

# 2024-2025 Kindergarten Orientation

Please print this document and bring it to our parents-only meeting on  
August 12<sup>th</sup>.

## OUR MISSION 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.*

## PARENT ORIENTATION NIGHT:

1. Meet your child's teacher and discuss upcoming school year
2. Fill out emergency card for teacher
3. Sign up to volunteer in the classroom
4. Discuss literacy testing scheduled for August 22<sup>nd</sup> & 23<sup>rd</sup>
5. Review supply list

Prior to school, please read the TCA Elementary Handbook

[Click here for Handbook](#)

- IMPORTANT DATES

- August 12<sup>th</sup> – Parent Orientation Night – *Parents-only* meeting with your child's teacher.

AM Class- 5:00 to 6:00 PM

PM Class- 6:30 to 7:30 PM

- Mrs. Bauer - Room 106
- Mrs. Griffith – Room 107
- Mrs. Cantwell - Room 110

- August 14<sup>th</sup> - First Day of School - For Parents and Kindergartners

No siblings. On this day you will bring all your kindergartner's school supplies. You and your child will get to see the classroom, teacher, classmates, 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

- August 22<sup>nd</sup> & 23<sup>rd</sup> - Literacy Testing – No school. Your teacher will email a sign up.
- September 5<sup>th</sup> 5:30pm – 7:30pm - Parent Required Spalding Training – Parents only. This training is important for you to attend. Much of what you will learn this evening is pertinent to our kindergarten program. On this night, please bring paper for notes and a thin sharpie (to make notes on Spalding cards).
- September 19<sup>th</sup> – Kindergarten Grandparents Day
- October 3<sup>rd</sup> – Pumpkin Farm Field Trip – Both classes attend in the morning.
- October 10<sup>th</sup> & 11<sup>th</sup> - Parent/Teacher Conferences - Your teacher will email a sign-up.
- October 14<sup>th</sup> – 18<sup>th</sup> – Fall Break
- November 25<sup>th</sup> – 29<sup>th</sup> – Thanksgiving Break
- December 23<sup>rd</sup> – January 7<sup>th</sup> – Winter Break

## ○ SUPPLIES

[Click Here for Kindergarten Supply List](#)

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

- Bring all supplies on August 14<sup>th</sup>: Below items need to be labeled:
  - Pencil slider boxes
  - Scissors (rounded tips)
  - Prang watercolors
  - White adult-size paint t-shirt. First name is written boldly on front and back of t-shirt.
  - Backpack – standard size (not pre-school size and no rollers).
  - Extra uniform clothing inside large Ziplock baggie for accidents.
- Spalding phonogram cards are required 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 phonogram cards to your cart. The phonogram cards will be delivered to your student's classroom during the first couple weeks of school.

## ○ 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.

- Check folder (sometimes a quick response is needed) and empty contents daily.

## ○ 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 it weekly. Below is the link.

[Click Here for Grade Level Information Kindergarten-Newsletter](#)

The website for TCA East Kindergarten has useful information throughout the year.

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

#### ○ SCHOOL TIMES

	<u>Classroom Opens</u>	<u>Class Begins</u>	<u>Class End</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

We follow D-20 cancellations and delays. For kindergarten on delayed starts, we do attend school. Follow the above TCA kindergarten delayed start times.

#### ○ CARPOOL

You may drop your child off at the carpool lane or park and walk them up. If you are late, you **MUST** park, check in at the security kiosk, stop by the office for a late pass, and walk your kindergartner to their classroom.

- 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 they can exit quickly. You will 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\*\*\*\*\*

○ VOLUNTEERING IN CLASSROOM & FIELD TRIPS

All volunteers must complete a volunteer packet on our website. Please complete it as soon as possible.

[Click Here for 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 at parent orientation night or on a later day
- Please do not bring siblings when volunteering in the classroom.
- You may also volunteer to do “busy bee” work at home (cutting, etc.)
- You must sign a STATEMENT OF CONFIDENTIALITY form before you volunteer in the classroom.
- 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 by the security kiosk.
- 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.

- Room Parents - Helps the teacher sometimes with specific needs. Some duties may include creating a phone tree or making calls/emails for a special need or passing on important information. Assists the teacher with class functions.

- Library Assistant & Art Assistant - Someone to assist during our class specials time. A parent volunteer will be needed each week for each library and art time.
- Reading Groups - Multiple parents/grandparents to help in small groups
- PE Volunteer - Assists the coach in playing games.
- Important Dates/ Special Events - Throughout the year check the kindergarten newsletter for special event dates. Your classroom teacher may send out additional information prior to upcoming events.

#### ○ FIREDRILLS/LOCKDOWNS/LOCKOUTS/SEVERE WEATHER

We will practice and have drills throughout the school year. Please familiarize yourself with these procedures by checking our website and handbook.

#### ○ 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** - Please fill out and submit the form at least two weeks in advance. The form is on our website. **Please plan family vacations when school is not in session nor during any literacy testing days.**

#### ○ UNIFORMS

[Click Here For Uniform/Dress Code](#)

- See TCA website for regulations - look for elementary wear.
- Boy & girl kindergarteners do not wear belts.
- Girl kindergarteners **MUST** wear shorts under dresses, even over tights.
- Sweaters/sweatshirts worn in class must be the official TCA 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.
- Keep an extra set of clothing (including underwear) in Ziploc bag in child's backpack.
- Label all clothing your child might take off (sweaters, sweatshirts, jackets).

#### ○ BATHROOM

During class the signal for the bathroom is holding up the index finger to quietly indicate their need. Encourage your child to wash their hands each time they use the bathroom. Students need to be able to tuck in their shirt on their own.

#### ○ SPECIALS SCHEDULE (Subject to change)

Music \_\_\_\_\_

Art \_\_\_\_\_

Library \_\_\_\_\_

P.E. \_\_\_\_\_

#### ○ LIBRARY

Please make sure your child brings their library book back by library day so that he/she can check out another one. A student will not be able to check out a new book if their previous one was not returned.

○ 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.

○ SNACKS

- No lunch boxes
- Your classroom teacher will discuss details on orientation night.
- Please put **one snack** into a Ziplock baggie for easy closure.
- We do not have a refrigerator in which to store food/snacks.
- If your child has food allergies, please let your teacher know.

○ FIELD TRIPS

- Student fees are due at the beginning of the school year and paid online.

○ MISCELLANEOUS

- **Home Practice** - We ask that you read to your child every day. We will have home practice throughout the school year. Your student should practice written and oral phonograms daily. We will also send baggie books for reading and practice sheets for spelling words. 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.
- **Medications** - Please familiarize yourself with the procedures on the TCA website if your child needs to take medicine.

- **“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. Your students must read these books at home. This usually starts Nov/Dec. You will receive more details from your teacher. Also, know there is a damage and lost book fee.
- **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.

We look forward to partnering with you this school year.

Thank you,

The Kindergarten Team