2026-2027

Welcome to Transitional Kindergarten!



Mrs. Mayo

Dear Parent/Guardian,
Welcome to H.W. Harkness Elementary School! My name is Michelle Cazel-Mayo or Mrs. Mayo (pronounced My-O). I have taught for 23 years (1 year in first grade, 8 years in kindergarten and 14 years in transitional kindergarten). I am excited to be your child's teacher for the 2026-2027 school year. **I will be holding an orientation on Thursday, August 6th, 2026 from 4:00-4:30 PM in room 3**. I feel it is important for all of us to meet and for your child to see me and our room before school begins. You and your child will tour our classroom and I will discuss our goals, schedule, rules, and procedures. Please do not miss this meeting!

Our first day of school is Tuesday, August 11th, 2026 from 9:00 AM to 12:45 PM.

Below are concepts you may work on with your child as he/she prepares for school:

- Help your child practice separating from family members confidently and independently.
- Teach your child that all adults at school are here to help them learn, stay safe, and have fun. Encourage them to listen to and follow directions from school staff.
- Practice independent bathroom skills, including using the toilet and washing hands thoroughly.
- Encourage your child to dress independently, particularly putting on and taking off jackets and fixing inside-out sleeves. Please send your child in shoes that cover the toes, have a back strap and do not have laces. Velcro, buckles, zippers, and slip ons work best.

Please provide your child with a regular-sized backpack that is large enough to hold an 8½" x 11" folder without bending it. A backpack with some structure is preferred, as it is more durable and functional than a flimsy bag. Do not purchase a rolling backpack, as it is too bulky and will not fit in our cubbies. Small preschool-sized backpacks are also not recommended, as they do not adequately hold the materials students bring to and from school each day.

Please fill out the TK Information Sheet provided and bring it with you to our orientation or during our first week of school. I look forward to meeting you and your child!

Sincerely,
Michelle Cazel -Mayo

If you have questions or concerns, please email me at michelle-cazel@scusd.edu

TK Information Sheet

My child's legal name is _____.

We would prefer he/she is called _____ at school.

My child's name is pronounced _____.
(For names that can be pronounced different ways or if you think your child's name may be unfamiliar.)

Do the child's parents live in the same home? Yes No
If not, who does your child live with? Mom Dad Other _____

Who will be picking up your child from school?
(Adults 18 years and older need to be listed on the school emergency card and understand our dismissal procedures. Early dismissals require a photo ID.)

_____

_____

Language(s) your child speaks at home: English Other_____
Does your child understand a different language? No Yes_____
Language you (parent) speak at home: English Other_____
Language you (parent) feel most comfortable reading: English Other_____

List any health conditions or food restrictions your child may have.
(Examples: wears glasses, hearing loss, asthma, allergies, food allergies, no meat, etc.)

_____

Does your family have any restrictions on celebrating holidays? No Yes

_____

Which school will your child most likely attend for kindergarten next year?

H. W. Harkness Don't know Other _____

Has your child attended preschool? No Yes

Where? _____ Length of time? _____

Describe your child's personality. What would you like me to know about your child?

_____

_____

_____

_____

Do you have any concerns for your child? (Example: toilet skills, development in speech and language, fine and gross motor, cognitive, behavior, interacting with peers, etc.)

_____

_____

_____

_____

When your child is upset or has difficulty following directions, what strategies do you use to help your child? (This will be helpful for me to know and implement in the classroom.)

_____

_____

_____

_____

I would love to have you help in the classroom. Please mark any areas in which you are able to help our class.

__ Donate snacks and items to our classroom
__ Volunteer or participate in special classroom and school events.
__ Attend field trips and assist as a chaperone **(*district fingerprinting required)**
__ Work in the classroom regularly (assist students with art projects)
(*district fingerprinting required)
Please list your availability:_____

**Please consider getting fingerprinted by the district early in the school year as it is a lengthy process.*

__ Share or present something to the class
(Music, Art, P.E., Dance, Cooking, Gardening, etc.)_____
__ Other _____