on the back field to play for EPE, or designated locations indoors if it is raining.

**Q: If my child participates in carline, where and when do I need to pick up?**

- Carline begins at 2:20 each day in the main driveway circling around the Primary School driveway.
- While in carline, please have your hazards on.
- Please place a carline sign in your front window with your child's last name in large letters to assist us in helping your child get to your car quickly. You will receive your carline sign on Student Orientation Day, 9/3/24.
- Please leave the carline sign in your windshield until you pull away from the Primary School.

**Q: If we walk to and from school, where can I drop off and pick up at the end of the day?**

- Arriving students who walk or bike to school may enter through the main doors.
- At dismissal, students who walk or bike will exit the building and be escorted to the adult. (exact location will be communicated once dismissal guidelines have been set)

**Q: Who do I email or call if there is a change in my child's dismissal plan?**

- If there is a change to after-school plans for your child, please email both [psnotifications@mka.org](mailto:psnotifications@mka.org) **AND** your teacher by 1:30 pm. This ensures that someone will see your email before the school day ends.

**GENERAL PRE-K LOGISTICS**

**Q: Will my child study a world language?**

- Pre-K students will learn Spanish this year with Profe Mendez.

**Q: When will recess occur during the day?**

- Recess takes place twice a day, typically in the morning and afternoon. Recess will be outside each day, weather permitting, and in the event of snow, students will need snow clothes, snow boots, gloves, and a winter hat in order to participate. **Please mark all items with your child's first and last name.** If the temperature goes below 25° F, recess will be held indoors.

**PARENT/TEACHER COMMUNICATION**

**Q: How often will I be in communication with the teacher?**

- You will be contacted by your classroom teacher at least once a month by phone or email, whichever is easiest and most convenient for you, to discuss your child's progress and social/emotional well-being. During months when we have conference day or progress reports, these count as your monthly contact; however, please do not hesitate to reach out at any time!
- Twice a year, you will receive a written summary of your child's progress.
- You will receive weekly blasts including photos on Seesaw

**Q: How should I contact my child's teacher?**

- Please address both teachers via email. We try to check our email at various times/breaks during the day and will do our best to get back to you within 24 hours.

**Q: Whom do I contact if my child will be absent?**

- When your child is ill and will be absent, please call Primary School reception at 973-783-8805 or email [psnotifications@mka.org](mailto:psnotifications@mka.org) between 7:30 a.m. and 8:00 a.m. **Please copy your child's teacher on any emails about absence.**