

2025-2026 Kindergarten Orientation

Please print this document and bring it to our parents-only meeting on
August 11.

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 the upcoming school year
2. Fill out the emergency card for the teacher
3. Sign up to volunteer in the classroom
4. Discuss literacy testing scheduled for **August 22 & 29**
5. Review the supply list

Before school starts, please read the TCA Elementary Handbook

[Click here for Handbook](#)

○ **IMPORTANT DATES**

- **August 11: Kindergarten Parent Orientation Night 5:30pm –6:30pm – Parents only.**

You will visit your child’s classroom to meet their teacher and discuss the upcoming school year.

- Ms. Curtis - Room 106
- Mrs. Griffeth – Room 107
- Mrs. Cantwell - Room 110

- **August 13: 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 have the opportunity to see the classroom, teacher, classmates, and other parents in your class. Then, all parents will go to the gym and spend time with our administration going over general information as well as practice the carpool line.

*A.M. 8:15-11:30

*P.M. 12:15-3:30

- **August 22 & 29: Literacy Testing** – No school. Your teacher will email a sign-up link to select a time slot on one of these dates.
- **September 4: Parent-Required Spalding Training, 5:30pm – 7:30pm** – 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 18: Kindergarten Grandparents Day**
- **October 3, 9, and 10: Parent-Teacher Conferences:** No School. Your teacher will email a sign-up to conference on one of these dates.
- **October 13 – 17: Fall Break**
- **October 23: Mother Goose Day**
- **Friday, November 7: Starsmore Discovery Center Field Trip.** AM & PM class attend in the morning.
- **November 24 – 28: Thanksgiving Break**

Kindergarten meets four additional Fridays. See East campus calendar for more information.

[View East Kindergarten Calendar](#)

○ **SUPPLIES**

[View Kindergarten Supply List](#)

- 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. These cards are for daily practice at home.

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

- **Bring all supplies on August 13. The items below need to be labeled:**
 - Pencil slider box
 - Scissors (rounded tips)
 - Prang watercolors
 - White adult-size paint t-shirt. Your child's first name is written boldly on the 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.

○ **PARENT-TEACHER COMMUNICATION**

TAKE HOME FOLDER

Each day the **plastic** folder (with brads & pockets) will come home in your child's backpack. This folder is our way to communicate with you daily. Check the folder (sometimes a quick response is needed) and empty contents daily.

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

The TCA East Kindergarten website provides useful information throughout the year.

[View East Elementary Kindergarten Website](#)

○ **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. **On delayed starts, kindergarteners do attend school. Follow the above TCA kindergarten delayed start times. Your child's teacher will communicate Friday school hours.**

○ **CARPOOL**

You may drop your child off in the carpool lane or park and walk them to the kindergarten doors. **If you are late, you MUST park, check in at the security kiosk, stop by the office to obtain 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 provide you with a car tag with your child's last name and teacher's name. You will put it on the passenger's side (windshield) when you are driving up for carpool. The tag helps us identify your car so we can quickly hand your child off.

*******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.

[View Visitors and Volunteers Information](#)

- You can sign up at Parent Orientation Night.
- 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.
- Per TCA policy, only parents that are signed up to chaperone can attend the field trip.

- There are also opportunities for parents to share their knowledge/expertise/experiences, which would be beneficial educationally to the students. Please notify your child's teacher if this would be of interest to you.

Descriptions of Volunteers Needed:

Your classroom teacher may have additional needs.

- **Room Parents**: Helps the teacher with specific needs. Some duties may include creating a parent contact list, passing on important information, and organizing sign-ups for special events. 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 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 before 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 complete 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**

[View Uniform Information](#)

- See TCA website for regulations - look for elementary wear.
- 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 a Ziploc bag in the child’s backpack.
- Label all the 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 ensure your child returns their library book by library day so they 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 notify the teacher.

○ **FIELD TRIPS**

- All field trips will be on Fridays with the AM & PM class attending in the morning. Student fees are due at the beginning of the school year and are paid online.

○ **MISCELLANEOUS**

- **Home Practice:** We encourage you to 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 vary based on your child's needs. If you are spending more than 30 minutes a night practicing (excluding your reading time), please notify your child's teacher.
- **Discipline:** Each teacher will address during orientation.
- **Medications:** Please familiarize yourself with the procedures on the TCA website if your child needs to take medicine. If your child has medical needs, please communicate with the school nurse.
- **"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 you more information when we begin.
- **Baggie Reading Books:** Baggie books are leveled reader booklets that your child will take home to practice their reading. Your students are required to read these books at home. We will start sending baggie books home later in the 1st semester. You will receive more details from your teacher. Please note there is a damage and lost book fee.
- **Report Cards:** Kindergarten report cards come out 2 times a year, January and May
- **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